



COMMONWEALTH OF VIRGINIA

G. Barton Chucker

Judge

B. Craig Dunkum

Judge

John K. Honey, Jr.

Judge

Thomas O. Bondurant, Jr.

Judge

Lauren A. Caudill

Judge

**HENRICO COUNTY
GENERAL DISTRICT COURT**
PARHAM AT HUNGARY SPRING ROAD
P. O. BOX 90775
HENRICO, VIRGINIA 23273-0075

Linda S. Knight

Clerk

(Civil) (804) 501-4727

(Crim/Traf) (804) 501-4723

FAX (Civil) (804) 501-4141

FAX (Crim/Traf) (804) 501-7388

Time to Pay Guidelines **(effective July 1, 2019)**

If you are unable to pay fine(s) and costs within 30 days of your conviction, you may enter into a payment plan. The Clerk of Court and her agents may extend the due date of fine(s) and costs at the clerk's office or, if your account is delinquent, at the office of our collection agent. You may make a 10% down payment if you owe \$500 or less to receive a 90 day extension. If you owe more than \$500, you may make a 5% down payment or \$50.00 whichever is greater, to receive a 90 day extension. Prior to 3:30 pm Monday through Friday, you may enter into this arrangement without a formal hearing before a judge. You may continue, without a formal hearing, to request additional 90 day extensions under the same terms until the final balance is paid. Any payment plans set up after 90 days from conviction will accrue a one-time \$10.00 processing fee.

You may also ask the Court to reduce the down payment or to perform community service in lieu of fines and costs by requesting a formal Time to Pay hearing. All community service must be completed through the Henrico Community Corrections Program ("CCP") and must be done promptly and in accordance with CCP guidelines. Each hour of community service performed will be credited at \$10.00 per hour towards your fine(s) and costs. Failure to comply with all CCP guidelines or to complete a minimum of ten hours per month, without good cause, will result in your removal from the program.

If you schedule a formal Time to Pay hearing, you must bring a completed DC-211 form located on the Virginia Supreme Court website and any other relevant evidence. The Court will consider all factors relevant to your request, including but not limited to: the amount of your debt to this court and other courts, your financial circumstances, your history of payment on previous payment plans and any other factors that warrant a reduction of the down payment or performance of community service.

Time to Pay hearings will be heard at 1:00 pm, Monday through Thursday and at 11:00 am on Friday. You must request your hearing by 11:00 am on Monday through Thursday and by 10:00 am on Friday to have your case heard that day. You must have all your evidence to present at the hearing.

State law requires that all payments be applied to restitution before fines and costs.

TIME TO PAY AGREEMENTS OR EXTENSIONS MAY NOT BE SET UP ONLINE. IF YOU LIVE MORE THAN 50 MILES AWAY, YOU MAY REQUEST A TIME TO PAY FROM THE CLERK BY MAIL AND MUST WRITE "I NEED MORE TIME TO PAY" WITH YOUR ENCLOSED APPLICABLE DOWNPAYMENT.

HOWEVER, IF YOU ARE REQUESTING A FORMAL TIME TO PAY HEARING, YOU MUST APPEAR IN PERSON PRIOR TO 11:00 AM MONDAY THROUGH THURSDAY OR 10:00 AM ON FRIDAY.