



THOMAS P. SOTELO
CHIEF JUDGE

GAYL BRANUM CARR
TODD G. PETIT
MAHA-REBEKAH ABEJUOLA
JONATHAN D. FRIEDEN
MELINDA L. VANLOWE
MELISSA S. CARDOCE
DIVANI R. NADARAJA
JUDGES

COMMONWEALTH OF VIRGINIA

JUVENILE AND DOMESTIC RELATIONS DISTRICT COURT

19TH JUDICIAL DISTRICT

4110 CHAIN BRIDGE ROAD-THIRD FLOOR

FAIRFAX, VA 22030-4043

TEL: (703) 246-3367 FAX# (703) 352-8934

WWW.FAIRFAXCOUNTY.GOV/COURTS/JDR

KRISTI SMITH
CLERK OF COURT

FRANK L. DEIRHOI
JANE P. DELBRIDGE
MICHAEL J. VALENTINE
TEENA D. GRODNER
HELEN LEINER
KIMBERLY J. DANIEL
JANINE M. SAXE GLENN
L. CLAYTON II RETIRED
JUDGES

ARNOLD B. KASSABIAN
1976 - 1994

PHILIP N. BROPHY
1974 - 1980

Payment Agreements Policy Statement

Pursuant to the provisions of Section 19.2-354 of the 1950 Code of Virginian, this Court AUTHORIZES the Clerk to establish and approve individual payment agreement in accordance with established guidelines approved by the Court.

When the defendant is ordered to pay fines and cost and is unable to pay within 90 days from the date of conviction, or other disposition date, there will be an opportunity to enter payment plans:

➤ Time to Pay Agreement Authorized by Clerk:

○ Phase One:

- The Clerk is authorized to establish and approve Payment agreements for an additional 90 days (total of 180 days) from Disposition/Deferral Date.
- A (DC-210) Time to Pay Agreement shall be signed.
- A one-time \$10.00 Time to Pay Fee will be assessed.

○ Phase Two:

- When the defendant needs more time than the above additional 90 days, a Petition for Payment Agreement for Fines and Costs or Request to Modify Existing Agreement (form DC-211) is required, to assess the defendant's ability to pay.
 - A down payment of 10% is required when fines and costs are \$500 or less.
 - A down payment of 5% is required when fines and costs are more than \$500.

➤ Additional Time/ Request to Modify an Existing Payment Agreement/ Additional time to pay Restitution:

- Additional time to pay can be requested by filing a motion and the court date will be set to appear in court. The agreement will be handled by the Judge. Once the Judge has addressed the request and authorized the payment, the Clerk of Court will provide a copy to the Defendant and the Finance Department will update FAS.

In addition to the payment plans referenced above, there may be an option to participate in the Community Service Program to discharge fines and cost, for more information please ask Clerks Office.

Thomas P. Sotelo
Chief Judge

Date

10/26/2023