



*Clerk's Office*  
*Prince George Circuit Court*  
*Prince George, Virginia*

*Joyce B. Jackson, Clerk*  
*Post Office Box 98*  
*Prince George, Virginia 23875*  
*Telephone (804) 733-2640*

## **Deferred Payment/Installment Policy**

When an individual is convicted of a felony, misdemeanor and/or traffic infraction in the Circuit Court, court-imposed fines and/or court costs will be assessed against the defendant in accordance with the Code of Virginia. Fines and costs are due at the time of sentencing unless the defendant enters into a deferred or installment payment agreement approved by the Court.

- Down payments are not required to enter into a payment plan agreement when the agreement sets forth deferred payments.
- The defendant shall promptly inform the court of any change of mailing address during the term of the agreement.
- Any request to amend or extend the payment agreement prior to default shall be accepted at the discretion of the Clerk or the Court.
- If incarcerated at the time of sentencing, the defendant upon his/her release, shall contact the Clerk's Office for information on establishing a payment plan.
- Unpaid balances are reported to the Department of Taxation for Set-Off Debt Collection. This may lead to income and/or tax return garnishments.
- If a 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. **(Not applicable to Restitution)**