

JULY 2022

Payment Agreement Policy for the 21st General District Courts

1. **Payment agreements are available upon request.** If you cannot pay your fines and/or costs on the date of judgment, you may enter into either a deferred or installment payment agreement. The defendant's signature is required on the payment agreement.
 - a. Under a deferred payment agreement, you agree to pay the full amount due at the end of the stated term and no installment payments are required.
 - b. Under an installment payment agreement, you agree to pay in monthly or other periodic payments, until the full amount due is paid in full.
2. **A one-time payment agreement fee of \$10 will be applied to each payment agreement.**
3. **Length of time for payment agreements vary.** The court may use a written financial statement or conduct a verbal inquiry to assess your financial resources and responsibilities. This information will help the clerk determine the due date to be entered on your payment agreement.
4. **Default of any payment agreement may result in accrual of interest, collection fees, garnishments, tax refunds withheld and/or a show cause or capias for your arrest.**
 - a. If you have a deferred payment agreement and you fail to pay in full, as agreed, before the agreement ends, you are in default and the payment agreement terminates.
 - b. If you have an installment payment agreement and you fail to pay any installment on or before the due date, you are in default and the payment agreement terminates.
5. **After a default and termination of the payment agreement, the court shall consider a request to enter into a subsequent payment agreement.** A down payment will be required for any subsequent payment agreement.
 - a. If the amount owed is \$500.00 or less, the down payment must be at least 10% of the amount due.
 - b. If the amount owed is more than \$500.00 the down payment must be at least 5% of the amount due or \$50.00, whichever is greater.
6. **It is your responsibility to promptly notify the court in writing of any changes to your address or telephone number.**
7. **Payments may be made by cash, check, money order, or credit/debit cards.**
 - a. If paying by cash, please do not put cash in the mail. Cash payments should be made in person only.
 - b. If paying by check, please make check payable to Martinsville General District Court. If sending check by mail please mail to 55 West Church Street Martinsville, VA 24112. Please ensure funds are available. You will be charged \$50.00 for any returned checks. In addition to the \$50.00 fee, any credits to your account from that returned check will be reapplied to your case as an amount due. Also, please review your check prior to sending it to the court. Any incomplete information on a check will result in the check being returned to you. This may delay your payment being credited to your account and may cause a default.
 - c. If paying by credit or debit, a 4% convenience fee will be added to each payment. The court accepts Visa, Mastercard, or Discover. You may wish to pay online by visiting www.vacourts.gov.
8. **If you are interested in paying fines and/or costs due to this court through community service, please see the clerk to schedule a hearing with the judge.**

Joan Ziglar
Chief Judge

Amber Martin
Clerk