



COMMONWEALTH of VIRGINIA

Calvin S. Spencer, Jr.
Judge

Mecklenburg County General District Court
P.O. BOX 306
BOYDTON, VIRGINIA 23917-0306.
TELEPHONE (434) 738-6260
FAX (434) 738-0761

TAMMY T. TAYLOR
CLERK

TIME To PAY AGREEMENT POLICY Effective 7/1/2021

- 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 Ninety (90) days at no charge. If more than ninety (90) days is requested, a one-time \$10.00 time to pay fee will be assessed to the account and additional time will be granted up to six (6) months.
- 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 make a down payment of 10% of the balance due if it does not exceed \$500.00 and 5% of the balance due if over \$500.00 and sign a new Time to Pay agreement. A one-time \$10.00 fee will be added if not previously assessed.
- 4) Failure to pay in full by the Due Date or enter 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.

All payment arrangements must be made in person. A defendant who defaults on a payment agreement shall have the opportunity to request a subsequent payment agreement.

VIRGINIA: IN THE GENERAL DISTRICT COURT OF MECKLENBURG COUNTY

Petition to Perform Community Service for Credit to Fines and Costs

The undersigned petitions the Court for authority to perform community service as credit for outstanding fines and costs. The undersigned acknowledges the following:

1. My current outstanding fines and costs total \$ _____ for the following case(s) _____
2. Credit will be applied at a rate of \$9.50 per hour. Total hours required _____
3. The community service site must be with a 501 (c) (3) organization or other similar charitable organization. Approval of my service site must be granted prior to the performance of any service.
4. The Community Service Supervisor will be responsible for and agree to report promptly my service hours completed.

Community Service Site _____

Name of Supervisor _____

Address _____

Phone Number _____

5. Should I fail to perform all or part of my community service appropriately, the court may not credit my account. Compliance with all requirements is my responsibility and my failure to comply will result in no credit extended.
6. My community service participation will be reviewed _____

Signature of
Petitioner _____ Date _____

Address: _____ Phone Number _____

COURT USE ONLY

Seen and Approved this _____ Day of _____ 20 _____

Chief Judge

Community Service Instructions

You may perform community service work to earn credit for fines and costs owed to this court. Community service work may not be used for restitution.

To calculate how many hours are needed to satisfy your fines and costs, take the total due and divide by hourly rate.

Fines and Costs Due:	Hourly Rate	Number of Hours Required
\$ _____	/ \$9.50	= _____

If you elect to perform community service to satisfy fines and costs owed:

- 1) You must complete the appropriate number of hours of community service. **Partial credit will not be given.**
- 2) Community service must be completed at a public non-profit 501©(3) organization, unrelated to any religious organization, your school, government agency or any other organization where you are now associated.
- 3) Your community service must be to benefit the community or those in need. Some examples include: Habitat for Humanity, Salvation Army, Boys & Girls Club, homeless shelters, food banks, Red Cross, Goodwill, or United Way.
- 4) **You must provide the following to the court by your due date:**
 - a) The **ORIGINAL** completed Community Service Certification Form
 - b) Proof from the organization that they are a 501©(3) non-profit organization

Once completed and proper verification is received by the Court and approved by the judge, the community service will be applied to your account to cover fines and costs.

If the judge does not approve your community service, you will not be given credit for your alternative to payment of fines and costs.

COMMUNITY SERVICE CERTIFICATION FORM

Name of Worker: _____ Case Number: _____

Name of Non-Profit Organization _____

Address: _____

Date:

Hours Worked:

Total Hours Worked: _____

Duties Performed:

I certify the above individual performed the community service work as stated above and is not an affiliate with or a member of this organization. I have attached a copy of proof of this organization's 501©(3) status, such as EIN verification letter from the IRS.

Sign: _____ Date: _____

Printed Name: _____ Title: _____

Phone Number: _____ Email: _____