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*Twentieth Judicial District
of Virginia*

Jessica H. Foster, Judge
Melissa N. Cupp, Judge



Donna G. Foster, Clerk
Telephone: (540) 675-5356
Facsimile: (540) 675-5357

COMMONWEALTH OF VIRGINIA
*General District Court
Juvenile and Domestic Relations District Court
Rappahannock County
P. O. Box 206
Washington, Virginia 22747-0206*

Payment Plan Policy Effective July 1, 2024

Virginia Code §19.2-354; §19.2-354.1; Rule 1:24

Fines and court costs are due on the date of conviction. If unable to pay on the date of conviction, the defendant will have 90 days to pay the amount owed. If the amount owed is not paid in full within 90 days the account will be referred for collection and a collection fee will be imposed and interest will accrue on unpaid balances.

If more than 90 days is needed to pay, defendant may complete form DC-211, Petition for Payment Agreement and enter into a payment agreement, form DC-210. No down payment will be required for the initial payment agreement; however, a one-time account management fee of \$10.00 will be assessed. By signing the payment agreement, the defendant acknowledges the terms of the payment agreement and what occurs if he/she defaults on the agreement.

Subsequent payment extensions may be granted. Defendant must apply for the extended payment plan before any existing payment plan ends. Should default occur on any condition of a payment plan, the payment plan will be terminated. A request for a payment plan following default will be considered by the court and if approved, a down payment will be required as follows:

For balances of \$500 or less, 10% of the amount owed

For balances over \$500, 5% of the amount owed or \$50.00 whichever is greater

A defendant owing fines and costs and whose sole financial resource is a Social Security benefit or Supplemental Security Income (SSI) shall be exempt from making payments at least until such time that defendant has a resource other than a Social Security benefit or Supplemental Security Income (SSI). If the defendant informs the court their sole financial resource is a Social Security benefit or Supplemental Security Income (SSI), the case will not be referred to collections. **Restitution owed by a defendant whose sole financial resource is a Social Security benefit or Supplemental Security Income (SSI) is subject to collections and must be paid as ordered by the court.**

A defendant may petition the court for approval to perform community service to satisfy his/her court fines and costs. The petition must include the name of the non-profit organization where the community service will be performed along with the address, telephone number and contact person for the organization. If approved by the court, it will be the defendant's responsibility to provide written proof of community service hours completed by a date determined by the court. **Community service can not be applied to restitution owed.**



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GUIDELINES TO COMPLETE COMMUNITY SERVICE TO SATISFY FINES AND COSTS

You may complete community service at a non-profit agency or organization to satisfy fines and costs assessed by the Rappahannock County General District Court instead of paying your fine with money. You must select and coordinate with a non-profit agency or organization where you wish to complete the community service. Community service is completed to benefit the community at a non-profit agency or organization where you receive no compensation or payments for the time spent working. You may not complete community service at your place of employment, through your employer, friends, or family.

YOU WILL BE CREDITED \$12.41 PER HOUR OF COMMUNITY SERVICE COMPLETED. THE COURT MAY DECLINE TO CREDIT ANY COMMUNITY SERVICE HOURS COMPLETED AT ANY SITE THAT IS NOT A NON-PROFIT OR IS OTHERWISE DEEMED INAPPROPRIATE BY THE COURT.

COMMUNITY SERVICE HOURS WILL NOT BE APPLIED TO SATISFY RESTITUTION ORDERS.

COMMUNITY SERVICE HOURS CANNOT BE COMPLETED ONLINE!

The Community Service Time Sheet provided by the Court must be signed by your immediate supervisor at the non-profit agency or organization site(s) selected. You are responsible for filing the completed time sheet with the Rappahannock County General District Court by the due date. Credit will only be given for hours that are listed on the time sheet and that are verified by the Court.



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AGREEMENT TO COMPLETE COMMUNITY SERVICE HOURS TO SATISFY FINES AND COSTS

I, _____ agree to complete community service at a non-profit agency or organization to satisfy fines and costs assessed by the Rappahannock General District Court instead of paying with money.

I further agree to select and coordinate with a non-profit agency or organization where I wish to complete the community service. I understand that community service must be completed at a non-profit agency or organization that benefits the community and where I will not be paid for my work. I understand that I cannot complete community service at my place of employment, for my employer, for family, and/or friends.

I understand that \$12.41 will be credited to court costs and fines for each hour of community service I complete and report to the Court. I understand that the Court may decline to credit any hours for work completed at a site that is *not* a non-profit organization or that is otherwise deemed inappropriate by the Court. Community service hours CANNOT be completed online.

The non-profit agency or organization where I complete the community service must submit a verification letter on its letterhead confirming its non-profit status along with the Timesheet of Completed Community Service Hours to the Rappahannock General District Court by the due date imposed by the Court. Credit will only be given for hours that are listed on the time sheet. The verification letter must include my name and must be signed by my immediate supervisor at the site.

Case# _____	\$ _____
Case# _____	\$ _____
Case# _____	\$ _____
Case# _____	\$ _____

Total fines and costs owed and included in this agreement: \$ _____

Total hours of community service to be completed: _____

Deadline for completion: _____

Defendant's Address: _____

Defendant's Telephone Number: _____

Defendant's Date of Birth: _____

Defendant's Signature: _____ Date: _____

COMMUNITY SERVICE TIME SHEET

NAME: _____

AGENCY/ORG: _____

AGENCY/ORG ADDRESS: _____

AGENCY/ORG TELEPHONE: _____

SUPERVISOR: _____

[illegible]

SUPERVISOR'S SIGNATURE: _____ DATE: _____

Rappahannock General District Court

Approved List of Community Service Locations

<u>Location</u>	<u>Contact Information</u>
Rappahannock Food Pantry	37 Leggett Lane, Washington, VA 22747 (540)987-5090 manager@rappahannockpantry.org
Rappahannock County Library	4 Library Rd, Washington, VA 22747 (540)675-3780
Rappahannock Refuse Disposal/ Recycling (Contact: Will Shanks)	39 Weaver Road, Amissville, VA 20106 (540)937-3337 15 Flatwood Road, Washington, VA 22747 (540)987-8985
Fauquier Food Bank	249 E Shirley Ave, Warrenton, VA 20186 (540)359-6053
Fauquier Community Thrift Store	249 E Shirley Ave, Warrenton, VA 20186 (540)359-6054
Salvation Army	62 Waterloo St, Warrenton, VA 20186 (540)341-8385
Crockett Park	10066 Rogues Rd, Midland, VA 22738 (540)788-4867
Middleburg Humane Foundation	4094 Whiting Rd, Marshall, VA 20115 (540)364-3272
Warrenton Old Jail Museum	10 Ashby St, Warrenton, VA 20186 (540)347-5525
Community Touch Inc.	10499 Jericho Rd, Bealeton, VA 22712 (540)439-9300

****If you elect to complete community service at a location not provided on this list, it is your responsibility to ensure that the organization is a 501(c)3 non-profit organization and provide documentation of the organization's status when filing your timesheet.****