

## GRAYSON COUNTY CIRCUIT COURT PAYMENT AGREEMENT

Case Numbers: \_\_\_\_\_

Defendant Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Defendant Address: \_\_\_\_\_

I respectfully request to be allowed to enter into a payment agreement with the Grayson County Circuit Court for payment of fines, costs, and/or restitution totaling \$ \_\_\_\_\_ (to be determined). I understand that I am further obligated for any additional fees which have or will be added to my amount due, such as interest, collections fees, court appointed attorney fees, or transcript fees, if applicable.

I agree to pay to the Clerk of the Circuit Court of Grayson County a minimum payment of **\$50.00** per month toward the obligation until all accounts are paid in full. Said payments are to begin no later than 180 days from the court date, or, if incarcerated, 180 days from the date of release. Payments can be made by cash, money order, personal check upon approval by Clerk, or credit card. I understand that if payment is made by credit card, a 4% convenience fee will be assessed that will not be applied toward my balance due. If paying by mail or by credit card via telephone, a receipt will not be mailed to me unless I provide a self-addressed stamped envelope. **If I am unable to make payments, I may ask the Court for community service in lieu of cash payments.** I understand that community service cannot be applied towards restitution or collection fees assessed.

### PAYMENT TERMS AND CONDITIONS

1. As a condition of this agreement, I must promptly inform the court of any change of my mailing address during the term of this agreement;
2. If the fines, costs, forfeitures, restitution, penalties, and/or interest are not paid in full by the date ordered, the Court shall proceed according to the provisions of Virginia Code Section 19.2-358, which states that a show cause summons or capias for my arrest may be issued;
3. The amount(s) set out in this Order and Notice may be administratively amended by the Clerk of this Court in the event additional costs should be assessed;
4. The Court or Clerk thereof may adjust the final payment date administratively, without further notice to me, for installment payment agreements, if I fail to make a scheduled payment or for deferred payments, if I fail to pay in full by the due date ordered, for the purposes of referring the account for action pursuant to Virginia Code Section 19.2-349(A), or for extending the Court's available time to pursue action pursuant to Virginia Code Section 19.2-358;
5. If the Court has ordered deferred or installment payments, I must make all required payments on time; and
6. If the court does not receive payments as ordered, my case will be referred for collection enforcement action under Section 19.2-349, 19.2-353.5, 19.2-358, 46.2-395, or 58.1-520 through 58.1-534 of the Code of Virginia and that if any part of the amount due remains unpaid, pursuant to Section 19.2-358, I may be subject to a jail sentence of up to 60 days or an additional fine of up to \$500.00. If my case is referred for collections enforcement action under Sections 19.2-349, the amount I owe and that can be collected will be increased to reflect the additional costs associated with collection action.

**I acknowledge that if I violate the terms of the payment agreement, I will be required to make a down payment and monthly payments as follows:**

1. If the fines and costs owed do not exceed \$500.00, a down payment of 10% of the entire amount owed **shall** be paid prior to reinstatement.  
If the fines and costs owed exceed \$500.00, a down payment of 5% of the entire amount owed or \$50.00, whichever is greater, **shall** be paid prior to reinstatement.
  
2. \*\* Monthly payments **shall** be made as follows:  
For total amounts of less than \$1000.00, at least \$50.00 per month.  
For total amounts greater than \$1000.00 but less than \$5000.00, at least \$75.00 per month.  
For total amounts greater than \$5000.00, at least \$100.00 per month.

If for any reason I am unable to abide by the above-stated payment terms, I must provide to the Clerk of this Court a reasonable explanation to be considered for a lesser monthly payment amount.

I (defendant) do hereby certify that I understand the terms and conditions of the payment agreement.

\_\_\_\_\_

Defendant's Signature

\_\_\_\_\_

Date

Upon due consideration, the Defendant's Petition for installment/deferred payments is accordingly ACCEPTED, and the Defendant is Ordered to pay fines, costs, restitution, penalties, and interest in the amount stated above, plus any added fees as applicable, in accordance with the above-stated terms.

\_\_\_\_\_

Clerk/Deputy Clerk

\_\_\_\_\_

Date