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## ORANGE COUNTY, VIRGINIA



### CIRCUIT COURT

110 NORTH MADISON ROAD, SUITE 300  
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DONNA L SEARS, CHIEF DEPUTY  
CRIMINAL/COURT SERVICES  
~~CRIMINAL/COURT SERVICES~~  
~~COURT SERVICES CIVIL/DOCKWATER~~  
DIXIE L BEASLEY, DEPUTY CLERK  
COURT SERVICES-CIVIL/PROBATE  
MELISSA G MORRIS, DEPUTY CLERK  
RECORDS MGMT/COURT SERVICES  
LORI R MORRIS, DEPUTY CLERK  
JURY MANAGEMENT  
LESLIE B. McGOWAN, DEPUTY CLERK  
LAND RECORDS/RECORDING

### ORANGE COUNTY CIRCUIT COURT PROCEDURES AND POLICIES FOR THE COLLECTION OF

#### UNPAID FINES AND COURT COSTS

1. Any person requesting a plan for the payment of unpaid fines and court costs may file a written request in the clerk's office.
2. The written request must include a petition, under oath, on a form provided by the clerk. The petition must set forth the petitioner's financial condition and it must set forth the installment amount that the petitioner wishes to pay on a monthly basis. Additional financial information may be submitted by the petitioner. If necessary, a separate sheet or sheets of paper can be used.
3. The written request for a payment plan must include enough specific information about the petitioner's financial condition to allow the court to evaluate the request. If more information is required, the petitioner will be notified by the clerk and will be given an opportunity to provide it.
4. All decisions made by the court about a deferred or installment plan will include consideration of any unpaid fines and costs that the petitioner is obligated to pay in more than one jurisdiction. Persons should include such information on their petitions.
5. A downpayment will not be required as a condition of any deferred or installment plan.
6. Most deferred or installment plans approved by the court will require a monthly payment. Therefore, in making a request for such a plan the petitioner should advise

the court as to what day of the month she or he wishes to make regular payments. The court will give consideration to such requests.

7. When a decision is made regarding a request for a deferred or installment payment plan, the petitioner will be notified by the clerk. The petitioner will be responsible for completing and signing any forms that might be needed by the clerk. The petitioner will then be required to begin making the payments set forth in the approved plan.
8. The court has available a viable community service program for suitable participants as a means of satisfying fees and court costs. However, community service is only an option in cases where the court finds that the petitioner is a suitable candidate for such a program.
9. In accordance with Virginia Code Section 46.2-395(B) no license suspension should occur while a person is in good standing on a deferred or installment payment plan. Furthermore, if a driver's license is suspended, it should be restored if the person enters into an appropriate agreement and pays the required reinstatement fee to the Department of Motor Vehicles.