



# COMMONWEALTH OF VIRGINIA

Amy B. Tisinger  
Judge

CLARKE COUNTY GENERAL DISTRICT COURT  
104 North Church Street, 1<sup>st</sup> Floor  
Berryville, VA 22611  
Telephone Number: (540) 955-5128  
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Julie G. Aemmer  
Clerk of Court

## EFFECTIVE JULY 1, 2024 - TIME TO PAY POLICY

THIS POLICY FOR PAYMENT AGREEMENTS FOR THE COLLECTION OF FINE AND COSTS IN THE CLARKE COUNTY GENERAL DISTRICT COURT IS EFFECTIVE JULY 1, 2024, AND SHALL REPLACE ANY AND ALL PREVIOUS PAYMENT AGREEMENTS.

Fine and costs are due on the initial day of Court. However, a grace period of 90 days is given to each defendant whether the party appears in court or is tried in absentia.

Any person needing longer than the default ninety (90) days to pay shall sign a DC-210 Time to pay Agreement (TTP) with a deferred payment plan. If the amount owed is not paid in full by the given date, and the defendant has not entered into a new payment agreement before default, the account will then be considered delinquent and may be subject to a one time 17% collection fee generated by the State not this Court. No interest shall accrue for 180 days from the date of conviction, during any period of incarceration, or for 180 days from the release of an active incarceration.

If a defendant has defaulted on a previous TTP agreement, or needs to extend an existing TTP agreement, the defendant can become eligible to enter a new TTP agreement, however, a down payment is required as follows:

- Amount owed is \$500.00 or less, a down payment of 10% of the total owed.
- Amount owed is \$500.00 or more – down payment of 5% of the total or \$50.00, whichever is greater.

This payment agreement is applicable to fines and costs only. Restitution amounts are handled on a separate payment schedule as entered by the Court

The defendant must promptly notify the Court of any change of address, in writing, during the length of the payment agreement.

Posted as required by the Supreme Court of Virginia and the Auditor of Public Accounts.