

Charlottesville General District Court

Payment Information (on the court date)

You have been convicted of a charge(s). Fines and processing fees have been assessed to your case(s). The clerk will inform you of your total; this amount will include your fine that was assessed by the judge and your processing fees. The clerk will need to know if you are paying these fees today or if you need time to pay. Community Service is available by contacting the clerks office.

Paying Today:

1. You will be sent into the clerk's office to make your payment and receive a receipt.
2. You may pay with cash, check or credit card.
3. If you use a credit/debit card a **4% convenience fee** will be assessed (visa/mastercard/discover).

If You Need Time to Pay and did not appear in court or did not request more time to pay in court you must appear in the clerk's office:

state court website: vacourts.gov

1. You will be asked to sign a DC-210 Acknowledgement of Suspension or Revocation of Driver's license.
2. You **MUST** make monthly payments and pay the balance in full prior to the due date on the DC-210 to avoid interest, fees, or possible garnishment.
3. If you are unable to have your balance paid in full **prior to your due date**, you must appear in person in the Charlottesville General District Court Clerk's Office to extend your deferred payment plan.

90 Days (additional \$10 Fee - Deferred Payment Plan) Extending a due date from the due date given in court OR when your payment plan was due:

1. Please appear in the clerk's office prior to your due date to sign a DC-210 Acknowledgment of Suspension or Revocation of Driver's License.
2. A due date of 90 days from your current due date will be given, you will be charged a one-time fee of \$10.00, you will make a payment towards the amount due at this time (if not recently made).
3. You must make payments once a month.
4. If you are unable to have it paid in full prior to the 90 days expiring, **you must appear** in the Clerk's Office on or before the due date to extend your payment plan. If you are compliant with the Deferred Payment Plan Policies, extended payment arrangements can be made without appearing before the judge and you will be given another 90 days to make payments.

Defaulted on a Deferred Payment Plan (you have let the due date pass):

1. Appear in the clerk's office for a Deferred Payment Plan.
2. You will submit financial information and the judge will determine the amount required to set up this payment plan and the required monthly payment.
3. You will sign a DC-210 Acknowledgment of Suspension or Revocation of Driver's License.
4. A due date of 90 days from the date you sign the DC-210 will be given. A one-time fee of \$10.00 will be assessed if not done in the past.
5. If you are unable to have it paid in full prior to the 90 days expiring, **you must appear** in the Clerk's Office to extend your due date for an additional 90 days and continue this process until paid in full.

IF YOUR AMOUNT HAS NOT BEEN PAID IN FULL OR AN EXTENSION HAS NOT BEEN GRANTED:

YOU MAY BE GARNISHED

INTEREST and/or a 17% COMMONWEALTH FEE MAY BE ASSESSED