

COMMONWEALTH OF VIRGINIA  
COUNTY OF HENRICO

IN RE: Deferred or Installment Payment Agreements

HENRICO CIRCUIT COURT  
Guidelines for Deferred or Installment Payment Agreements  
Pursuant to Virginia Code Section 19.2-354

- Defendant is given Notice of all fines/costs/restitution/assessments at the conclusion of case.
- Defendant is required to complete "Petition For Deferred or Installment Payment of Fines/Costs (CC: 1/13)
- Staff checks Financial System to determine how many cases defendant has in system and then obtains total due.
- If the amount is greater than \$1,000, the monthly payment is set at \$100.00 per month.
- If the amount is less than \$1,000 the amount is divided by 12 to set the monthly payment (total is then rounded to a whole number - \$29 rounded to \$30 - \$33 rounded to \$35)
- First payment is due at the time a payment plan is implemented.
- If default occurs and Defendant requests to be placed on a second payment plan, 25% of the balance is due at the time of the new plan, then payments continue as originally set. If after subtracting the 25% and the payment is less than \$25, the payment is set at \$25.00.
- If default occurs a third time, 50% of the balance is due at the time of the new plan, then payments continue as originally set. If after subtracting the 25% and the payment is less than \$25, the payment is set at \$25.00.
- If default occurs a fourth time, payment must be made in full.
- The minimum payment accepted is \$25.
- \*\*\*If default occurs, either before a payment plan is implemented or after default has occurred upon making payments, 17% collection fee is added to the total due by the default\*\*\*

The above are the terms of collection unless otherwise modified on an individual basis