



COMMONWEALTH of VIRGINIA

BRICE E. LAMBERT
CHIEF JUDGE

MARILYNN C. GOSS
JUDGE

ALEXIS FISHER-RIZK
JUDGE

MARY E. LANGER
JUDGE

ASHLEY K. TUNNER
JUDGE

Thirteenth Judicial District

Juvenile and Domestic Relations District Court

for the City of Richmond

OLIVER HILL COURTS BUILDING

1600 OLIVER HILL WAY, SUITE C181

RICHMOND, VIRGINIA 23219-1214

PHONE: (804) 646-2942 FAX: (804) 646-2906


FELICIA EDMONDS-RUSTIN
CLERK OF COURT

Time To Pay Agreements Policies & Procedures

1. Initial Time to Pay requests must be made within 90 days of your court date to avoid a collection fee. The length of time for the time to pay will be determined by the court based on each individual's financial circumstances. (a) (b)
2. Subsequent Time to Pay extension requests shall be considered by the court under the same terms as stated above. (a) (b)
3. There is a one-time fee of \$10.00 that will be added to your account at any point when the deferred payment date is 90+ days from the conviction/disposition date.
4. All fines and costs owed to this court may be incorporated into a single payment agreement unless otherwise ordered by the court in specific cases... (b)
5. The court shall not include cases that are 10 years or older in any payment agreement.
6. Pursuant to Virginia Code Section 19.2-354.C, community service shall be permitted if requested in lieu of fines and court costs. Amount owed divided by current minimum wage amount determines the hours of community service. There is a requirement to perform a minimum of 16 to 20 hours per week, unless in school, has valid medical excuse, or works parttime. You will need to make a written request to the Judge for approval and your community service will be performed through Court Community Corrections. Community service shall not be granted on any amount owed for restitution.
7. If your sole financial resource is a Social Security benefit or Supplemental Security Income, then you are not required to pay until you have another resource or income. As long as your sole income remains unchanged, your account will not go to collections. Please understand that any restitution ordered is not included in this exemption of payment and is due as that court has ordered. (c)
 - (a) A financial statement, either oral or written, may be required by the court to determine the eligibility for and terms of a subsequent Time to Pay request. A DMV summary report shall also be required for a subsequent request.
 - (b) Defendants who agree to accept conditions of a deferred finding for first offenders' status are not eligible for time to pay arrangements because they are under the deferred finding court order to pay costs/fines within 90 days.

(c) The Judge requires proof of your income situation in order to qualify for this payment exemption.

5/1/25
Date


Chief Judge, Brice E. Lambert