

**VIRGINIA: IN THE JUVENILE AND DOMESTIC RELATIONS DISTRICT
COURT FOR THE COUNTY OF NEW KENT**

ORDER

Effective July 1, 2015, pursuant to the provisions of VA Code 19.2-354 and 19.2-358, this court authorizes the Clerk to approve Time to Pay and Installment Payment Agreements in accordance with the following established guidelines approved by the court:

Time to Pay Agreement:

- The DC-210 must be completed in person at the Clerk's Office, no exceptions.*
- Time to pay is extended for 90 days (after initial 30 day grace period.) Any additional time shall be approved or ordered by the Judge.
- A \$10.00 Time to Pay fee will be assessed upon entering into the agreement
- The Clerk may approve the Time to Pay Plan for any dollar amount
- A fee of 17% is assessed on all delinquent accounts, 41 days or older if a time to pay plan has not been entered.
- A 4% fee is charged at any time a credit or debit card is used to make a payment.
- Any returned check or debit/credit chargeback from the bank will cause the Time to Pay agreement to default.

Installment Payment Plan for Restoration of Driver's License:

- The DC-210 must be completed in person at the Clerk's Office, no exceptions.*
- A \$10.00 Time to Pay fee will be assessed upon entering into the agreement, unless it was collected on a previous agreement.
- The Clerk may approve the Installment Plan for any dollar amount.
- A good faith payment of \$50.00 will be required to enter into an Installment Payment Plan, if the Defendant has defaulted on a previous Installment Payment Plan.
- For amounts \$300.00 or less, up to three (3) months maximum payment plan may be established. Any additional time shall be approved or ordered by the Judge.
- For amounts \$600.00 or less, up to six (6) months maximum payment plan may be established. Any additional time shall be approved or ordered by the Judge.
- For amounts \$601.00 or more, up to twelve (12) months maximum payment. Any additional time shall be approved or ordered by the Judge.
- Installment payments will be entered into (not deferred).
- A 4% fee is charged at any time a credit or debit card is used to make a payment.
- Payments are due each month. If not paid by due date, the Installment Payment Plan will default.
- Any returned check or debit/credit chargeback from the bank will cause the Installment Payment Plan to default.

Entered:



Wade A. Bowie, Judge

* If the defendant is ordered to a term of incarceration by this Court, fines and costs are due within 30 days after their release. It is the responsibility of the defendant to enter into TTP or Installment Payment Plan with this Court. If the defendant does not reside in the Commonwealth of Virginia, TTP or Installment Payment Plan shall be mailed via USPS and all appropriate forms are required to be notarized. The original, notarized DC-210 has to be received in this office IN ORDER TO BECOME EFFECTIVE.

Court Processing procedures for Time to Pay/Installment Agreements:

- Determine the amount owed including interest
- Determine the need to assess the \$10.00 Time to Pay fee.
- Complete the DC-210 to include all amounts.
- Update FMS with all new information (i.e. address change, date of birth, social security number, "NEW" if a new time to pay, etc.).
- Receipt any monies received.
- Generate the DC-30 from FMS to restore driver's license.