

**CARROLL COUNTY JUVENILE AND DOMESTIC RELATIONS DISTRICT COURT
GUIDELINES FOR COURT FINES AND COSTS**

These guidelines are adopted in accordance with Section 19.2-349, 19.2-354, & 19.2-358 of the Code of Virginia.

These guidelines are effective April 18, 2024.

\$10 TIME TO PAY FEE ASSESSED PER PAYMENT AGREEMENT

A. COURT FINES AND COST

- a. Court fines and cost are due within 30 days of assessment, or release from incarceration if applicable. You may pay your fines and cost in full on the day of court. If you do not pay that day, you will receive a bill in the mail to the address the court has on file. ***IF THIS ADDRESS CHANGES YOU ARE RESPONSIBLE TO UPDATE THE COURT WITH THE NEW ADDRESS.**
- b. If you are unable to pay within 30 days, you may sign a payment plan (you must come to the Clerk's Office and request this before the 30 days are up). The court will extend the due date approximately 3 months if the fines and cost are \$500 or less. The court will extend the due date approximately 6 months if the fines and cost are \$501 or more. ***MONTHLY PAYMENTS ARE NOT REQUIRED BUT ENCOURAGED. THE FINES AND COST ARE DUE IN FULL AT THE END OF THE EXTENTION PERIOD. IF YOU PAY YOUR FINES AND COST IN FULL WITHIN 90 DAYS, THE \$10 FEE THAT WAS ORIGINALLY ASSESSED WILL BE REMOVED FROM YOUR ACCOUNT.**
- c. If you are unable to pay in full by the date listed on your initial payment agreement or if you come to set up a payment plan after 30 days (or the due date) has passed, depending on your financial circumstances, you may request a new payment plan to pay your fines and cost in full. You must sign a new payment agreement to receive an extension and pay a down payment (which will require another \$10 fee assessed to your total). The amount of the down payment is calculated as follows: **If the fines and costs owed are \$500 or less, the required down payment will be 10% of such amount owed. (For example: If your fines and cost are \$221, your down payment would be \$22.10.) If the fines and costs owed are \$501 or more, the required down payment will be \$50.**
- d. You may participate in a community service program where community service hours will be credited to your fines and costs. The rate of credit will be set at the federal minimum wage. You will need to fill out a motion with the Clerk's office for the Judge to review for approval.

B. Setting up a Time to Pay Agreement is your responsibility. If you fail to do so and have outstanding fines and cost these will go to collections, and you may possibly have a Tax Set Off Hit at the time of filing taxes.

C. ADDRESS CHANGE: IT IS YOUR RESPONSIBILITY IF YOU MOVE TO UPDATE THE COURT WITH A NEW ADDRESS. IF YOUR BILL IS RETURNED AND WE DO NOT HAVE ANOTHER ADDRESS YOUR FINES AND COST COULD GO INTO COLLECTIONS IF NO ACTION IS TAKEN.

D. Guardian Ad Litem fees do not qualify for Time to Pay Agreements. Please speak with the Clerk's Office about filing a request to extend due dates on these.

4-18-24
Date

M. Dawn Cox
M. Dawn Cox, Judge