

## **DICKENSON COUNTY CIRCUIT COURT PAYMENT POLICY**

### Deferred Payment/Installment Policy

#### **(“Time-to-pay Policy”)**

Pursuant to Virginia Code 19.2-354, it is the responsibility of the Circuit Court to make arrangements for collection of fines, costs, and restitution. The Court has assigned these duties to the Clerk of the Circuit Court. The following is your guide for the purposes of setting up a Time-to-Pay plan with this Court.

1. The defendant shall be required to complete form CC1378: “Petition for Deferred or Installment Payment of Fines/ Cost” and submit same with the application.
2. Community Service at approved locations, in lieu of money payments, may be an option to discharge fines and costs (but not restitution). The community service must be approved in advance by the Court or Probation Officer. The hourly credit is \$9.50
3. The defendant shall be required to pay not less than \$65.00 monthly. The amount of payment is based on household income and will be reassessed annually.
4. Payments lower than stated above must be approved by the sentencing Judge after an oral motion made in person by the defendant.

#### **Methods of Payments**

- Cash
- Company checks from your employer
- Money orders, cashier checks and certified checks - payable to: Clerk of Circuit Court
- Visa, and MasterCard NOTICE a 4% convenience fee will be added to the amount paid if payment is made by credit or debit card.

#### **Online payments can be made at:**

[dickensonccc.com](http://dickensonccc.com)

**If you owe on more than one case, it is advisable that you contact the Clerk’s Office prior to making your first online payment to know what amount is to be applied to each case.**

**The Clerk’s Office IS NOT RESPONSIBLE for any online payments that may result in a default of the Time to Pay Agreement.**

**Other Information**

- Include your case number on payment.
- If paying by mail, a self-addressed stamped envelope is required if you request a receipt.
- If your assessed costs include restitution, payments received will be applied to restitution first until satisfied then the remaining payments received will be applied to the court costs.
- Pursuant to Virginia Code § 19.2-353.3 payments associated with dishonored credit cards accounts will be assessed an additional fee of \$30.00.
  - All payments made during the month will be credited to only that month. The computer does not recognize pre-payments.
  - Interest on all restitution will start accruing as ordered and continue until it is paid in full. The Time –to-Pay agreement **DOES NOT STOP INTEREST** from accruing on restitution.

**Penalties for Failure to Comply with Deferred Payment Plans**

- The Court may issue a Capias for your arrest, with a jail sentence of 60 days and an additional fine of \$500.00
- The unpaid amount shall be forwarded to a Collection Attorney.

If your payments are mailed in and you want a receipt mailed, **YOU MUST** include a self-addressed stamped envelope with payments.

Send Payments to:  
Josh Evans, Clerk  
PO Box 190  
Clintwood, VA 24228

I have read and understand this statement.

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_, Deputy Clerk

**Josh Evans, Circuit Court Clerk**