

**Caroline Juvenile & Domestic Relations District Court**  
Effective January 15, 2022

**TIME TO PAY POLICY  
AND  
NOTICE OF PAYMENT ALTERNATIVES FOR FINES AND COSTS**

*Pursuant to Section 19.2-354.1 and 19.2-354 (c) of the Code of Virginia*

If you are unable to pay fines and costs within 90 days of assessment time to pay any outstanding balances may be requested through the Clerk's Office. The obligor shall sign a DC-210 Order for Payment Agreement upon entry into the payment agreement.

Obligors requesting time to pay must do so by completing the *DC-211 Petition for Payment Agreement for Fines and Costs or Request to Modify Existing Agreement*.

Obligors seeking time to pay for the first time may do so without a down payment.

Obligors seeking subsequent time to pay agreements prior to or after defaulting on the first time to pay agreement shall pay the following:

- For amounts owed of \$500 or less the obligor shall pay 8% of balance owed to enter into a subsequent agreement.
- For amounts owed of \$501 or more the obligor shall pay 5% of balance owed or \$50 (whichever is greater) to enter into a subsequent agreement.

Obligors requesting to modify an existing time to pay agreement must do so by completing the *DC-211 Petition for Payment Agreement for Fines and Costs or Request to Modify Existing Agreement*.

All time to pay agreements will be deferred for a date to be determined by the Clerk or designee based upon the examination of financial resources and obligations.

There is a one-time fee of \$10 for all Payment Agreements that shall be assessed to any plans entered into for 90 days or longer.

You may also request Court approval to perform community service through a non-profit organization registered as a 501(c) (3) with the IRS in lieu of or to defray fines and costs upon certain terms and conditions generally including a requirement that a minimum of 5 hours of community service must be performed every month for a period of one year, and a credit of \$11.00 per hour for each hour of community service performed. However, community service is not available to repay restitution, Guardian Ad Litem fees, interest on restitution or Guardian Ad Litem fees, or any collection fee for restitution or Guardian Ad Litem fees. Persons requesting community service in lieu of making payment must do so by completing the *DC-211 Petition for Payment Agreement for Fines and Costs or Request to Modify Existing Agreement*.