

# SCOTT COUNTY COMBINED DISTRICT COURTS

## PAYMENT AGREEMENT POLICIES

1. **Forty Days to Pay.** Anyone owing court fines, costs, etc., ("fines and costs"), as part of a conviction or other final disposition of a matter in this Court is allowed Forty (40) days from the date of judgment to pay those fines and costs in full
2. **If You Need More Than Forty Days to Pay.** You must enter into a Payment Agreement with the Court. If you need more than Ninety (90) days to pay, a one-time \$10 fee is added to your costs.
3. **Types of Payment Agreements Available (No Down Payment is Required to Enter a Payment Plan, but you may voluntarily make a down payment if you wish to do so):**
  - (A) **Deferred Payment Agreement**  
You simply agree to pay all fines and costs in full by a future date set by the Court. No installment payments are necessary.
  - (B) **Modified Deferred Payment Agreement**  
You agree to pay all fines and costs in full by a future date set by the Court, but also agree to use your best efforts to make regular payments towards the fines and costs.
  - (C) **Installment Payment Agreement**  
You agree to make a monthly or periodic payment of a set amount towards your fines and costs until they are paid in full. The Court or Clerk will provide a date by which the fines and costs must be paid in full.
  - (D) **Community Service Work**  
Indigent defendants or those who are unable to realistically make meaningful payments may request to work off their fines and costs through Community Service, if available. You are not permitted to "work off" Restitution.
4. **Modification of Existing Payment Agreement.** A person under an existing Payment Agreement may petition the Court in writing to modify that agreement. An agreement may be modified upon a good faith showing of need.
5. **Single Cost Agreement.** Upon request, all fines and costs owed to this Court, even on unrelated cases, may be combined for payment under a single Payment Agreement.
6. **Those in Default on Prior or Existing Agreements.** The Court will consider requests for a new Payment Agreement even if you have defaulted on a prior agreement. However, the Court may require a down payment on fines and costs owed before allowing a new agreement. If one's fines and costs are \$500 or less, a down payment of ten (10) percent is owed. If more than \$500, a down payment of five (5) percent or \$50, whichever is greater, is required.
7. **The Court Authorizes the Clerk** to establish and approve an initial Payment Agreement of up to twelve (12) months. Judge approval is required for agreements of greater than twelve months. Upon default of an existing agreement, the Clerk may approve a new Payment Agreement of up to ninety (90) days once the required down payment has been met. Judge approval is required for any new Payment Agreement of more than ninety days following a default.

**ORDER:** The above policies are adopted for the Scott County Combined District Courts, pursuant to Rule 1:24 of the Rules of the Supreme Court of Virginia, as of July 1, 2021.



Shawn L. Hines, Chief Judge  
General District Court



Marcus F. McClung, Chief Judge  
Juvenile and Domestic Relations Court