

VIRGINIA: IN THE CIRCUIT COURT FOR THE CITY OF CHARLOTTESVILLE

RE: Installment Plans for the Payment of Court Costs

ORDER

Effective November 1, 2015, the Clerk of Court, or her Designee, is hereby authorized to enter Orders granting installment plans for the payment of court costs. This authority is granted pursuant to Va. Code Section 19.2-354(A). The Clerk of Court, or her Designee, shall establish and approve the conditions of all installment payment plans, pursuant to guidelines established by the court. Such guidelines shall be reduced to writing as well as posted in the Clerk's Office and on the Court's website, if a website is available.

Entered:


Hon. Richard E. Moore

Date:

11/10/15

**CIRCUIT COURT
CITY OF CHARLOTTESVILLE**

315 EAST HIGH STREET
CHARLOTTESVILLE, VIRGINIA 22902-5195
(434) 970-3766

Tracy D. Smith
Anita D. Spivey
Dianne P. Pugh
Stephanie M. Alston
DEPUTY CLERKS

Liezelle A. Dugger
CLERK

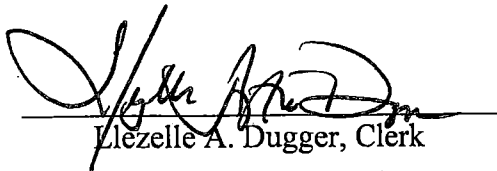
David A. Schmidt
CHIEF DEPUTY CLERK

Gwendolyn T. Williams
Allison J. Carr
Michael T. McFadden
DEPUTY CLERKS

GUIDELINES FOR INSTALLMENT PLANS FOR COURT COSTS

1. For purposes of Installment Plans, the Clerk of Court designates the following staff members to sign in her stead:
 - a. David A. Schmidt, Chief Deputy Clerk
 - b. Dianne P. Pugh, Deputy Clerk
2. When a defendant requests to enter into an installment plan to pay his or her court costs, he or she shall meet with Dianne P. Pugh, Deputy Clerk, to fill out a Petition for Installment Payment of Fine and Costs.
3. The Clerk of Court, or her Designee, has the authority to enter the Order of Installment Plan so long as the terms of the Plan adhere to the following conditions:
 - a. The total amount of court costs shall be paid in full within three (3) years of the start date of the installment plan.
 - b. The agreed upon monthly payment is no less than \$50 per month unless documented extenuating circumstances exist. Even with a lower monthly payment, the amount of court costs must still be paid in full within three (3) years.
 - c. The start date shall not be more than 45 days from the date the Order is entered.
 - d. The defendant may be allowed by the Clerk of Court, or her Designee, four (4) years to pay if he is paying at least \$100 per month from the beginning of his payment plan.
4. When the court costs cannot be paid in full within three (3) years, only the Judge has the authority to enter the Order of Installment Plan. In these situations, the Judge may place the defendant on an Installment Plan that has a graduated schedule to attempt to pay the court costs in full within three (3) years or as soon thereafter as practicable.


Richard E. Moore, Judge


Liezelle A. Dugger, Clerk

Effective November 1, 2015