Henrico General District Court
4309 East Parham Road
Henrico, VA 23228

Payment Options Quick Reference Guide

1) **Pay ONLINE at www.vacourts.gov Click on *Pay Traffic Tickets and Other Offenses*** under ***Online Services*.**

2) **Pay by MAIL** by mailing checks or money orders to:

   Henrico General District Court
   Post Office Box 90775
   Henrico, VA 23273

   Please write your name and case number on the check or money order.

3) **Pay by TELEPHONE with a CREDIT CARD** by calling 804-501-4723, extension #2, between 8:00a.m. and 4:00p.m. Monday through Friday. Please have your credit card ready.

4) **Pay in PERSON** at the clerk's office between 8:00a.m. and 4:00p.m. Monday through Friday.

Payment Plans (DC-210) Policy and Procedure

The form DC-210 is an agreement that is used to inform the defendant of the amount that is owed for fines and court costs. The defendant is required to sign Part I (Order for Payment Agreement) of Form DC-210, Acknowledgement of Suspension or Revocation of Driver's License, when requesting a deferred payment or installment plan.

Payment is due upon conviction. Any defendant who is not exempt and who cannot pay their fines and costs within 90 days may apply to the Court for a payment agreement. If the defendant requests more than 90 days to pay, there will be a one-time fee of $10.00 added per agreement. The Form DC-210 indicates whether the agreement is an installment payment (monthly or other periodic payments) or deferred payment (extended due date). Both should be paid in full by the date(s) indicated on the form.

If the defendant does not pay the account in full or enter into a new payment agreement by the given due date, the account will be considered delinquent, and the delinquent amounts owed shall be increased by fourteen (14%) percent to help offset the costs of collections.

No interest shall accrue for 180 days from the date of conviction, during any period of incarceration, or for 180 days from release of incarceration if the sentence included an active period of incarceration.

Initial Payment Agreement: There is no down payment required to enter into a payment agreement; however, you may make a down payment if you wish to do so. Time to pay agreements may not be set up online; however, if you live more than 50 miles from the court, you may request a time to pay agreement by mail or by facsimile (804-501-5778) by submitting a signed letter indicating that you live more than 50 miles away and need additional time to pay. Please mail to Henrico General District Court at the address shown above in Option #2 under Payment Options Quick Reference Guide.

Subsequent Payment Agreement: When a defendant has previously defaulted on a payment agreement, the defendant will be required to make a down payment as follows:

- Total amount due is $500 or less – 10% of the amount owed
- Total amount due is more than $500 - 5% down payment or $50.00, whichever is greater

If you live more than 50 miles from the court, you may request a subsequent payment agreement by mail or by facsimile (804-501-5778) by submitting a signed letter indicating that you live more than 50 miles away and need additional time to pay. Please provide a telephone number where we can contact you regarding the required down payment.

Restitution: State law requires that all payments be applied to restitution before fines and costs. If your case has been referred for collection enforcement, the increased rate fee must be collected at the time of the restitution payment.

Address Change: A defendant who enters into a payment agreement shall promptly inform the court in writing of any change of mailing address during the term of the agreement.

A 4% convenience fee is added each time a payment is made with a debit or credit card.

Community Service for Fines and Costs

Community service is an option for payment of fines and costs if the defendant is unable to make payments. 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 $12.77 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.

To request community service, please complete district court form DC-211 (Petition for Payment Agreement for Fines and Costs OR Request to Modify Existing Agreement) and file with the clerk's office.

Upon petition of the court, any work performed during a period of incarceration on or after July 1, 2023, in a facility where less than minimum wage was paid will be applied to your court fines and costs. You must complete and file district court form DC-212 (Payment of Fines and Costs – Work While Incarcerated) with the court to receive this benefit. Work performed while incarcerated will be credited at minimum wage minus wages received.

Community service shall not be credited towards any restitution.

Social Security Exemptions

If a defendant's sole source of income is a social security payment or supplemental security income, that defendant is exempt from making payments towards fines and costs until the defendant has another source of income. The account will not be sent to collections and interest will not accrue while a defendant's sole financial income is through social security benefits. Should circumstances change and there is an additional source of income, the defendant must contact the clerk's office to enter into a payment agreement.

If you are convicted and qualify for this exemption, you must fill out a DC-210 (Fines and Costs Payment Agreement/Acknowledgment of Driver's License Status) indicating your current financial status.

Restitution is NEVER exempt and must be paid as ordered by the Court; failure to pay restitution in a timely manner will result in the account being sent to collections.