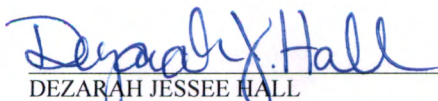


Deferred and Installment Payment Plan Guidelines and Procedures Adopted by the Circuit Court of Wise County/City of Norton

In accordance with Virginia Code Section 19.2-354, the Wise County/City of Norton Circuit Court Clerk's Office Payment Plan Provision are as follows:

- Deferred payment or installment payment plan may be requested by the defendant upon sentencing. Payment guidelines incorporated into plea agreements shall be followed.
- Deferred payment or installment payment plans may be altered only upon reasonable request by the Defendant and approved by the Clerk of Court. Any change must be documented by the execution of a new deferred or installed payment plan.
- Defendant's entering deferred payment plans must pay in full by the date indicated on the agreement.
- Defendants entering into installment plans must pay the agreed amount by a specific due date each month. If the due date falls on a weekend or holiday, payment should be made on the workday prior to the due date.
- Defendant 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 on the deferred payment plan agreement. Restitution and collection enforcement fees are NOT negotiable by performing community service.
- Defendants must promptly inform the court of any changes of mailing address during the term of the payment agreement.
- The amount due may be administratively amended in the event additional costs are to be assessed. Notice will be mailed to the defendant at last known address.
- Delinquent accounts shall be referred for collection enforcement action and the amount owed shall be increased without further to reflect the additional costs associated with collection action.
- All fines, cost and restitution ordered to be paid shall be docketed as judgments if not paid in full on the date of sentencing.
- Payments shall be first applied to the satisfaction of restitution, if any, and subsequently applied to the Court imposed fines and costs.
- Failure to make all required payments pursuant to the agreement may also result in the issuance of a show cause summons or a capias for arrest for failure to comply with the agreement.
- Court may require a down payment for 2nd or Subsequent Agreement.
- The due date for defendants that are going to be incarcerated will be set at 60 days post their estimated release date.
- If the defendant's sole financial resource is a Social Security benefit or Supplemental Security Income, then the defendant is not required to pay until they have another resource of income. As long as the defendant's income remains unchanged, the account will not go to collections. Please understand that any restitution that may have been ordered to pay is not included in this exemption of payment and is due as the court has ordered. The defendant is to advise the court of SS/SSI income.


DEZARAH JESSEE HALL
CLERK OF COURT

Date: 3/16/2026