

Case Number(s).....

**PAYMENT OF FINES AND COSTS –
WORK WHILE INCARCERATED**

Commonwealth of Virginia Va. Code § 19.2-354

General District Court Circuit Court
 Juvenile and Domestic Relations District Court

ADDRESS OF COURT

Commonwealth of Virginia v. _____
DEFENDANT

I am the defendant named above, and I owe fines and costs to this court for the case(s) listed above.

I am performing or have performed work while incarcerated at a local, regional or state correctional facility in accordance with Virginia Code § 19.2-354. I was paid less than the Virginia minimum wage for that work.

The hours that I worked and the rate at which I was paid:

are shown on the attached letter/statement from the correctional facility.

are indicated below by a representative of the correctional facility.

I ask the court to credit this work toward the payment of outstanding fines and costs at the same rate as the community service work rate less any wages that I received. I am not asking for credit for this work to apply toward any other fines and costs obligations in this court or in a different court.

DATE

SIGNATURE OF DEFENDANT

For completion by a representative of a local, regional or state correctional facility if no letter/statement is attached:

HOURS WORKED

RATE PAID

TIME PERIOD DURING WHICH HOURS WORKED

DATE

PRINTED NAME OF REPRESENTATIVE

SIGNATURE

TITLE OF REPRESENTATIVE

NAME OF CORRECTIONAL FACILITY

FOR NOTARY PUBLIC'S USE ONLY:

State of _____ City County of _____

Acknowledged, subscribed and sworn to before me this _____ day of _____, 20 _____

(COURT'S USE ONLY)

The defendant is not entitled to credits for fines and costs imposed

as the work performed while incarcerated was not in accordance with Virginia Code § 19.2-354.

as the work performed while incarcerated occurred prior to July 1, 2023.

The defendant is entitled to credits for fines and costs imposed for work performed while incarcerated after July 1, 2023, in accordance with Virginia Code § 19.2-354. The credits notated below shall be applied towards outstanding fines and costs in the order in which the cases are listed on page 1.

Note: The credits will be calculated by the court by subtracting the hourly rate for work while incarcerated from the hourly rate for community service. The difference between the hourly rate for community service and work while incarcerated will then be multiplied by the hours worked while incarcerated.

\$
HOURLY RATE FOR COMMUNITY SERVICE

\$
HOURLY RATE PAID FOR WORK WHILE INCARCERATED

\$
DIFFERENCE BETWEEN HOURLY RATE FOR COMMUNITY
SERVICE AND HOURLY RATE PAID FOR WORK WHILE
INCARCERATED

X

.....
HOURS WORKED WHILE INCARCERATED

=
\$
TOTAL CREDITS TOWARDS FINES AND COSTS

.....
DATE

.....
JUDGE