

**SHENANDOAH COUNTY CIRCUIT COURT**

Case No. CR \_\_\_\_\_

112 S. Main Street

P.O. BOX 406

Woodstock, VA 22664

540-459-6150

[www.courts.state.va.us](http://www.courts.state.va.us) (online payments)

**We are unable to process payments via telephone.**

\_\_\_\_\_  
Defendant's Name

\_\_\_\_\_  
DOB

\_\_\_\_\_  
SSN

**DEFERRED PAYMENT AGREEMENT**

The total of fines, costs and restitution due in the case(s) listed above is \$\_\_\_\_\_

Pursuant to §19.2-354.1, the above-named defendant enters into a agreement with the Shenandoah County Circuit Court Clerk's Office to pay in accordance with the following schedule:

Defendant shall make regular monthly payments of \$\_\_\_\_\_ beginning on \_\_\_\_\_, and every month, on the same day of the month, until the debt is paid in full.

Defendant shall pay in full by \_\_\_\_\_.

Defendant shall pay in full by \_\_\_\_\_, performing Community Service at a rate of current Virginia minimum wage, per hour, pursuant to §19.2-354(C).

**Failure to comply with this agreement will result in interest accrual. Pursuant to §19.2-349, all accounts over 90 days past due will be sent to collections.**

**\*EFFECTIVE JULY 1, 2024:** In accordance with §19.2-354.1 and §19.2-354, if your sole source of income is a Social Security benefit, or Supplemental Security Income, you are exempt from making payments towards fines and costs until you have another income resource. Notice **must** be provided to the Clerk's Office to avoid accounts being subject to collection.

**ACKNOWLEDGMENT**

I, the Defendant, **understand and agree** to this payment agreement and acknowledge that this agreement was read and understood by me, and a copy was given to me, or that I have notified the Court that I am claiming exemption under §19.2-354.1 and §19.2-354. I assume all risks in sending payments by mail or paying online. **This office is unable to process payments via telephone.** I must inform the Court of any change in my residence address or my mailing address. My current physical address is:

\_\_\_\_\_,my current mailing address is:

Date: \_\_\_\_\_, Defendant

Date: \_\_\_\_\_, Clerk



## SHENANDOAH COUNTY CIRCUIT COURT PAYMENT AGREEMENT POLICY

112 S. Main St. Woodstock, VA 22664

Please utilize one of the payment options listed below:

1. Payments may be submitted online at [www.vacourts.gov](http://www.vacourts.gov). Please follow the prompts to submit your payment. Once payment has been submitted, you will have a choice to print a receipt, email yourself a receipt, or both.
2. Payments may be submitted in person at our office located at Shenandoah County Circuit Court at 112 South Main Street, Woodstock, Virginia 22664, Monday – Friday-9:00 am – 5:00 pm.
3. Payments may be mailed to our office in the form of check, money order, or cashier's check to Shenandoah County Circuit Court, P.O. Box 406, Woodstock, Virginia 22664 or Shenandoah County Circuit Court 112 South Main Street, Woodstock, Virginia 22664. Please include a letter stating the name of person whom the payment is being made for and the case number that the payment should be applied to. If you would like a receipt mailed to you, please include a self-stamped self-addressed envelope. **PLEASE DO NOT MAIL CASH. WE DO NOT TAKE PAYMENTS OVER THE PHONE!**

Should you have any questions, please call our main office at [540-459-6150](tel:540-459-6150) OR our accountant at [540-459-6154](tel:540-459-6154).