

**PETITION FOR INSTALLMENT OR DEFERRED PAYMENT PLAN**

Defendant: \_\_\_\_\_ Case Number(s): \_\_\_\_\_

Current Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

\_\_\_\_\_ Total Due: \$ \_\_\_\_\_

Monthly Payment : \$ \_\_\_\_\_ Due by: \_\_\_\_\_

**PAYMENT TERMS AND CONDITIONS**

1. As a condition of this agreement, I must promptly inform the court of any change of my physical and mailing address during the term of this agreement.
2. The amount(s) set out in this Order and Notice may be administratively amended by the Clerk of this Court in the event additional costs should be assessed and if additional costs are assessed, the clerk will forthwith issue a notice of the new total amount due by mail to my last address of record.
3. If the Court has ordered deferred or installment payments, all payments are required to be made on time. If scheduled payment is not on time or fail to make payment, your driver’s license shall immediately be suspended forthwith pursuant to Virginia Code § 46.2-395 and upon notification by the court that your license has been suspended, the Commissioner of the Department of Motor Vehicles shall also suspend all of the registration certificates or license plates registered solely in your name and thereafter shall not issue any registration or license plates for any other vehicle that you seek to register solely in your name.
4. Collection procedures will be undertaken to subject your property to the payment of the fines, costs, forfeitures, restitution and/or penalties due and the amount that you owe and that can be collected will be increased to reflect the additional costs associated with collection action.
5. A *capias* may be issued for your arrest if you fail to make payment.

**AGREEMENT AND ORDER FOR INSTALLMENT OR DEFERRED PAYMENT PLAN**

I (defendant) do hereby certify that I understand the terms and conditions should I fail to meet the terms of the payment contract.

\_\_\_\_\_  
Defendant’s Signature

\_\_\_\_\_  
Date

**NOTARY ACKNOWLEDGMENT**

State of \_\_\_\_\_, County of \_\_\_\_\_, Subscribed and sworn to/affirmed before me on this date by the above-named defendant.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Notary or Deputy Clerk

My commission expires: \_\_\_\_\_

Notary Registration Number: \_\_\_\_\_

Upon due consideration, the Defendant’s Petition for deferred or installment payments is accordingly ACCEPTED, and the Defendant is ORDERED to pay cost, fines, forfeiture and penalty in the amount stated above, including any added court-appointed attorney fee, court reporter fee, penalties and interest, if applicable, by making a deferred payment in full on or before the due date.

\_\_\_\_\_  
Clerk/ Deputy Clerk Signature

\_\_\_\_\_  
Date

1. Defendant will fill out this form and sign it in front of a notary and return to the Clerk’s Office.
2. Defendant will send a self- addressed stamped envelope with payment to receive a receipt of payment.
3. Payments can be made by cash, check, money order or credit card. Credit card payments will have a 4% convenience fee added if over \$50.00. Transactions less than \$50.00 will be a \$2.00 fee.