



COMMONWEALTH of VIRGINIA

CLAIBORNE H. STOKES, JR.
JUDGE

16th JUDICIAL DISTRICT
ORANGE COUNTY GENERAL DISTRICT COURT
P. O. BOX 821
ORANGE, VIRGINIA 22960

SHEILA A. LEWIS
CLERK

Telephone 540/672-3150
FAX 540/672-9438

TIME TO PAY AGREEMENT EFFECTIVE JULY 2024

When a defendant appears at the clerk's office window on the day of court to make arrangements to pay fines/cost they have 90 days to pay without the assessment of the \$10.00 time to pay fee.

If the defendant needs more time beyond the 90 days, the clerk may give them up to **6 months** to pay their fines and cost. A \$10.00 time to pay fee is added to total.

When a defendant request additional time to pay beyond the initial **6 months** that was given or their account is delinquent they must pay 10% down when the amount owed is \$500 or **less**. If the amount owed is **more** than \$500 then the amount due is 5% or \$50 whichever is greater.

If the defendant is unable to comply with the above then a financial statement DC-333 needs to be completed and the clerk will review it to determine if other arrangements can be made.

If the defendant only source of income is social security benefit or supplemental security income they can be exempt from making payments. Defendant must petition the court by filing DC-211 form to be approved.