



## COMMONWEALTH of VIRGINIA

Westmoreland County Juvenile and Domestic Relations District Court  
175 POLK STREET, 2<sup>ND</sup> FLOOR  
P.O. BOX 451  
MONTROSS, VA 22520

WILLIAM L. LEWIS, PRESIDING JUDGE  
MARCEL D. JONES, JUDGE  
CHRISTINA A. VIVIERS, CLERK

PHONE: (804) 493-0117  
FAX: (804) 493-0173

### TIME TO PAY POLICY

If a person is unable to pay their fines and costs within 90 days of the original assessment date, an individual may request additional time to pay through the Clerk's office. The obligor shall complete a DC-210 Order for Payment Agreement upon entry into the payment agreement. In addition, a DC-211 Petition for Payment Agreement for Fines and Costs or Request to Modify Existing Agreement may need to be completed. A one-time fee of \$10 shall be assessed for the initial entry into a payment agreement. All time to pay agreements shall be deferred for a period determined by the Clerk's office. No down payment will be required, but weekly and/or monthly payments will be required. An individual may also request court approval to perform community service through a non-profit organization in lieu of paying fines and costs upon certain terms and conditions by completing a DC-211. A minimum amount of hours shall be performed monthly with a credit of \$11.00 per hour for each hour of community service performed. Community service is not available to repay restitution or Guardian Ad Litem fees. If an individual's sole financial resource is a Social Security benefit or Supplemental Security Income, then a person is not required to pay fines and costs until another resource or income is available. A DC-210 shall be completed if an individual is requesting this exemption. The exemption does not include restitution.