



# COMMONWEALTH of VIRGINIA

NANCIE WILLIAMS  
PRESIDING JUDGE

JAMES A. DROWN  
JUDGE

*Juvenile and Domestic Relations  
District Court for Warren County*

Courthouse, 2nd Floor  
1 E. Main Street  
Front Royal, Virginia 22630  
540-635-4107  
TDD USERS: 1-800-828-1120  
FAX: 540-635-8207

SHANNA L. HENRY  
CLERK

POLICY FOR FINES & COSTS  
ASSESSED BY THE WARREN COUNTY  
JUVENILE AND DOMESTIC RELATIONS COURT  
EFFECTIVE OCTOBER 1, 2025

Each defendant appearing before this Court who has been assessed fines, costs, restitution and/or penalties at sentencing is encouraged to pay any money due and owing on the date of appearance.

It is not this Court's intent to cause hardship on anyone's lifestyle but to collect the money due and owing the Commonwealth of Virginia. It is our policy that a payment agreement be entered into that is beneficial to both the defendant and the Commonwealth. This office offers a deferred payment, to be paid by a date certain, within a reasonable amount of time or community service in lieu of payment. Any request to satisfy fines and costs by community service will be credited at the rate of the current minimum wage per hour.

If the defendant is unable to pay the fines/costs/restitution on the day of judgment but CAN pay within 90 days, no default will occur. The Clerk will simply give them a copy of the fines/costs/restitution owed. If the defendant requires longer than 90 days to pay the monies due, then the defendant can enter into a time to pay/deferred payment agreement (via form DC210) for a fee of \$10.00 (which cannot be waived). This fee is a one-time fee and is to cover the costs of the management of the defendant's account until such time the account is paid in full. There will be no down payment required for an agreement.

If the defendant's **SOLE** financial resource is a social security benefit or supplemental security income, then they are exempt from making payments. It is the responsibility of the defendant to contact the clerk's office to enter into a payment agreement if they have a different financial resource.

REQUEST FOR RENEWAL OF AN UNEXPIRED TIME TO PAY AGREEMENT:

The defendant may request an extension of their agreement and will have had to at least shown a good faith effort to pay their fines, costs, restitution and/or penalties. If the above has been done, then an extension will be granted to be paid within a reasonable period of time.

REQUEST FOR RENEWAL OF AN EXPIRED TIME TO PAY AGREEMENT:

After careful consideration of the defendant's ability to pay AND by filing a DC-211, this Court may agree to enter a new Time-to-Pay Agreement (DC210) for a deferred payment to be paid by a date certain. The defendant will need to be able to show that they have an employment income or other steady ability to pay.

A defendant whose fines and costs have been referred to the collections process under Virginia Code 19.2-349 shall be eligible for a subsequent payment agreement with the court; however, this court can NOT stop the collection process. When monies are received more than the amount due, they will be refunded to the payor.

Defendants shall keep this Court informed of their address so long as they owe money to this Court.

SEEN AND SO ORDERED:



---

Nancie Williams, Judge