



THOMAS P. SOTELO
CHIEF JUDGE

TODD G. PETT
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MELINDA L. VANLOWE
MELISSA S. CARDOCE
DIVANI R. NADARAJA
RAZAN J. FAYEZ
MICHAEL C. SPRANO
JUDGES

COMMONWEALTH OF VIRGINIA

JUVENILE AND DOMESTIC RELATIONS DISTRICT COURT

19TH JUDICIAL DISTRICT

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TEENA D. GRODNER
HELEN LEINER
KIMBERLY J. DANIEL
JANINE M. SAXE
GLENN L. CLAYTON II
GAYL BRANUM CARR
RETIRED JUDGES

ARNOLD B. KASSABIAN
1976 - 1994

PHILIP N. BROPHY
1974 - 1980

PAYMENT AGREEMENTS POLICY STATEMENT

Pursuant to the provisions of Section 19.2-354 and Section 19.2-354.1 of the 1950 Code of Virginia, this **Court Authorizes** the Clerk to establish and approve individual payment agreement in accordance with established guidelines approved by the Court.

When the defendant is ordered to pay fines and cost and is unable to pay within 90 days from the date of conviction, or other disposition date, there will be an opportunity to enter payment plans:

➤ Time to Pay Agreement Authorized by Clerk:

○ Phase One:

- The Clerk is authorized to establish and approve payment agreements for an additional 90 days (total of 180 days) from the disposition or deferral date.
- A (DC-210) Time to Pay Agreement shall be signed.
- A one-time \$10.00 time to pay fee will be assessed.

○ Phase Two:

- When the defendant needs more time than the above additional 90 days, a Petition for Payment Agreement for Fines and Cost or Request to Modify Existing Agreement (form DC-211) is required, to assess the defendant's ability to pay.
 - A down payment of 10% is required when fines and costs are \$500 or less.
 - A down payment of 5% is required when fines and costs are more than \$500.

➤ Additional Time/Request to Modify an Existing Payment Agreement/Additional Time to Pay Restitution:

- Additional time to pay can be requested by filing a motion and the court will be set to appear in court. The agreement will be handled by the Judge. Once the Judge has addressed the request and authorized the payment, the Clerk of Court will provide a copy to the defendant and the Finance Department will update FAS.

- In any case in which a defendant owes fines and cost and where such defendant's sole financial resource is a Social Security benefit or Supplemental Security Income, then such defendant shall be exempt from making payments at least until such time that such defendant has a resource other than a Social Security benefit or Supplemental Security Income, the case shall not be referred to collections pursuant to Section Code 19.2-349.
- In addition to the payment plans referenced above, there may be an option to participate in the Community Service Program to discharge fines and cost, for more information please contact the Clerk's Office.

10/02/2024

Date

Thomas P. Sotelo
Chief Judge