



CLERK'S OFFICE  
CIRCUIT COURT OF THE CITY OF SUFFOLK

Godwin Courts Building  
150 North Main Street  
Suffolk, Virginia 23434-4552



CLERK  
W. RANDOLPH CARTER, JR.

CHIEF DEPUTY CLERK  
CYNTHIA E. ROBERTSON

MAIN NUMBER (757) 514-7800  
FAX (757) 514-7103  
JURY DUTY INFO (757) 514-7832

**Notice of Payment Alternatives**  
**For Fines, Costs, and Restitution**

Pursuant to Virginia Code Section 19.2-354, the Court has authorized the Clerk of this Court to establish and approve, in conformity with Virginia Code Section 19.2-354 and Rule 1:24 of the Rules of Supreme Court of Virginia, individual deferred or installment payment agreements for defendants convicted of, or found not innocent in the case of a juvenile, and ordered to pay fines, costs and/or restitution for, traffic infractions or violations of any criminal law of the Commonwealth or of any political subdivision of the Commonwealth.

Any defendant who is unable to pay fines, costs and/or restitution for a particular offense, or other disposition authorized by law, must be offered by the convicting court the opportunity to enter into either a deferred payment plan, a modified deferred payment plan or an installment payment plan to pay those fines and costs. No down payment shall be required upon entering a plan, however any subsequent payment agreements will require a down payment of 5% of balance up to \$500. The defendant will be required to file a petition, under oath, with the court, upon a form provided by the court, setting forth the financial condition of the defendant.

**Payment Terms:** There are four options for payment of fines and/or costs and three options for payment of restitution:

**Deferred Payment Plan:** A deferred payment plan is a plan in which you agree to pay the full amount of the fines, costs and/or restitution at the end of the stated term and no monthly installment payments are required.

**Modified Deferred Payment Plan:** A modified deferred payment plan is a deferred payment plan in which the defendant also agrees to use best efforts to make monthly or other periodic payments.

**Installment Payment Plan:** An installment payment plan is a plan in which you agree to make monthly payments until the fines, costs and/or restitution are paid in full.

**Community Service Plan:** The plan is by application and must be approved by the court. This allows you to discharge all or part of your fines and/or costs by earning credits for performance of community service work. Hours are credited at the federal minimum wage rate (as adjusted). The current rate is \$12.00 per hour. **You may not participate in this plan to pay restitution, restitution interest, or restitution collection fee.**

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 that you may have been ordered to pay is not included in this exemption of payment and is due as the court has ordered.