

**ACKNOWLEDGMENT OF SUSPENSION OR REVOCATION  
OF DRIVER'S LICENSE/ORDER AND NOTICE OF DEFERRED  
PAYMENT OR INSTALLMENT PAYMENTS**

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**Using This Form**

1. Copies

- a. Original – to court.
- b. First copy – to the defendant.
- c. Additional copies as dictated by local practice.

2. Preparation

- a. Part I is prepared by the clerk and signed by the defendant with a judge, clerk or notary public as witness.
- b. Part II is prepared by the clerk and signed by the defendant and judge or clerk entering the order for deferred or installment payments.

3. Attachments

- a. Financial statement, if ordered by the judge.

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**Data Elements**

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| 1. Case number(s).   | 15. Check applicable box that indicates what the defendant is requesting.  |
| 2. Name of court. Check applicable box noting county or city.  | 16. Check applicable box to indicate whether the defendant's driver's license was or was not surrendered. If license was not surrendered, state reason.  |
| 3. Check applicable box and insert the name of the locality if the Commonwealth is not the plaintiff.                    | 17. Date form signed by defendant.   |
| 4. Defendant's full name.  | 18. Defendant's signature.   |
| 5. Defendant's social security number.   | 19. Date and signature of clerk, judge or notary public. Check applicable title box. If notary public, fill out the applicable notary block.   |
| 6. Defendant's driver's license number.  | 20. Amount of costs, fines, forfeiture, and penalty due.   |
| 7. State where defendant's driver's license was issued.  | 21. Amount of restitution due.   |
| 8. Defendant's residence address.  | 22. Check box if petition for installment payments was granted. Enter the number of payments to be made, the dollar amount for each installment payment, the interval that payments are due and the date the first payment is due. |
| 9. Defendant's mailing address, if different from residence address.   | 23. Check box if petition for deferred payment has been granted. Enter the date the deferred payment is due.   |
| 10. Defendant's telephone number.  | 24. Check box if defendant is exempt from making payments because the defendant indicated that defendant's   |
| 11. Enter the time period that the driver's license is suspended or revoked.<br><br><u>Example</u> : 6 months or 1 year. | <u>Example</u> : making <b>12</b> installment payments of <b>\$75</b> per <b>month</b> , beginning <b>07/01/24</b> until paid in full.   |
| 12. Enter the effective date of the suspension or revocation.  |  |
| 13. Check applicable box that indicates the reason why the license is being suspended or revoked.                        |  |
| 14. Amount of costs, fines, restitution and/or penalty required to be paid.  |  |

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- sole financial resource is a social security benefit or supplemental security income.
25. Check box if restitution payments are to be paid in accordance with the court's previously entered ORDER FOR RESTITUTION.
26. Enter the date the deferred payment is due or the date the final installment payment is due.
27. Enter the date and time that defendant is to return to court if defendant fails to pay by the date listed in Element No. 26.
28. Date order entered.
29. Signature of judge or clerk authorizing deferred or installment payment. Check applicable title box.
30. Signature of defendant.

In the Circuit Court for the [ ] City [ ] County of 2

[ ] COMMONWEALTH OF VIRGINIA
[ ] CITY [ ] COUNTY OF v. 4

5 SSN 6 DRIVER'S LICENSE NUMBER 7 DRIVER'S LICENSE STATE

8 RESIDENCE ADDRESS

9 MAILING ADDRESS IF DIFFERENT FROM ABOVE 10 TELEPHONE NUMBER

I. ACKNOWLEDGMENT OF SUSPENSION OR REVOCATION OF DRIVER'S LICENSE

I understand that I have been notified that my driver's license/driving privilege
is suspended or revoked for a period of 11 effective 12 as a result of
13 [ ] my conviction by this Court or [ ] 13

I understand that I owe fines, costs, forfeiture, restitution and/or penalty of \$ 14 plus any additional court-
appointed attorney fee, if applicable. I understand that my case will be referred for collection enforcement if the full amount owed is not
paid within 90 days of sentencing on my case unless I enter into a payment agreement or I am exempt from making payments.

15 [ ] I am requesting a deferred or installment payment agreement. OR
[ ] My sole financial resource is a social security benefit or supplemental security income, and I am exempt from making payments.

I understand that I am required to make restitution payments if the judge ordered a separate payment schedule for restitution.

I further certify that on this date this notice was read, understood by me, and I received a copy of the same, and that my driver's license

16 [ ] WAS [ ] WAS NOT surrendered to this Court. Reason not surrendered: 16

17 DATE 18 DEFENDANT

19 State/Commonwealth of [ ] Virginia [ ]
County/City of

Acknowledged before me this day by PRINT NAME OF SIGNATORY

DATE [ ] JUDGE [ ] CLERK [ ] NOTARY PUBLIC

Notary Registration No. My commission expires:

READ PART I ON THE BACK OF THIS FORM FOR MORE REQUIREMENTS, WHICH ARE INCORPORATED BY REFERENCE
AND ARE MADE A PART OF THIS ACKNOWLEDGMENT.

