



COMMONWEALTH of VIRGINIA

MATTHEW J. QUATRARA
JUDGE

ALBEMARLE GENERAL DISTRICT COURT
501 E. JEFFERSON STREET, ROOM 138
CHARLOTTESVILLE, VA 22902
(434) 972-4004
FAX: (434) 972-4092

LEOLA M. C. MORSE
CLERK

PAYMENT PLAN POLICY

Effective July 1, 2024

Any Defendant who cannot pay all fines and cost within ninety (90) days of their trial date may sign an Acknowledgement of Suspension or Revocation of Driver's License (form DC210) to enter into a Deferred Payment Plan, an installment Payment Plan, or a Modified Defined Payment Plan (as described below).

1. **Deferred Payment Plan** – the Defendant agrees to pay the full amount of the fines & costs at the end of the term stated in the Payment Plan and no installment payments are required.
2. **Installment Payment Plan** – the Defendant agrees to make monthly, or other periodic payments until the fines & cost are paid in full. Failure to make payment as agreed upon in the payment plan will result in the full amount becoming due & payable in full.
3. **Modified Deferred Payment Plan** – the Defendant agrees to use best efforts to make monthly or other periodic payments and agrees that all fines & costs will be paid in full at the end of the stated term.

General Guidelines:

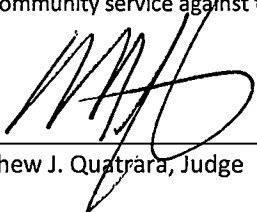
- You will be charged a one-time fee of ten dollars (\$10.00) to the account for the installment plan, deferred payment plan or modified payment plan.
- If an agreement is entered into before ninety (90) days from the court date a down payment is not required.
- If an agreement is entered into after (90) days from the court date a down payments is required as follows:

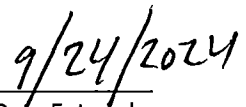
If the Defendant fails to comply with any Payment Plan Agreement, additional Payment Plan Agreements may be granted upon the approval of the court. **Please note that in this event a down payment maybe required.**

- If total account is \$500.00 or less = 10% down payment
- If total account is greater than \$500.00 = 5% or \$50.00 down payment (whichever is greater)

If a Defendant completes a request for a payment plan and indicates that his or her sole source of income is received from Social Security or Supplemental Security, they are not required to pay court cost and fines and their account will not go to collections until the court has been notified that they have another source of income.

PURSUANT to §19.2-354 of the Code of Virginia, as amended, any person upon whom a fine and/or costs has been imposed has the option to discharge all or part of the fine and/or costs by earning credits for the performance of community service work. Any person desiring to enter this program shall file an appropriate motion with the Court and be scheduled for a hearing before this court on such motion. Such motion shall be subject to approval by the Court. If such motion is approved, a credit will be earned at the rate of the Federal Hourly Minimum Wage per hour of community service against the fines and/or cost.


Matthew J. Quatrara, Judge


Date Entered