



COMMONWEALTH of VIRGINIA

JAMES E. WISER, JUDGE
STAN D. CLARK, JUDGE
SANDRA K. PERRIN, CLERK
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*Juvenile & Domestic Relations
District Court
Fifth District of Virginia*
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SUFFOLK, VIRGINIA 23434

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TIME TO PAY FOR FINES AND COURT COST, DEFERRED PAYMENT AGREEMENTS AND INSTALLMENT PAYMENT PLANS

Pursuant to 19.2-354 of the Code of Virginia, the Suffolk Juvenile and Domestic Relations District Court has authorized the clerk to establish and approve conditions for all deferred payment agreements and installment payment plans, pursuant to guidelines established by the Court.

DEFERRED PAYMENT AGREEMENTS

- A \$10.00 fee will apply to each Time to Pay Deferred Payment Agreement entered into with the court.
- A date certain will be established for payment in full at the time a person enters into a Time to Pay Deferred Payment Agreement. The person may make periodic payments during the deferred time period, but must pay the balance in full on or before the deferred payment "due by" date.
- A person who enters into a Time to Pay Deferred Payment Agreement must inform the court of any change of mailing address during the term of the agreement.
- If a person defaults on a Time to Pay Deferred Payment Agreement, the Virginia Department of Motor Vehicles will be notified of the unpaid court costs and fines. That person's driver's license will be suspended until he/she pay the court costs and fees in full.

INSTALLMENT PAYMENT PLANS

- An Installment Payment Plan is an agreement where in a person agrees to make a specified payment every 30 days until the court costs and fines are paid in full.

- A person may request an installment payment plan if he/she has unpaid court cost and fines and his/her license is suspended by the Virginia Department of Motor Vehicles.
- Once an Installment Payment Plan is set up, the person will be given a notice to take to the Virginia Department of Motor Vehicles in order to have his/her license reinstated.

*******If a person defaults on a Time to Pay Deferred Payment Agreement or Installment Payment Plan and his/her driver's license is subsequently suspended by the Virginia Department of Motor Vehicles, he/she may enter into a new INSTALLMENT PAYMENT PLAN with the court and have his/her license restored once more.*******

COMMUNITY SERVICE

The Court may, AT THE DISCRETION OF THE JUDGE, for good cause shown only, as when the defendant is indigent or is otherwise unable to make meaningful payments be approved to have acceptable and properly verified community service work credited towards the defendant's obligation to pay fines and cost. To receive credit for community service work an individual must: (1) volunteer for a non-profit organization registered as a 501 (c) (3) with the Internal Revenue Service; (2) submit an original letter (copies not accepted) on the letterhead of the organization signed and notarized by a representative of that organization listing the dates the volunteer service was performed; and (3) submit the letter to the Clerk's Office on or before the due date. The community service option is only available to discharge fines and cost and may not be used to discharge restitution.