



# COMMONWEALTH of VIRGINIA

JAMES E. WISER, JUDGE  
STAN D. CLARK, JUDGE  
SANDRA K. PERRIN, CLERK  
SHARI W. FLECK, CHIEF DEPUTY CLERK

*Juvenile & Domestic Relations*  
*District Court*  
*Fifth District of Virginia*  
150 N. MAIN ST.  
SUFFOLK, VIRGINIA 23434

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## **PAYMENT AGREEMENT POLICY**

Any defendant who is unable to pay the fines/cost within 30 days of sentencing may request to be entered into a payment agreement. Defendant may choose 90 days to pay at no additional cost and with no down-payment being required.

If the defendant cannot pay within 90 days of sentencing there will be a one-time \$10.00 fee added to the account.

## **FOR PAST DUE FINES/COURT COST**

Any person who owes on past due fines/court cost may request for a payment agreement. A DC-211 form **PETITION FOR PAYMENT AGREEMENT FOR FINES AND COST OR REQUEST TO MODIFY EXISTING AGREEMENT**, must be filled out to determine how much should be paid monthly.

Upon request for a payment agreement a down-payment shall be made.

\*\$500.00 or less- the down-payment will be 10% of the amount owed.

\*\$501.00 or more- down-payment will be 5% of the amount owed or \$50.00, whichever is greater.

Any subsequent payment agreements will require a down-payment as outlined above.

**THIS POLICY DOES NOT APPLY TO RESTITUTION ORDERED BY THE JUDGE TO BE PAID BY A CERTAIN DATE. DEFENDANT MAY PETITION THE COURT FOR MORE TIME TO PAY THE RESTITUTION OR PAY THE RESTITUTION (AND ANY LATE FEE THAT HAS ACCURED) AND THEN REQUEST A PAYMENT AGREEMENT FOR THE BALANCE.**