

# Sixth Judicial District Payment Policy

Effective 7 / 1 / 2023

Fines and costs are due within 90 days of trial. If a defendant needs more than 90 days, they may enter into a payment agreement for a maximum of six months from the court date to pay fines and costs in full. The defendant must complete and sign a DC-210 to get additional time to pay. A one-time \$10 fee will be assessed (except for the first 90 days after trial).

If a defendant requests a subsequent payment agreement or they are already in default, the defendant may enter into an addition payment agreement. If the fines and costs are \$500 or less, the required down payment will be 10% of the amount owed. If the fines and costs are greater than \$500, the required down payment will be 5% of the amount owed or \$50, whichever is greater. Each payment plan will be for a maximum of six months and require a new DC-210.

You may do community service in lieu of paying fines and costs. This does not include any restitution owed. Community Service hours will be credited in the amount of Virginia minimum wage. To receive credit for community service work, the defendant must:

- 1) Volunteer for a non-profit 501 (c) (3) organization.
- 2) Submit an original letter, copies will not be accepted, on the letterhead of the non-profit organization stating the number of volunteer hours performed and listing the dates the volunteer service was performed and signed by the supervising non-profit employee.
- 3) Submit the original letter to the Clerk's office on or before the payment due date. The court will not grant any extension or exception for letters that are not timely received.