

Using This Revisable PDF Form

1. Copies
 - a. Original – to court.
 - b. Copy – to respondent.
2. Prepared by clerk, signed by judge and petitioner.
3. Preparation details

A copy of the deferred or installment payment agreement should be attached to the petition.

PETITION AND ORDER FOR APPROVAL OF JAIL FEES PAYMENT AGREEMENT

Commonwealth of Virginia VA. CODE §§ 46.2-320.2, 53.1-127.3

Case No. 1

HEARING DATE: 2

3 General District Court

4 ADDRESS OF COURT

5 PETITIONER v. 8 RESPONDENT

6 ADDRESS 9 ADDRESS

7 TELEPHONE NUMBER

Petitioner respectfully requests that this court, pursuant to Virginia Code § 53.1-127.3, approve the deferred or installment payment agreement established by the petitioner, as the respondent is unable to pay in full the jail fees owed to the petitioner pursuant to Virginia Code § 53.1-131.3. A copy of the deferred or installment payment agreement is attached hereto.

10 DATE 11 PETITIONER

12 Respondent agrees does not agree with the deferred or installment payment agreement.

13 DATE 14 RESPONDENT

NOTICE OF HEARING (CLERK USE ONLY)

TO: RESPONDENT

A hearing on this PETITION will be held in this court on HEARING DATE AND TIME

DATE CLERK DEPUTY CLERK

Copy of NOTICE OF HEARING sent to petitioner. DATE INITIALS

ORDER

The court grants the petition, and the deferred or installment payment agreement for fees owed to the petitioner pursuant to Virginia Code § 53.1-131.3 is

approved as submitted.
 approved with the following revisions: REVISIONS

Respondent's failure or refusal to pay in accordance with the deferred or installment agreement shall result in suspension of respondent's privilege to operate a motor vehicle pursuant to Virginia Code § 46.2-320.2.

Petition denied.
 Petition dismissed.

DATE JUDGE

Data Elements, page one

1. Court case number.
2. Hearing date and time.
3. Court jurisdiction.
4. Court street address.
5. Name of petitioner.
6. Address of petitioner.
7. Telephone number of petitioner.
8. Name of respondent.
9. Address of respondent.
10. Date signed by petitioner.
11. Signature of petitioner.
12. Check appropriate box to indicate if respondent agrees with the deferred or installment payment agreement.
13. Date signed by respondent.
14. Signature of respondent.
15. To be completed and signed by clerk, if a hearing will be held.
16. To be completed and signed by judge.

RETURNS: The respondent was served according to law, as indicated below, unless not found.

Name **2**

Address **3**

.....

5 Personal Service Tel. No. **4**

Being unable to make personal service, a copy was delivered in the following manner:

Delivered to family member (not temporary sojourner or guest) age 16 or older at usual place of abode of party named above after giving information of its purport. List name, age of recipient, and relation of recipient to party named above.

.....
.....

Posted on front door or such other door as appears to be the main entrance of usual place of abode, address listed above. (Other authorized recipient not found.)

Served on the Secretary of the Commonwealth

7 Not found **9**
SERVING OFFICER

..... **8** for **10**
DATE

Data Elements, *page two*

1. Court case number.
2. Name of respondent.
3. Address of respondent.
4. Telephone number of respondent.
5. Check if personal service achieved.
6. Serving officer to check the appropriate box to designate personal service or type of substitute service. If served by leaving a copy with a family member 16 or older, insert required information.
7. Check if unable to serve process.
8. Date of service.
9. Signature of serving officer.
10. Agency or jurisdiction. Sheriff's name if served by deputy sheriff.