

COMMONWEALTH OF VIRGINIA:

IN THE JUVENILE AND DOMESTIC RELATIONS DISTRICT COURT OF THE COUNTY OF
NOTTOWAY

ORDER

Pursuant to 19.2-354 & 46.2-395 of the Code of Virginia as amended the Clerk of Court, and/or her deputies, is hereby authorized to establish and approve the conditions of all deferred or installment payment agreements for persons seeking additional time to pay or persons seeking reinstatement of a suspended license for non-payment of fines, costs, forfeitures, restitution, or payments lawfully assessed against him, pursuant to the following guidelines:

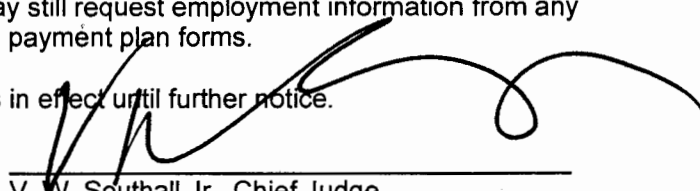
- a. When entering into payment arrangements the defendant must make an initial down payment of 10% with remaining payments due according to the following:

\$ 1.00-\$149.00: additional 30 days
\$ 150.00-\$299.00: additional 60 days
\$ 300.00-499.00: additional 90 days
\$ 500.00-\$999.00: additional 6 months
\$1000.00 & above: additional 12 months to pay

Unpaid fines and costs are turned over to the collections process after 40 days. Any defendants whose fines and costs have been referred to collections are also eligible to enter into a payment plan with the Court. Entry into a time to pay plan will extend the due dates of all fines and costs, regardless of amount, even if the account is in collections.

- b. If defendant is not able to abide by the initial agreement, they must contact the Clerk's office, prior to the suspension date, to request an extension on the initial deferred agreement.
- c. If defendant defaults, their privilege to drive in the Commonwealth will be suspended, however upon the defendant paying the reinstatement fee to DMV, they are eligible to enter into a subsequent payment plan with the Court.
- d. When a defendant enters into a payment plan, the District Court will assess a one-time fee of \$10.00 to cover the costs of management of the defendants account until such account is paid in full.
- e. Times to pay agreements are issued from 8:00am-4:00pm Monday through Friday with the exception of holidays and weekends. Time to pay agreements are not issued or initiated online. Defendants must come to the Clerk's office to request, complete, and sign all paperwork, the court will not authorize family members, etc to fill out requests or sign any forms. The Court will accept all methods of payment, including personal checks.
- f. Defendants employment status does not affect him/her from entering into a payment plan. However the Court may still request employment information from any defendant when completing payment plan forms.

This directive is in effect until further notice.


V. W. Southall Jr., Chief Judge

Entered this 3rd day of September 2015