II. ORDER AND NOTICE OF DEFERRED PAYMENT OR INSTALLMENT PAYMENTS

Upon due consideration, the Defendant's Petition for deferred or installment payments is accordingly ACCEPTED, and the Defendant is
ORDERED to pay costs, fines, forfeiture, and penalty totaling \$ 20 plus restitution
totaling \$ 21 plus any additional court-appointed attorney fee, court reporter fee, and interest, if applicable, by:

22 [ ] making installment payments of \$ per beginning until paid in full; or
23 [ ] making a deferred payment in full on or before

24 [ ] Defendant is exempt from making payments as defendant indicated that defendant's sole financial resource is a social security benefit
or supplemental security income.

25 [ ] Restitution payments are to be paid in accordance with the court's ORDER FOR RESTITUTION previously entered.
If Deferred payment is not received by the above due date, or if the final Installment payment is not received by 26, the
defendant is hereby given NOTICE to return to this Court on 27 at 27.
The total listed above does not include transcript costs and any costs/damages that may be charged if you appeal from this court.

READ PART II ON THE BACK OF THIS FORM FOR MORE REQUIREMENTS, WHICH ARE INCORPORATED BY REFERENCE
AND ARE MADE A PART OF THIS ORDER AND NOTICE.

28 Entered this day of 29
[ ] JUDGE [ ] CLERK

I have asked for and received a copy of this Order and Notice.
I understand that I am required to make restitution payments if the judge ordered a separate payment schedule for restitution.

30 DEFENDANT

## **PART I**

I understand that if I pay a fine or other monies due by a method other than cash and my payment fails, the Clerk will send me a written notice of my failure of payment. A penalty of \$50.00 or 10 percent of the amount of the payment, whichever is greater, may be charged if the method of payment fails.

I further understand that, if I am convicted of driving while my driver's license is suspended or revoked, I may be fined, sentenced to jail, or both.

I understand that upon suspension or revocation of my license, I may not operate a motor vehicle in the Commonwealth of Virginia until:

- (1) All periods of suspension imposed by any Court or the Department of Motor Vehicles have expired, AND
- (2) The Department of Motor Vehicles reinstates my license (if suspended) or issues a new license (if revoked) after:
  - (a) I have paid the reinstatement fee (if any) to the Department of Motor Vehicles, AND
  - (b) I have met all other administrative requirements of the Department of Motor Vehicles.

## **PART II**

I understand that if the Court has ordered deferred or installment payments, or community service to pay all or part of the fines and costs, I must make all required payments or perform all community service on time.

I understand that:

- (1) as a condition of this agreement, I must promptly inform the Court of any change of my mailing address during the term of the agreement;
- (2) if the fines, costs, forfeiture, restitution, and/or penalty are not paid in full by the date ordered, that the Court shall proceed according to the provisions of Va. Code § 19.2-358, which state that a show cause summons or capias for my arrest may be issued;
- (3) the amount(s) listed in this agreement may be administratively amended by the Clerk of this Court in the event additional costs should be assessed;
- (4) the Court or Clerk thereof may adjust the final payment date administratively, without further notice, for installment payment, if I fail to make a scheduled payment or for deferred payments, if I fail to pay in full by the date ordered, for the purposes of referring the account for action pursuant to Va. Code § 19.2-358.

I further understand that if the Court does not receive payments as ordered, my case will be referred for collection enforcement action under §§ 19.2-349, 19.2-353.5, 19.2-358, or 58.1-520 through 58.1-534 of the Code of Virginia. If my case is referred for collection enforcement action under § 19.2-349, the amount that I owe and that can be collected will be increased to reflect the additional costs associated with collection action. If any part of the amount due remains unpaid, pursuant to § 19.2-358, I may be subject to a jail sentence of up to 60 days or an additional fine of up to \$500.00.

Pursuant to Va. Code § 19.2-353.5, if interest on outstanding fines and costs owed to this court accrued during a period when I was incarcerated, I may request that the interest that accrued when I was incarcerated be waived by this Court.

I understand that if my sole financial resource is a social security benefit or supplemental security income, then I am exempt from making payments at least until such time that I have a resource other than a social security benefit or supplemental security income. I understand that I must contact the clerk's office to enter into a payment agreement if I have a different financial resource.

This Order and Notice is provided to the Defendant pursuant to Va. Code § 19.2-354. This Order shall not be spread on the Order Book of this Court.

### **Notice to Defendant:**

If you are required to enter into an alcohol safety action program (ASAP) as part of the disposition of your case or as a condition of a restricted driving privilege, pursuant to Va. Code § 18.2-271.1(B), you will be required to pay a fee for the program unless the court has found that you are indigent and the court has reduced or waived the fee. Any restricted driving privilege granted to you by the court may be revoked if you do not timely pay the required fee. If ASAP is required as part of your restricted driving privilege, you must enroll in ASAP within 15 days of your restricted driving privilege being granted.

### **Online Payments:**

Payments may be made by credit or debit card via the internet for cases in circuit courts that accept online payments. You may be charged a convenience fee of up to 4% or a flat fee of \$2.00 per transaction. To make an online payment go to [www.vacourts.gov](http://www.vacourts.gov).