

VIRGINIA:

IN THE CIRCUIT COURT OF WISE COUNTY AND THE CITY OF NORTON

RE: DEFERRED AND INSTALLMENT PAYMENT PLAN GUIDELINES AND PROCEDURES

**ORDER**

IT APPEARING to the Court that pursuant to Code of Virginia 19.2-354 the court may authorize the clerk to establish and approve the conditions of all deferred or installment payment agreements, pursuant to guidelines established by the Court; therefore, it is

ORDERED that the Court does hereby authorize the clerk to establish and approve the conditions of all deferred or installment payment agreements pursuant to the guidelines established by the Court which are incorporated by reference into this Order; and, it is

FURTHER ORDERED that the Clerk post the guidelines within the clerk's office and website.

ENTERED this 1<sup>st</sup> day of July 2015.



---

JUDGE

**DEFERRED AND INSTALLMENT PAYMENT PLAN GUIDELINES AND PROCEDURES  
ADOPTED BY THE CIRCUIT COURT OF WISE COUNTY AND THE CITY OF NORTON**

1. Deferred payment or installment payment plan may be requested by the defendant upon sentencing. Payment guidelines incorporated into plea agreements shall be followed.
2. Deferred payment or installment payment plans may be altered only upon reasonable request by the Defendant and approved by the Court or Clerk. Any change must be documented by the execution of a new deferred or installment payment plan.
3. Defendants entering into deferred payment plans must pay in full by the date indicated on the agreement.
4. Defendants entering into installment payment plans must pay the agreed upon amount by a specific due date each month. If the due date falls on a weekend or holiday, payment should be made on the work-day prior to the due date.
5. Defendants performing community service in lieu of monetary payments must inform the Court, enter into a deferred payment plan, and ensure all obligations are met by the date indicated deferred payment plan agreement. Restitution and collection enforcement fees are not negotiable by performing community service.
6. Defendants must promptly inform the court of any changes of mailing address during the term of the payment agreement.
7. The amount due may be administratively amended in the event additional costs are to be assessed. Notice will be mailed to Defendant's last known address.
8. Delinquent accounts shall be referred for collection enforcement action and the amount owed shall be increased without further notice to reflect the additional costs associated with collection action.
9. Failure to make all required payments pursuant to the agreement shall result in immediate suspension of Defendant's driver's license. Additionally, the Department of Motor Vehicles shall suspend all of the registration certificates or license plates registered solely in the name of the Defendant and will not issue additional registrations to the Defendant.
10. Failure to make all required payments pursuant to the agreement may also result in the issuance of a show cause summons or *capias* for arrest for failure to comply with the agreement.
11. All fines, costs and restitution ordered to be paid shall be docketed as judgments if not paid in full on the date of sentencing.
12. Payments shall be first applied to the satisfaction of restitution, if any, and subsequently applied to the Court imposed fines and costs.

ADOPTED this 1<sup>st</sup> day of July 2015.