



# COMMONWEALTH of VIRGINIA

JODY H. FARISS  
Judge, General District Court

ROBERT H. MORRISON  
Judge, Juvenile & Domestic Relations Court

## COMBINED DISTRICT COURT

**FOR**  
LUNENBURG COUNTY  
160 COURTHOUSE SQUARE  
SUITE 201  
LUNENBURG, VA 23952  
(434) 696-5508  
FAX (434) 696-3665

DONNA F. SNOW  
*Clerk*

### TIME To PAY AGREEMENT POLICY Effective 7/1/2021

- 1) Fines and Costs are due on the court date.
- 2) If the defendant requests additional time, he/she may enter into a deferred payment agreement for a period of up to Ninety (90) days at no charge. If more than ninety (90) days is requested, a one-time \$10.00 time to pay fee will be assessed to the account and additional time will be granted up to six (6) months.
- 3) If at the end of the initial Time to Pay Agreement, the defendant needs additional time, he/she will need to contact the clerk's office for a date and time to appear before the Judge. At that time a review of the defendant's financial resources and obligations will be conducted by the Judge to determine a new payment schedule and the time needed. The defendant will be required to make a down payment of 10% of the balance due if it does not exceed \$500.00 and 5% of the balance due if over \$500.00 and sign a new Time to Pay agreement. A one-time \$10.00 fee will be added if not previously assessed.
- 4) Failure to pay in full by the Due Date or enter into a new time to pay agreement will result in the account being turned over to collections and collection fees will be added. Interest will accrue 180 days after fines and costs are assessed if the defendant is not on an active payment plan.

All payment arrangements must be made in person. A defendant who defaults on a payment agreement shall have the opportunity to request a subsequent payment agreement.