

**Hanover General District Court  
P.O. Box 176  
7530 County Complex Rd., 1<sup>st</sup> Floor  
Hanover, VA 23069**

**Payment Plans (DC-210) Policy and Procedure  
Effective July 1, 2024**

**Payment plans are processed in the Clerk's office between 8:00am and 3:30pm Monday – Friday.**

Payment plans CANNOT be initiated online. Defendants must come to the Clerk's office to request, complete, and sign the form DC-210. The DC-210 is an agreement that is used to inform the defendant of the amount that is owed for fines and court costs. The defendant is required to sign Part I (Order for Payment Agreement) for the DC-210, Acknowledgement of Suspension of Driver's License when requesting a deferred payment plan. All fines and costs subject to default or collection from Hanover General District Court may be incorporated into one payment plan. Defendants who properly demonstrate they reside more than 50 miles from the courthouse are eligible to request a payment plan via US mail.

Payment is due upon conviction. Any defendant who is not exempt and who cannot pay their fines and costs within 90 days may apply to the Court for a payment agreement.

The following terms apply to Initial Payment Plans:

- A \$10.00 payment plan fee will be added to the balance due
- No down payment is required to enter into a payment agreement; however, you may make a down payment if you wish to do so.
- Payment Agreements may not be set up online.
- Defendant will receive 1 year to pay their remaining balance. Payments can be made in any amount at any time as long as all fines and costs due under the plan are paid in full by the due date on the defendant's contract. Any payment which is received within 10 days of the due date shall be considered timely manner.

At any time during the duration of the payment plan, the defendant may request in person or by mail as set out above) a modification of the plan which may be granted based on a good faith showing of need as determined by the Clerk or Judge. If, however, you have not met the contract obligation and the balance(s) are not paid in full as required (Default), you may reapply for one of the following default options:

2<sup>nd</sup> payment plan request – Defendant pays 5% of remaining balance to get an additional 6 months to pay in full.

3<sup>rd</sup>/Subsequent payment plan request – Defendant must file a motion to go before the Judge, including a DC-211, Petition for Payment Agreement for Fines and Costs. Out of state residents can file a request by mail, which will be seen by the Judge in chambers. If approved, the new payment plan will be set up as directed by the Judge.

### **Community Service in Lieu of Fines and Costs**

- Motion must be filed by the defendant and set for a hearing, where the defendant must appear. If granted, the defendant will receive written instructions for completion. The rate of credit for community service work will be set based on the applicable federal/state minimum wage rates.
- **Community Service shall not be credited towards any restitution.**

### **Social Security Exemptions**

If a defendant's sole source of income is a social security payment or supplemental security income, the defendant is exempt from making payments towards fines and costs until the defendant has another source of income. The account will not be sent to collections and interest will not accrue while a defendant's sole financial income is through social security benefits. Should circumstances change and there is an additional source of income, the defendant must contact the clerk's office to enter into a payment agreement.

If you are convicted and qualify for this exemption, you must fill out a DC-210 (Fines and Costs Payment Agreement/Acknowledgement of Driver's License Status) indicating your current financial status., and DC-211 (Petition for Payment Agreement for Fines and Costs or Request to Modify Existing Agreement.)

**Restitution is NEVER exempt and must be paid as ordered by the Court; failure to pay restitution in a timely manner will result in the account being sent to collection.**