

VIRGINIA:

**IN THE JUVENILE AND DOMESTIC RELATIONS DISTRICT COURT
OF THE CITY OF PETERSBURG**

TIME TO PAY AGREEMENT POLICY

EFF. 7/1/21

Pursuant to §19.2-349, §19.2-354, §19.2-354.1 of the *Code of Virginia*, the Juvenile and Domestic Relations District Court for the City of Petersburg has the following guidelines in place regarding the performance of time to pay agreements between the Court and debtors:

1. Court fines and costs are due within 90 days of the Court's decision. Debtors, unable to pay the total balance due within 90 days, may request a Time to Pay (TTP) agreement be established with the Court. Each debtor is required to appear **in person** to complete a Petition for Payment Agreement (DC-211) at the Clerk's Office. In certain circumstances, the Clerk may allow the debtor to submit the petition via mail.
2. A one-time service fee of \$10.00 will be assessed upon entering into the agreement and *may* be paid with a down payment, if required as follows:
 - a. **Total owed \$500 or less**: 10% of the outstanding fines and/or court costs. If a debtor cannot pay 10%, the Court may assess a lesser down payment, based on the specific financial conditions of each debtor.
 - b. **Total owed is greater than \$500**: 5% or \$50 (whichever is greater) of the outstanding fines and/or court costs. If a debtor cannot pay 5% or \$50, the Court may assess a lesser down payment, based on the specific financial conditions of each debtor.
3. The debtor may request a modification of any time-to-pay agreement, in writing, on a DC-211. The Court may grant such modifications based on good faith showing of need.
4. The Court pursues unpaid debts through Court Debt Collection; any tax overpayment owed to a debtor may be intercepted and paid to the Court. The debtor will be responsible for a collection fee on any delinquent accounts.
5. Your driver's license **will not be suspended** upon default of this agreement and the Court *will* consider re-entry into payment plans upon default only upon the request of the debtor.
6. Payments received within ten (10) days of the due date shall be considered timely made.
7. If you have other financial obligations owed to other District Courts, you are required to enter into agreements, if necessary, with those Courts directly; this agreement applies only to court fines/costs owed to the Petersburg J&DR District Court. However, the Court will consider other Court debts when establishing a payment plan, in determining the specific financial conditions of each debtor.
8. The Court will accept the performance of community service work as an option to defray fines and costs but will not credit community service towards any amount owed as restitution, the interest which has accrued on restitution, and any collection fee required. Community service hours will be credited in the amount of federal minimum wage, which is \$9.50 per hour, and should be documented on approved forms provided by the Court.