



# COMMONWEALTH of VIRGINIA

## *Juvenile and Domestic Relations District Court*

Chief Judge  
PHILIP C. HOLLOWELL

Judges  
RANDALL M. BLOW  
DEBORAH VATIDIS BRYAN  
TANYA BULLOCK  
KEVIN M. DUFFAN

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Clerk of Court  
PAMELA D. SCOTT

Chief Administrative Assistant  
PEGGY L. DAVY

### **Virginia: In the Juvenile and Domestic Relations District Court for the City of Virginia Beach**

#### **Time to Pay Agreements**

Pursuant to section 19.2-354 of the Code of Virginia, the Juvenile and Domestic Relations District Court for the City of Virginia Beach has the following guidelines in place regarding the performance of time to pay agreements between the Court and debtors:

- 1) If the defendant /litigant are unable to pay within 30 days, they shall be required to execute a district court form DC-210 (Acknowledgment of Suspension or Revocation of Driver's License) and shall be given 90 days to pay.
- 2) If the defendant/litigant is seeking more than 90 days to pay, the following shall occur:
  - a. The defendant/litigant should complete the Petition for Payment Agreement for Fines and Costs or Motion to Modify Existing Agreement form (DC211).
  - b. Regardless of the amount owed, if the litigant is able to make payments of at least \$50 per month, the Clerk or Clerk's designee is authorized to approve the payment plan.
  - c. If the litigant is able to make payments of \$49 per month or less, a Judge is required to approve the payment plan.
- 3) If the defendant/litigant has entered into a payment plan with the Court and subsequently seeks to make any changes to the payment plan, the defendant/litigant shall:
  - a. Complete the Petition for Payment Agreement for Fines and Costs or Motion to Modify Existing Agreement form (DC211).
  - b. The modification may only be approved by a judge.
- 4) If a defendant/litigant has defaulted on a payment plan with the Court, and seeks to enter into a subsequent payment plan, the defendant/litigant shall:
  - a. Complete the Petition for Payment Agreement for Fines and Costs or Motion to Modify Existing Agreement for (DC211).
  - b. The subsequent payment plan may only be approved by a judge.
  - c. If the request is approved, the defendant/litigant shall be required to make at least a 10% down payment. Under no circumstances shall the down payment be more than 20%.

- 5) A \$10.00 time to pay fee may be assessed only once for each payment plan once 90 days has passed after the conviction date.
- 6) As a condition of the agreement, the defendant must promptly inform the Court of any change of mailing address during the term of the agreement;
- 7) The amount(s) listed in this agreement may be administratively amended by the Clerk of this Court in the event additional costs should be assessed and if additional costs are assessed, the Clerk will forthwith issue a notice to the defendant of the total amount due by first class mail to the address of record;
- 8) If the Court has ordered deferred or installment payments, the defendant must make all required payments on the date required each month. The defendant cannot prepay in advance for future months. Payments are to be made monthly. You may however, pay more than the minimum amount due each month if you are able. Payments must be made to the clerk's office, in person or via mail. Payments may be made with cash, check, money order, cashier's check, Visa or Master Card (4% fee applies on credit/debit card transactions);
- 9) If a defendant has entered into a deferred or installment payment and he/she fails to make the full payment by the due date as agreed, your license will immediately be suspended pursuant to Va. Code 46.2-395;
- 10) If the court does not receive fines, costs and restitution payments as ordered and the account is not paid in full by the due date, the account will be sent to collections on the 91<sup>st</sup> day. This action will be taken under Va Code 19.2-349, 19.2-358 or 58.1-520 through 58.1-534 of the Code of Virginia;
- 11) If the account is referred for collection enforcement action under Va Code 19.2-349, the amount that you owe and that can be collected will be increased to reflect the additional costs associated with collection action.

**Re: Guardian Ad Litem Payment Plans**

Per an order of this court, the financial unit has the discretion to authorize and approve time to pay GAL assessment fees as follows:

30 days if less than \$100;

90 days if amount is less than \$500;

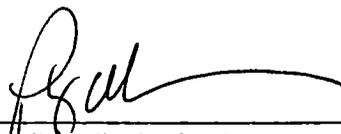
120 days if amount is more than \$500;

180 days if amount is \$1000 or more for GAL fees;

If the party is asking for an extension beyond 90 days on an amount of less than \$500 or beyond 180 days on the amount more than \$1000, the party will need to file a Motion to Modify Existing Agreement form (DC211) and Motion (Time to Pay) with the court to be approved by a judge for an extension.

7-25-18

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Date

  
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Philip C Hollowell, Chief Judge