

HANOVER COUNTY GENERAL DISTRICT COURT
PAYMENT PLAN GUIDELINES EFFECTIVE JULY 1 , 2021

PAYMENT PLANS ARE PROCESSED IN THE CLERK'S OFFICE BETWEEN 8:00AM AND 3:30PM MONDAY-FRIDAY.

Payment plans CANNOT be initiated online. Defendants must come to the Clerk's office to request, complete and sign all required paperwork. In some instances an appearance before the Judge may be required. All fines and costs subject to default or collection from Hanover General District Court may be incorporated into one payment plan. Family members of a defendant may not apply for or otherwise complete a payment plan for the defendant unless acting as a court ordered guardian or pursuant to a valid power of attorney. In either event, the original POA or the original Guardianship Court Order or a certified true copy thereof must be presented at time of application. In addition, the defendant may be required to obtain and submit a current DMV Compliance Summary (dated 30 days or less from the date of filing) as a part of the application for payment plan. Defendants who properly demonstrate they reside more than 50 miles from the courthouse are eligible to request a payment plan via mail. Please call the Clerk's office at (804) 365-6191 to determine if you qualify for this option and to get further instruction.

The following terms apply to **INITIAL PAYMENT PLANS**:

- No down payment is required, but a \$10.00 fee will be added to the balance due.
- Defendant will receive 1 year to pay their remaining balance. Payments can be made in any amount at any time as long as all fines and costs due under the plan are paid in full by the due date shown on the defendant's contract. Any payment which is received within 10 days of the due date shall be considered timely made.

At any time during the duration of the payment plan, the defendant may request in person (or by mail as set out above) a modification of the plan which may be granted based on a good faith showing of need as determined by the Clerk or Judge. If, however, you have not met the contract obligation and the balance(s) are not paid in full as required (DEFAULT) you may reapply for one of the following default options:

2nd payment plan request-Defendant pays 5% of remaining balance to get an additional 6 months to pay in full.

3rd/subsequent payment plan request-Defendant must file a motion to go before the Judge, including a DC-211, Petition for Payment Agreement For Fines and Costs, and a current DMV transcript (for VA residents). Out of state residents can file a request by mail, which will be seen by the Judge in chambers. If approved, the new payment plan will be set up as directed by the Judge.

ALTERNATIVE COMMUNITY SERVICE OPTION

Community service in lieu of fines and costs:

- Motion must be filed by the defendant and set for hearing, where the defendant must appear. If granted, defendant will be given written instructions for completion. The rate of credit for community service work will be set based on the then applicable federal/state minimum wage rates.

July 1, 2021