

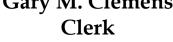
### COMMONWEALTH OF VIRGINIA

# COUNTY OF LOUDOUN

## OFFICE OF THE CLERK OF CIRCUIT COURT

P.O. Box 550 LEESBURG, VIRGINIA 20178 703-777-0270

www.loudoun.gov/clerk
Gary M. Clemens



Kevin J. Blatchley Chief Deputy-Business Services Laura E. Boudreaux Chief Deputy-Operations & Finance Karen M. Myers Chief Deputy-Judicial Services

#### **CRIMINAL DIVISION PAYMENT AGREEMENT**

#### \*PER VA CODE §19.2-305.1(K) RESTITUTION IS PAID FIRST\*

Defendant:	FOR CLERK'S OFFICE USE:		
Address:	1st case to pay #	/ \$	R F/0
	2 <sup>nd</sup> case to pay #	/ \$	R F/C
Phone Number:		•	
SSN (LAST FOUR DIGITS):		/ \$	R
	, ,	\$	F/0
Date of Birth:	4 <sup>th</sup> case to pay #	/ \$	R
		\$	F/0
	RESTITUTION TOTAL:	\$	
	*FINES & COSTS TOTAL:	\$	
	GRAND TOTAL:	\$	

\*Pursuant to Va. Code §17.1-275.5 additional costs from the trial or appeal Court will be charged if applicable

## Payment Terms: Select one or more of the three (3) options below:

	ment required. The due date will be based on the estimated release date from
	nent. The above amount must be paid in full by/ If the efendant will need to contact the Clerk's Office to make further arrangements.
	ments are required until ALL cases are paid in full. Doubled-up payments are NOT
credited to the following month. Minimum mont with the first payment due	thly installments of \$ per month due by the day of <b>each</b> month
Restitution, or any fee associated with collecting community service work at the current rate of \$12.0 hours of community service. Contact the Departme 0207) or District 25 Probation and Parole office at 7	R REQUIRED): Participation is <u>NOT</u> permitted to pay Restitution, Interest on g Restitution. Allows you to earn credits for performance of Court-approved 20 per hour. Total amount listed above will be satisfied by completing ent of Community Corrections at 107 Loudoun St., SE, Leesburg, Va. 20176 (703-777-751-D Miller Dr., SE, Leesburg, Va. 20176 (703-771-2510). An enrollment letter must ement to avoid termination. THIS OPTION WILL REDUCE THE COLLECTION FEE.
	<u>Certification</u>
	should I fail to meet the terms of the payment agreement to include the possibility of ify that I understand I am to advise the Court of any change of address occurring
Defendant's Signature	Date
	subscribed and sworn to before me on the day of
State of	, City/County of
Deputy Clerk/Notary	 Date
Commission expires:	
Received by Accounting:///	Initials:
Entered by Accounting: / /	Initials:

#### **Guidelines for Payments:**

Payments can be made online at <a href="www.loudoun.gov/clerk">www.loudoun.gov/clerk</a>, in person, or through the mail. There is a 4% or \$2.00 service fee, whichever is greater for credit card payments. Receipts will be mailed if a self-addressed stamped envelope is provided. If the due on date falls on a weekend or when the office is closed, payment is due the following open business day.

Acceptable forms of payment: Cash, Personal Check with printed information – NO STARTER CHECKS ACCEPTED, Cashier's Check, Money Order, MasterCard, Visa, Discover, and American Express.

Make checks payable to: Clerk of Circuit Court

Mail to: Clerk of Circuit Court, ATTN: Criminal Division P.O. Box 550, Leesburg, VA 20178

Returned check: All checks returned by the bank will be assessed a return fee of \$50.00 or 10% of the amount of the check (whichever is greater) in addition to the below penalties

#### **Penalties for Defaulting on a Payment Agreement:**

Payments are due as specified above. If you default on your payment agreement in ANY manner, the following may occur:

- Account will be sent to collection agency
- Interest will begin accruing on unpaid balance
- Payment agreement will be void requiring a Subsequent agreement with a deposit
- Collection fee of 17% of the unpaid balance will be assessed