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*Twentieth Judicial District  
of Virginia*

Jessica H. Foster, Judge  
Melissa N. Cupp, Judge



Donna G. Foster, Clerk  
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**COMMONWEALTH OF VIRGINIA**  
*General District Court  
Juvenile and Domestic Relations District Court  
Rappahannock County  
P. O. Box 206  
Washington, Virginia 22747-0206*

**Payment Plan Policy Effective July 1, 2024**

Virginia Code §19.2-354; §19.2-354.1; Rule 1:24

Fines and court costs are due on the date of conviction. If unable to pay on the date of conviction, the defendant will have 90 days to pay the amount owed. If the amount owed is not paid in full within 90 days the account will be referred for collection and a collection fee will be imposed and interest will accrue on unpaid balances.

If more than 90 days is needed to pay, defendant may complete form DC-211, Petition for Payment Agreement and enter into a payment agreement, form DC-210. No down payment will be required for the initial payment agreement; however, a one-time account management fee of \$10.00 will be assessed. By signing the payment agreement, the defendant acknowledges the terms of the payment agreement and what occurs if he/she defaults on the agreement.

Subsequent payment extensions may be granted. Defendant must apply for the extended payment plan before any existing payment plan ends. Should default occur on any condition of a payment plan, the payment plan will be terminated. A request for a payment plan following default will be considered by the court and if approved, a down payment will be required as follows:

For balances of \$500 or less, 10% of the amount owed

For balances over \$500, 5% of the amount owed or \$50.00 whichever is greater

A defendant owing fines and costs and whose sole financial resource is a Social Security benefit or Supplemental Security Income (SSI) shall be exempt from making payments at least until such time that defendant has a resource other than a Social Security benefit or Supplemental Security Income (SSI). If the defendant informs the court their sole financial resource is a Social Security benefit or Supplemental Security Income (SSI), the case will not be referred to collections. **Restitution owed by a defendant whose sole financial resource is a Social Security benefit or Supplemental Security Income (SSI) is subject to collections and must be paid as ordered by the court.**

A defendant may petition the court for approval to perform community service to satisfy his/her court fines and costs. The petition must include the name of the non-profit organization where the community service will be performed along with the address, telephone number and contact person for the organization. If approved by the court, it will be the defendant's responsibility to provide written proof of community service hours completed by a date determined by the court. **Community service can not be applied to restitution owed.**