

# *Campbell County Circuit Court Clerk's Office*

P. O. Box 7 • Rustburg, Virginia 24588

ALTAVISTA (434) 592-9517 • BROOKNEAL (434) 283-9517 • RUSTBURG (434) 332-9517 • LYNCHBURG (434) 592-9517

Valerie P. Younger, Clerk

## **PAYMENT PLANS IN CAMPBELL COUNTY CIRCUIT COURT**

In any case in which a defendant owes fines and costs and where such defendant's sole financial resource is a Social Security benefit or Supplemental Security Income, then such defendant shall be exempt from making payments at least until such time that such defendant has a resource other than a Social Security benefit or Supplemental Security Income. If such defendant informs the court that his sole financial resource is a Social Security benefit or Supplemental Security Income, the case shall not be referred to collections pursuant to § ~~19.2-349~~. Courts shall include in payment plan policies developed in accordance with §§ ~~19.2-554~~ and ~~19.2-554.1~~ that where the court is informed that a defendant receives a Social Security benefit or Supplemental Security Income, no payment toward fines and costs shall be taken from such exempt resource. No Social Security benefit or Supplemental Security Income shall be considered an available resource in determining the length of time to pay under a deferred, modified deferred, or installment payment agreement and the amount of payments, if any, pursuant to subsection D.

How to enter into a payment plan:

1. Print this form and bring it in to the Circuit Court Clerk's office. **DO NOT** complete the form. Forms will be provided by the office if you do not bring it with you.
2. You **MUST** appear in person to set up payment plans unless you have made prior arrangements with the Clerk.
3. Payment plans are to be brought into the office between the hours of 8:30 a.m.-4:30 p.m. Monday-Friday. Please call ahead for holiday hours.
4. No down payment is required to set up a first-time payment plan. Down payments **WILL BE REQUIRED** for any second or subsequent payment plan after default of an initial plan. The terms of that are as follows: If your balance is \$500.00 or less, you must pay 10% of your total balance owed to the Court. If you owe \$500.00 or more, you will be required to pay 5% of your total balance owed to this Court or \$50.00, whichever is greater. It is your responsibility to make sure your payments are made within the time frame required to keep your account from defaulting. Please note that the Clerk's office will not be held

responsible for defaulted accounts due to closures for normal business hours, holidays, mail delivery, or acts of God.

**\*\*Note:** If you need to change the due date on your payment plan, you must request it. If you wish to change the terms of the payment plan, you must contact the Clerk's office. There is no guarantee of approval for changes to be made. If your address changes while you are on a payment plan, you must notify the Clerk's office of that change.\*\*

#### Terms of payment plans:

1. Before setting the financial terms, your case file will be pulled to read the court order. If you were court ordered to pay a certain amount per month, your payment plan will be set up under those terms.
2. If no certain amount was ordered by the court, payment plans start at \$45.00 per month. If you owe multiple jurisdictions, or are unable to pay that amount, please notify the clerk so we can work with you to find an affordable amount.
3. **\*\*Please remember that failure to make your payments on time will result in your payment plan defaulting. The results could include state and local interest accrual, wage garnishment, withholding of your Virginia state income tax refund, and you will also be subject to a 17% collection fee that will be assessed by the state of Virginia. We have no control over the plans defaulting as it is an automatic system and cannot be altered. You may also be subject to further criminal charges if applicable.**
4. If restitution is owed, any payments made on court costs/fines will first be directed towards the restitution balance. If your account becomes delinquent and the State Collection Fee is added, 17% of all restitution payments will go towards that fee, which will make restitution pay-off balances higher. These fees CANNOT be waived or removed from your account.

#### How to Make Payments:

**\*\*We accept cash, check, money order, debit/credit card in the form of Visa or Mastercard\*\***

1. Pay in person: Campbell County Circuit Court Clerk's Office: Monday-Friday 8:30 a.m. to 4:00 p.m. **\*\*Payments made after 4:00 p.m. will be applied to your account the next business day. Credit card payments CAN NOT BE TAKEN AFTER 4:00 p.m.**

2. There is a 2% fee for all card transactions made in-office or over the phone. No fees will apply for payments made online.
3. Pay by mail: Clearly write the name of the defendant as well as the case number. If you would like a receipt, send a self-addressed stamped envelope. The mailing address is:  
Campbell County Circuit Court  
P.O. Box 7  
Rustburg, VA 24588
4. Pay by phone: We accept Visa/Mastercard payments between the hours of 8:30 a.m.-4:00 p.m. only. There is a 2% fee to use a credit/debit card. Call (434)332-9517.
5. Pay online: We will accept online payments beginning February 1, 2022 through the VJOPS website. You may access the payment portal by visiting [\*\*https://eapps.courts.state.va.us/fmsOnline\*\*](https://eapps.courts.state.va.us/fmsOnline). There are no additional fees for using this service. The online system is available on holidays and weekends; and is only unavailable between the hours of 4:00 a.m.-5:00 a.m.