

Virginia:

In the Circuit Court of the City of Richmond, John Marshall Courts Building

**FORM REQUEST FOR CLERK APPROVAL OF DESIGNATED PAYMENT
PLANS**

Pursuant to §19.2-354 and §19.2-354.1 of the Code of Virginia

Defendant's Full Name: _____,

Date: _____,

Address: _____,

Phone number: (_____) _____ - _____.

Case Number(s) for the matters that resulted in the owed fines and costs:

_____.

_____.

- I request a Deferred Payment Agreement **for the term of 6 months** for the fines and costs owing in the above matter(s). **I will pay the entire amount due within 6 months of today's date or face the consequences of default.**
- I request an Installment Payment Agreement **to pay a minimum of \$50.00 a month** towards the fines and costs owing in the above matter(s). **I will pay a monthly payment of \$50.00 on the due date or face the consequences of default.**

I understand that I must also sign the Payment Agreement, form CC-1379, for my agreement to be complete.

I acknowledge I have received and reviewed the required Notice of Payment Alternatives for Fines and Costs that states the terms and conditions of entering a payment plan as well as the consequences of default.

If I am unable to pay as required, I acknowledge that I should return to the clerk's office to file the DC-211 form to request a modification of these terms as required by §19.2-354.1(H).

Signature: _____, Defendant