



# COMMONWEALTH of VIRGINIA

## JUVENILE AND DOMESTIC RELATIONS DISTRICT COURT FAUQUIER COUNTY

Melissa N. Cupp  
Judge

14 Main Street  
Warrenton, Virginia 20186  
(540) 422-8040  
FAX Number: (540) 422-8041

Ashley B. Settle  
Clerk

### PAYMENT PLAN POLICY EFFECTIVE OCTOBER 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 ninety (90) days to pay the amount owed. If the amount owed is not paid in full within ninety (90) days, the account will be referred to collection and a collection fee will be imposed. Interest will accrue on any unpaid balance of 180 days after conviction.

If more than ninety (90) days is needed to pay, defendant may enter into a payment agreement, form DC-21. No down payment will be requested for the initial payment agreement; however, a one-time account management fee of \$10.00 will be assessed. By signing the 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. The 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 \$500.00 or less, 10% of the amount owed

For balances over \$500.00, 5% of the amount owed or \$50.00 whichever is greater.

Upon the filing of a motion by the defendant, the Court may consider and approve the defendant being able to satisfy his/her court costs and fine through performing community service. The credit shall not include restitution, and any collection fee required. 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. Credit will be applied at the minimum wage in Virginia. At the time of approval of the Fine Option Plan, you must sign form DC-210, Time to Pay Agreement.

If the defendant's sole financial resource is a Social Security benefit or Supplemental Security Income, such defendant shall be exempt from making payments until he has another source of income and, if such defendant notifies the court that his sole financial resource is a Social Security benefit or Supplemental Security Income, the case shall not be referred to collections. Restitution owed by a defendant whose sole financial resource is a Social Security benefit or Supplement Security Income (SSI) is subject to collections and must be paid as ordered 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 Fauquier County Juvenile and Domestic Relations 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 the minimum wage in Virginia shall be credited to the court costs and fines for each hour of community service I complete and report to the Court. I understand that 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 Fauquier County Juvenile and Domestic Relations District Court by the due date imposed by the Court. Credit will only be given for hours that are listed on the time sheet. Ther verification letter must include my name and must be signed by my immediate supervisor at the site.

**The credit shall not include restitution, and any collection fee required.**

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





**FAUQUIER COUNTY JUVENILE AND DOMESTIC RELATIONS**  
**DISTRICT COURT**  
**APPROVED LIST OF COMMUNITY SERVICE LOCATIONS**

<b><u>LOCATION</u></b>	<b><u>CONTACT INFORMATION</u></b>
Fauquier Food Bank	249 E. Shirley Avenue Warrenton, Virginia 20186 540-359-6053
Fauquier County Thrift Store	249 E. Shirley Avenue Warrenton, Virginia 20186 540-359-6054
Salvation Army	62 Waterloo Street Warrenton, Virginia 20186 540-347-8385
Crockett Park	10066 Rogues Road Midland, Virginia 22738 540-788-4867
Middleburg Humane Foundation	4094 Whiting Road Marshall, Virginia 20115 540-364-3272
Warrenton Old Jail Museum	10 Ashby Street Warrenton, Virginia 20186 540-347-5525
Community Touch Inc.	10499 Jericho Road Bealeton, Virginia 22712 540-439-9300
Hero's Bridge	98 Alexandria Pike, #41 Warrenton, Virginia 20186 540-347-5378