

# Danville City J&DR Court

## Time to Pay Agreement Policy

Collection of court ordered fines, costs and restitution

Fines and costs are due within 90 days. If the defendant is unable to pay within 90 days, they may sign up for a Time to Pay Agreement. A one-time fee of \$10.00 will be added and the due date will be extended from the entry of payment agreement. The First Extension will be for a period of (90) additional days after the initial due date.

Defendants may request a Second Extension for remaining balance if:

- I. A payment of any amount had been made during the ninety (90) days period following the trial date.
- II. Request must be made in person by the first extension due date.

If your sole financial resource is a Social Security Benefit or Supplemental Security Income, then you are exempt from making payments until you have another financial resource or income. The Clerk's office must be notified if your income changes because the Court is still required to assess the fines and costs that are owed. You must fill out and sign a sworn acknowledgement in the clerk's office that this is your sole income for costs and fines to be deferred and not be sent to collections.

**Community Service for Fines and Costs-** The defendant may complete community service hours to pay for fines and costs, which will be credited at the current minimum wage rate set in Virginia. All community service must be completed through a non-profit organization and a letter from that organization must be addressed to this Court and received before credit will be given. Community Service is not an option for restitution.

**Restitution-** State law requires that all payments be applied to restitution before fines and costs. If your case had been referred to collection enforcement, the increased rate fee must be collected at the time of the restitution payment. Any restitution you have been ordered to pay is NOT included in the exemption of payment and is due as the Court has ordered. Community Service NOT include restitution.

**A 4% convenience fee is added each time a payment is made with debit or credit card.**