



# COMMONWEALTH OF VIRGINIA

Georgia K. Sutton, Judge  
John E. Franklin, Judge

*Juvenile and Domestic Relations District Court*

Susan A. Klingensmith

## COUNTY OF SPOTSYLVANIA

P.O. BOX 157  
SPOTSYLVANIA, VA 22553  
(540) 507-7676  
(540) 582-2029 (FAX)

Time to pay any outstanding balances may be requested through the Clerk's office. The defendant shall sign a DC-210 Order for Payment Agreement upon entry into the payment agreement.

The Clerk's Office will complete an oral examination of the defendant's financial resources and obligations. This inquiry shall include, if any, sources of income, debts owed to other courts, receipt of public assistance, assets, and any other court ordered child support or other exceptional expenses paid.

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

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

Defendants 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 oral 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.

Community Service In Lieu of Fines and Costs: Community Service is not authorized for payment of restitution. Defendant shall file a motion asking the court to grant authorization to perform community service in lieu of payment for outstanding fines and costs.