

## **VIRGINIA:**

### **IN THE JUVENILE & DOMESTIC RELATIONS DISTRICT COURT OF THE CITY OF LYNCHBURG**

## **TIME-TO-PAY AGREEMENT POLICY**

The Lynchburg Juvenile & Domestic Relations District Court Clerk's Office will offer Time-to-Pay Agreements for defendants/respondents owing court costs, fines, and fees to the Lynchburg Juvenile & Domestic Relations District Court.

A \$10 service fee will be added to the balance of court costs and fines and the due date will be extended for 6 months from entry into the original payment agreement.

The Court does not require a down payment of any type at the signing of the original payment agreement.

The Defendant/Respondent should make monthly payments or pay the balance in full within the 6 months as stated in the agreement.

A Time-to-Pay Agreement may be extended past the original 6 months if the Defendant/Respondent appears in person at the clerk's office window and pays a down payment of \$25.00 or 5% of the remaining balance (whichever amount is greater).

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, paternity fees or GAL fees you may have been ordered to pay is NOT included in the exception of payment and is due as the court has ordered.**

**Pursuant to VA Code 19.2-354 (C) an individual may perform community service to satisfy their fines and costs.** The Clerk of Court is authorized to approve initial applications for entry. (you must request this when you set up your payment plan). To receive credit the following requirements must be met:

- A. Community service must be performed for a non-profit organization.
- B. Documentation of community service must be on the non-profit organization letterhead.
- C. Qualifying community service work will be at the current Virginia minimum wage rate.

The Clerk may also require completion of a sworn Financial Statement (Form DC-333).  
**Providing false information to the court shall be punishable as contempt of court.**