

Richmond General District Court

PAYMENT INFORMATION

Pay Online at www.vacourts.gov and click Pay Traffic Tickets under Quick Links.

Pay by Mail or In Person at the Clerk's Office between 8:00 a.m. and 4:00 p.m. Monday-Friday.

- John Marshall Courts Building 400 North Ninth Street, Suite 209 Richmond, VA 23219
- Henry L. Marsh, III & Harold M. Marsh, Sr. Manchester Courthouse Richmond, VA 23224

PAYMENT PLAN GUIDELINES

The purposes of the statutorily mandated process for the collections of fines and costs are (i) to facilitate the payment of fines, court costs, penalties, and other financial responsibilities assessed against defendants convicted of a criminal offense or traffic infraction, (ii) to collect monies due to the Commonwealth and localities as a result of these convictions, (iii) to assure payment of court-ordered restitution to victims of crime, and (iv) to assist defendants with the restoration of their driving privilege.

Fines, costs, and penalties may be paid to the Clerk of Court within thirty days of conviction without incurring additional costs. The Clerk of Court is required to notify the Department of Motor Vehicles of any unpaid fines, costs, or penalties that have not been deferred by way of a payment plan. See Va. Code Ann. Sec. 46.2-395(C). This will result in the suspension of defendant's privilege to drive.

Upon request, the Clerk of Court will set up a payment plan following a conviction. No down-payment is required, and no fees will be charged to set up the payment plans. All initial payment plans will be set for six months. Defendants are required to make regular monthly payments. Payments can be made in person to the Clerk of Court or through the court's on-line portal. Failure of a defendant to make monthly payments during the six-month period may be considered by the court in the consideration of requests for subsequent payment plans. A defendant may be required to obtain and submit a current Division of Motor Vehicles Compliance Summary (dated 30 days or less from the date of filing) as part of the application for payment plan.

If a balance remains after six months, a defendant will be allowed to enter a renewed payment plan once the defendant submits a written request and makes a down-payment. The down-payment will be ten percent if the fines and costs owed are \$500.00 or less, or if the fines and costs owed are more than \$500.00, five percent or \$50.00, whichever is greater.

Upon receiving the down-payment, the Clerk of Court will extend the payment plan an additional six months. The Clerk of Court may continue to grant extensions in this manner until the balance is paid in full.

If a defendant's account has defaulted and been referred to collections, a defendant must contact the collection agency to set up a payment plan with the agency under these guidelines.

A defendant may request a variance from the required down-payment by submitting a request in writing, filing a sworn financial affidavit, and providing supporting documentation of income and expenses with the Clerk of Court. A hearing may be required.

Upon request, the court will consider crediting community service toward a defendant's pending fines, penalties, and costs. The defendant must appear for the hearing. Community service must be authorized by the court in advance and must be performed at a location approved by the court. If granted, defendant will be given instructions by the judge for completion. The rate of credit for community service work will be set based on the then applicable federal/state minimum wage rates. The rate may be modified by the court for good cause shown.

Payment plans cannot be initiated online. Defendants must come to the Clerk's office to request, complete, and sign all required paperwork. Family members of a defendant may not apply for or otherwise complete a payment plan for the defendant unless acting as a court ordered guardian or pursuant to a valid power of attorney (POA). In either event, the original POA or the original Guardianship Court Order or a certified true copy thereof must be presented at the time of the application.

Defendants who properly demonstrate they reside more than 50 miles from the courthouse are eligible to request a payment plan via mail. Please call the Clerk's office at (804)646-6431 to determine if you qualify for this option and to get further instruction.

Payment plans are processed in the Clerk's Office between 8:00 a.m. and 4:00 p.m. Monday-Friday.

SOCIAL SECURITY EXEMPTION

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 complete a DC-210 (Fines and Costs Payment Agreement/Acknowledgement of Driver's License Status) indicating your current financial status.

RESTITUTION

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 collections.