

Henrico General District Court
Time to Pay Agreement
(effective 7/1/2015)

TIME TO PAY means the Clerk's Office will extend the due date of fine(s) and costs due the Court if you need more time than the 30 days allowed by statute. Payment arrangements may be set up at the Court ONLY if the monies have not been transmitted to our Collection Agency.

In order to enter into a payment arrangement, 20% of the total due must be paid and a 60 day extension will be granted. There will be a onetime \$10.00 processing fee added to the total due.

If needed, a defendant may continue to request an additional 60 day extension, but another 20% of the balance due will be required. This process may continue until the balance is paid in full.

PLEASE NOTE

Only those defendants who live outside a 50 mile radius may request a time to pay agreement by mail. A request must be submitted by the defendant and

1. must plainly state you are asking for time to pay
2. must include your down payment

Defendants that reside within a 50 mile radius MUST come in person to the Clerk's Office between the hours of 8:00am and 3:30pm Monday thru Friday (excluding holidays).

Time to Pay Agreements CAN NOT be set up online