

VIRGINIA: 12th DISTRICT JUVENILE AND DOMESTIC RELATIONS DISTRICT COURTS FOR THE
THE CITY OF COLONIAL HEIGHTS

TIME TO PAY AGREEMENT
EFF. 07/01/24

Pursuant to §§ 19.2-349, 19.2-354, and 19.2-354.1 of the *Code of Virginia*, the Juvenile and Domestic Relations District Courts for the City of Colonial Heights have the following guidelines in place regarding the performance of time to pay agreements between the Court and debtor:

1. The Court will assess the specific financial conditions of each debtor before determining a reasonable frequency and amount of installment payments; therefore, each debtor is required to appear **in person** to complete a Petition for Payment Agreement (DC-211) at the Clerk's Office. In certain circumstances, the Clerk may allow the debtor to submit the petition via mail.
2. The \$10.00 Time to Pay fee will be assessed upon entering into the agreement.
3. The debtor may request a modification of any time to pay agreement, in writing, on a DC-211. The Court may grant such modifications based on good faith showing of need.
4. The Court pursues unpaid debts through Court Debt Collection; any tax overpayment owed to a debtor may be intercepted and paid to the Court. The debtor will be responsible for a collection fee on any delinquent accounts.
5. Payments received within ten (10) days of the due date shall be considered timely made.
6. If you have other financial obligations owed to other District Courts, you are required to enter into agreements, if necessary, with those Courts directly; this agreement applies only to court fines/costs owed to the Colonial Heights J&DR District Court. However, the Court will consider other Court debts when establishing a payment plan, in determining the specific financial conditions of each debtor.
7. The Court will accept the performance of community service work as an option to defray fines and costs, but will not credit community service towards any amount owed as restitution, the interest which has accrued on restitution, and any collection fee required. Community service hours will be credited in the amount of federal minimum wage, which is \$12.00 per hour, and should be documented on approved forms provided by the Court.
8. 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 you may have been ordered to pay is not included in this exemption of payment and is due as the court has ordered.