

Henrico General District Court

P. O. Box 90775

Henrico, VA 23273-0775

Payment Plans (DC-210) Policy and Procedure

The form DC-210 is an agreement that's used to inform the defendant of the amount of fines and costs owed. The defendant is required to sign Part I (Order for Payment Agreement) of Form DC-210, Acknowledgement of Suspension or Revocation of Driver's License when requesting a deferred payment or installment plan.

Payment is due upon conviction. Any Defendant who cannot pay their fines and costs within 90 days may apply to the Court for a payment agreement. If the defendant requests more than 90 days to pay, there will be a one-time fee of \$10.00 added per agreement. The Form DC-210 indicates whether the agreement is an installment payment (monthly or other periodic payments) or deferred payment (extended due date). Both should be paid in full by the date(s) indicated on the form.

If the defendant does not pay the account in full by the given due date or enter into a new payment agreement, the account will be considered delinquent and the delinquent amounts owed shall be increased by seventeen (17%) percent to help offset the costs of collections.

No interest shall accrue for 180 days from the date of conviction, during any period of incarceration, or for 180 days from release of incarceration if the sentence included an active period of incarceration.

Initial Payment Agreement: There is no down payment required to enter into a payment agreement; however, you may make a down payment if you wish to do so. Time to pay agreements may not be set up online; however, if you live more than 50 miles from the court, you may request a time to pay agreement by mail or by facsimile (804.501.5778) by submitting a signed letter indicating that you live more than 50 miles away and need additional time to pay. Please mail to Henrico General District Court at the address shown above.

Subsequent Payment Agreement: When a defendant has previously defaulted on a payment agreement, the defendant will be required to make a down payment as follows:

- Total amount due is \$500 or less – 10 % of the amount owed
- Total amount due is more than \$500 - 5% down payment or \$50.00 whichever is greater

If you live more than 50 miles from the court, you may request a subsequent payment agreement by mail or by facsimile (804.501.5778) by submitting a signed letter indicating that you live more than 50 miles away and need additional time to pay. Please provide a telephone number where we can contact you regarding the required down payment.

Restitution: State law requires that all payments be applied to restitution before fines and costs. If your case has been referred for collection enforcement, the increase rate fee must be collected at the time of the restitution payment.

Address Change: A defendant who enters into a payment agreement shall promptly inform the court in writing of any change of mailing address during the term of the agreement.

A 4% convenience fee is added each time a payment is made with a debit or credit card.

Community Service for Fines and Costs

Community service is an option for payment of fines and costs if the defendant is unable to make payments. All community service must be completed through the Henrico Community Corrections Program ("CCP") and must be done promptly and in accordance with CCP guidelines. Each hour of community service performed will be credited at \$10.00 per hour towards your fine(s) and costs. Failure to comply with all CCP guidelines or to complete a minimum of ten hours per month, without good cause, will result in your removal from the program. Community service shall not be credited towards any restitution. You must appear before the Court to request community service. Please complete district court form DC-211, Petition For Payment Agreement For Fines And Costs Or Request To Modify Existing Agreement, and file with the clerk's office by 11:00 a.m. to have your case placed on the 1:30 p.m. docket Monday through Thursday. On Friday, please file district court form DC-211, Petition For Payment Agreement For Fines And Costs Or Request To Modify Existing Agreement, by 10:00 a.m. to be placed on the 11:00 a.m. docket.