

VIRGINIA: IN THE CIRCUIT COURT OF THE COUNTY OF PRINCE EDWARD

IN RE: DEFERRED PAYMENT PLAN GUIDELINES AND PROCEDURES FOR COURT COSTS,
FINES AND RESTITUTION

ORDER

When an individual is convicted of a felony or misdemeanor in the Prince Edward County Circuit Court, court imposed fines and/or court costs will be assessed against the Defendant who may be required to pay in deferred payments, installments, or otherwise ordered by the Court pursuant to Virginia Code Section 19.2-354, as amended. If restitution is included in assessed costs, restitution will be incorporated in these stated guidelines. **All payments received will be applied to restitution first**, and then remaining payments received will be applied to the court costs and fines.

Community service **must be reviewed** by the Commonwealth Attorney and prearranged and approved by the Court to be converted as payment for court costs and fines. The Defendant may petition the Court to present a plan for community service to be applied towards payment of fines and costs. A petition will **not be** considered unless a specific plan is made a part of the filing. The Court may allow community service work as an option to defray fines and costs, especially when the Defendant is indigent or otherwise unable to make substantial meaningful payments. Incarcerated Defendants working in programs in compliance with Virginia Code Sections 19.2-316.4, 53.1-59, 53.1-60, 53.1-128, 53.1-129, or 53.1-131 are eligible. **Work performed by Incarcerated Defendants may date back to July 1, 2023, or after, and if the defendant received pay or credit for the work, the credited amount will be the established rate of pay for community service minus any wages they received if wages were less than the current minimum wage rate. Community service shall not be credited against any amount owed as restitution or any collection fee required.** Community service **must** be pre-arranged with the organization and pre-approved by the Court on forms to be provided by the Clerk's office. The community service, if approved by the Court, must be performed at a 501(c)(3) organization or political subdivision of the Commonwealth of Virginia.

In accordance with Code Section 19.2-349, failure to pay fines/restitution or entering into and staying current on a payment agreement will incur a 17% penalty "to help offset the costs associated with employing such individuals or contracting with such agencies or individuals" assisting in collection. **Neither the Court nor the Clerk can remove, reduce, or alter this fee.** Any other terms set forth in these guidelines are subject to the Clerk's or Judge's discretion.

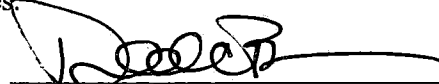
A defendant shall not be required to make a down payment upon entering a deferred or installment payment agreement pursuant to Virginia Code Section 19.2-354, as amended. A defendant who has defaulted on a payment agreement may enter into a subsequent payment plan where the defendant will be required to make a down payment not to exceed (i) if the fines and costs owed are \$500.00 or less, 10% of such amount, or (ii) if the fines and costs owed are more than \$500.00, 5% of such amount or \$50.00, whichever is greater. The required payments are at the discretion of the Clerk based upon the financial conditions of the defendant and their previous payment history. **If your sole financial resource is a Social Security benefit or Supplemental Security Income, then you are not required to pay until you have another resource of income. You are required to advise the clerk if there is a change of additional resource of income. As long as your sole income remains unchanged, your account will not go to collections. Please understand that any restitution that you may have been ordered to pay is not included in this exemption of payment and is due as the court has ordered.**

Payments by check, credit or debit cards will be accepted at the discretion of the Clerk and in compliance with Code Section 19.2-353.3, as amended. All checks, credit or debit cards tendered that are dishonored for insufficient funds may be assessed a fee of \$50.00 or 10%, whichever is greater, based on the payment amount.

The Defendant's failure to comply with the deferred payment plan will result in any unpaid fines/restitution being reported to collections and interest may begin accruing on the unpaid balance. The Defendant must promptly inform the court of any changes of mailing address during the term of the payment agreement.

The Clerk shall be able to administratively amend any payment plan in the event additional costs should be assessed and/or the financial conditions of the Defendant changes.

ENTERED this 1st day of July, 2026


JUDGE