



# COMMONWEALTH of VIRGINIA

CALVIN S. SPENCER  
Judge, General District Court

BRENDAN U. DUNNING  
Judge, Juvenile & Domestic Relations Court

## COMBINED DISTRICT COURT

FOR  
LUNENBURG COUNTY  
160 COURTHOUSE SQUARE  
SUITE 201  
LUNENBURG, VA 23952  
(434) 696-5508  
FAX (434) 696-3665

DONNA F. SNOW  
Clerk

### TIME TO PAY AGREEMENT POLICY

- 1) Fines and costs are due on the court date.
- 2) If the defendant requests additional time, he/she may enter into a deferred payment agreement for a period of up to 90 days at no charge. If more than 90 days is requested, a one-time fee of \$10.00 will be assessed to the account and additional time will be granted for an additional 90 days for a total of 6 months to pay.
- 3) If at the end of the initial time to pay agreement, the defendant needs additional time, he/she will need to contact the Clerk's office for a date and time to appear before the Judge. At that time, a review of the defendant's financial resources and obligations will be conducted by the Judge to determine a new payment schedule and the time needed. The defendant will be required to pay a down payment of 10% of the balance due if it does not exceed \$500 and 5% of the balance due if over \$500 and sign a new time to pay agreement. A one-time \$10 fee will be added if not previously assessed.
- 4) Failure to pay in full by due date or not entering into a new time to pay agreement will result in the account being turned over to collections and collection fees will be added. Interest will accrue 180 days after fines and costs are assessed if the defendant is not on an active payment plan.
- 5) If the defendant is unable to pay, he/she may request to complete community service in lieu of fines and costs. The amount owed is divided into the current minimum wage amount. The total hours are determined by the Judge according to guidelines and will be done through a supervising agency. If you are granted community service in lieu of fines and costs and default by not completing all hours, the agreement defaults and all cases are removed and will still be owed.  
\*NOTE: Community service, pursuant to Virginia Code 19.2-354c, shall not be credited toward any restitution amounts owed.
- 6) 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 or income. As long as your sole income remain unchanged, your account will not go to collections. Please understand that and 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.

All payment arrangements must be made in person, NO exceptions.