

**VIRGINIA:**

**IN THE CIRCUIT COURT FOR THE COUNTY OF SPOTSYLVANIA**

**IN RE:        Requests for Installment Payments**

**ORDER**

The Clerk is authorized to review and grant or deny "Petitions for Payment Agreement for Fines and Costs or Requests to Modify Existing Agreement" (Form DC-211). If a petition is denied by the Clerk, then the Court will review such petition.

The petitioner is not required to make a down payment upon his or her first request for a payment plan. However, the second or subsequent request for a payment plan requires a down payment as outlined below:

- i.     If the costs owed are \$500.00 or less, then a down payment of 10% of the amount is required.
- ii.    If the costs owed are \$500.00 or more, then a down payment of 5% of the amount or \$50.00, whichever is greater, is required.

If a petitioner defaults, whether upon the payment required by the Court's initial restitution plan or after a subsequent payment plan request has been granted, then a 17% collection fee is added to the total due.

Entered this 22 day of June, 2021.

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Ricardo Rigual, Judge

