

Commonwealth of Virginia



CIVIL & SMALL CLAIMS DIVISION
(703)246-3012

CRIMINAL DIVISION
(703) 246-3305

TRAFFIC DIVISION
(703)246-3764

COURT SERVICES DIVISION
(703)246-3045

19th JUDICIAL DISTRICT OF VIRGINIA
FAIRFAX COUNTY GENERAL DISTRICT COURT
4110 CHAIN BRIDGE ROAD
FAIRFAX, VIRGINIA 22030

The standard Time to Pay option (TTP) is a deferred payment or an installment payment plan with guidelines that are outlined below. It requires the defendant to sign Part II Order for Payment Agreement of the Acknowledgement of Suspension or Revocation of Driver's License form (DC-210) and there will be an additional \$10.00 fee assessed to the overall total due for time to pays over **90** days.

The court can grant payment extensions or installment plans that will vary based on the following guidelines dictated by this TTP Chart:

Deferred Payment: (No monthly payment required, must be paid in full by new due date)

If the total due is **\$500 or less**, the time to pay period is an additional **3 months/ 90 days**.

If the total due is **\$501 to \$1,000**, the time to pay period is for **12 months/ 1 year**.

If the total due is **\$1,001 to \$2,000**, the time to pay period is for **24 months / 2 years**.

If the total due is **\$2,001 to \$4,000**, the time to pay period is for **36 months / 3 years**.

Installment Plans: (Monthly payments are required, missed payments will result in a default)

If the total due is **\$4,001 to \$6,000**, the time to pay period is for **48 months / 4 years**.

If the total due is **\$6,001 to \$8,000**, the time to pay period is for **60 months / 5 years**.

If the total due is **\$8,001 to \$10,000**, the time to pay period is for **72 months / 6 years**.

If the total due is **\$10,000 or more** the time to pay will be varied based on total owed with a **\$150 monthly payment**.

If you find that you are unable to fulfill this obligation within the time permitted, you may ask for an additional 60 days which requires a payment of 10% if total owed is less than \$500. For totals over \$500 a payment of \$50 or 5% of balance (whichever is greater) will be required.

***If your sole income depends on Social Security Income or Supplemental Security Benefits you are not required to pay until you have another source of income. Please note that this does not apply to ordered restitution.*

Instructions to Make payments

ONLINE

(Or check total due on a case)

- Go to www.vacourts.gov
- Under “*Quick Links*” on the right side, click “Pay Traffic Tickets & Other Offenses”
- On the next page Click “*Pay Traffic Tickets & Others Cases in General District Court*”
- Under **Payments Online** line #2 click **General District Court Online Case Information**
- Next screen is a security feature (follow prompts)
- On the **Online Case Information** page, click the dropdown box on the left under the **COURT** Tab
- Scroll down in the box to select *Fairfax County General District Court*
- Under the **Traffic/Criminal** Tab click either Name Search or Case Number search
- Click on the **BLUE case #** that you want to pay
- At the bottom of the selected case page click **Process Payment**
- Follow prompts to enter your credit card # and the amount you want to pay.
A 4% convenience fee will be added to total due
- The system will ask for your email address before processing your payment to email you a copy of your receipt to print later.

To Pay by PHONE with a Credit/Debit Card

- Call 703-246-3764
Mon - Fri 6:00am - 6:30pm
Sat 7:30am - 1:30pm
- Follow prompts to key in your summons or case # & then your credit/debit card #
A 4% convenience fee will be added to the total amount due for all card payments

Payment Plan Options

****If you are not able to pay in a timely manner****

- If your cases are **NOT** past the current due date you can request additional Time to Pay
- If your cases **ARE** past their due date, you can enter into a monthly payment plan. This stops interest accrual.
- If your income solely depends on Social Security Income or Benefits, contact the Clerk’s office.
- You can also request to participate in the Fines Options Program - (Community Service) Contact the Clerk’s Office at 703-246-3764 for more information

Fairfax County
General District Court
Traffic and Criminal Divisions
4110 Chain Bridge Rd.
Fairfax, VA 22030

www.vacourts.gov

Traffic Information Line: 703-246-3764
Criminal Information Line: 703-246-3305
TTY (for hearing impaired only): 711



Payment Options for GDC Cases After Conviction



General District Court
Traffic and Criminal Case Mail in Payment Form



Use your QR Reader on your smart phone to access the online payment link directly

Name (Please print clearly): _____

Court Date: _____ Summons No: _____

Current Address: _____

Phone Number and time you can be reached: _____

Payment enclosed by **Check** (payable to: *Fairfax County General District Court*)

Total Enclosed: \$ _____ Please ensure total includes court costs. If you do not know your total fine and costs, see instructions on the reverse of form.

CREDIT OR DEBIT CARD PAYMENT:

I elect to pay my fines and costs using the following credit or debit card. *I understand that the court will add a 4% convenience fee to the total.*

Type of card (Circle one): **MasterCard** **Visa** **Discover** **American Express**

Name as appears on card: _____

Account Number: _____ Exp. Date: _____

Security Code: _____ ****last section of numbers in the signature area of the card****

Signature of Cardholder: _____

Total Amount: \$ _____ Please ensure the total includes court costs.

If you do not know your total fine and costs, see instructions on the reverse of form.

*****If you make an error in calculating the amount of fines and costs, the deputy clerk will correct it and charge the appropriate amount.*****

Please mail this form with payment and a copy of your summons to:

Fairfax County General District Court
Attention: Traffic Division, Suite 106
4110 Chain Bridge Rd
Fairfax, VA 22030

PLEASE NOTE: Payments must be received **No Later Than 90 days** after your court date. **Payments for Toll & Hot Lane violations must be received No Later than 10 days after your court date.** A Collection Fee of 17% will be added after 90 days. Interest will accrue after 180 days.