


**DEFERRED/INSTALLMENT PAYMENT AGREEMENT POLICY & ORDER  
LOUDOUN COUNTY JUVENILE AND DOMESTIC RELATIONS DISTRICT  
COURT**

*The Code of Virginia automatically gives each Defendant thirty (90) days to pay court costs/fines/restitution. (Va. Code Section 19.2-354; 19.2-354.1)*

1. Defendants requesting additional time to pay his/her court costs/fines/restitution may make a request directly to the judge at the time of his/her sentencing. The judge will consider the defendant's financial circumstances and grant an appropriate amount of time for the defendant to pay. If additional time to pay is granted by the Court the defendant will sign a DC-210 agreement, the Court will assess a one-time fee of \$10.00 to cover the costs of management of the account until paid in full. (Va. Code Section 19.2-354).
2. If a defendant wishes to request additional time to pay his/her court costs/fines/restitution at a time other than at his/her sentencing hearing the defendant must fill out a financial form at the Clerk's Office and a motion requesting additional time to pay. The Clerk will docket the Defendant's request on an 8:30 a.m. docket to be considered by a Judge.
3. This court does not require a down payment by the Defendant to obtain a deferred payment or installment payment agreement, except as required by statute.
4. In the event a defendant owes restitution in addition to court costs/fines, this Court shall apply any partial payments first to restitution, and then to court costs/fines.
5. In lieu of paying costs/fines (not restitution) a defendant may perform community service with an approved provider through the Community Corrections Program.
6. If a defendant's fines and costs have been referred to the collection process under Virginia Code Section 19.2-349, the defendant may still request additional time to pay however collection fees will not be removed.

Entered this 14<sup>th</sup> day of December 2022

  
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**Pamela L. Brooks, Chief Judge**