



COMMONWEALTH OF VIRGINIA

Fairfax Circuit Court

4110 Chain Bridge Road
Fairfax, Virginia 22030-4048
703-691-7320 (Press 3, Press 2)
TTY 711



JOHN T. FREY
Clerk of Circuit Court

GERARDA M. CULIPHER
Chief Deputy

CRIMINAL DIVISION – PAYMENT OPTIONS

www.CitePayUSA.com

Deferred Payment or Payment Plans (Installment Payments):

Court ordered fines and/or court costs: Must be paid in-full the day of sentencing, otherwise a judgment lien will be docketed against you for the amount owed. If you are unable to pay the day of sentencing, contact the Criminal Division immediately to discuss one of the following options:

1. **Deferred Payment Agreement** – You may enter into a Deferred Payment Agreement on the day of sentencing. A Deferred Payment Agreement allows you 30 days from the date of your sentencing to pay your fine and/or court costs in-full without incurring any penalties*. Any deferment period of more than 30 days must be by Order of the Court.
2. **Payment Plan Agreement** – You may enter into a Payment Plan Agreement on the day of your sentencing. Once a Payment Plan Agreement is accepted by the Court, a payment equal to (or greater than) the minimum installment amount MUST be received by the Payment Plan Agreement due date, each and every month. If you miss a monthly installment (or we do not receive it by the due date) penalties* will be assessed. If you violate the terms of the Payment Plan Agreement, you must petition the Court and receive a judge's approval to be reinstated into another Payment Plan.

Restitution Owed to a Victim: A Restitution Payment Plan Agreement is required to be submitted to the Court no later than the day of your sentencing and can ONLY be approved by Order of the Court. Whether Restitution payment is Ordered to be paid to the Court in monthly installments or deferred to a specific date, Restitution payments MUST be received by the Restitution Payment Plan Agreement due date, each and every month. If you miss a monthly installment (or we do not receive it by the due date) penalties* will be assessed. (Note: Interest is only assessed on Restitution if ordered by the Court; Court Ordered Restitution Interest is not a penalty for violation of a Payment Plan Agreement.)

***Penalties** – Payments must be received by the Court on (or before) the due date established in your Payment Plan Agreement(s). Penalties for violation of the Payment Plan Agreement(s) include:

- Suspension of your Driver's License
- Interest Assessed (Note: Interest is only assessed on Restitution if ordered by the Court; Court Ordered Restitution Interest is not a penalty for violation of a Payment Plan Agreement.)
- Referral to Collections, plus Assessment of a Collection Fee equal to 17% of the principle amount reported
- Claims against Tax Returns and/or Lottery Winnings

Methods of Payment:

1. **Cash** – (Do Not send cash through the mail)
2. **Money Orders, Cashier's Checks & Certified Checks** –
 - Please make checks payable to Clerk of the Circuit Court
 - Include your Name and your Case Number on the payment
 - Indicate whether payment is for Court Costs or Restitution. If not noted, all payments will be applied toward Court Costs.
 - If paying by mail, please include a self-addressed stamped envelope if you would like a receipt.

FAIRFAX CIRCUIT COURT
CRIMINAL DIVISION – PAYMENT OPTIONS (CONTINUED)...

3. Personal Checks** – (Not accepted for Restitution payments)

Your name and address must be *pre-printed* on the check by your financial institution (No “starter checks” accepted). Address on the check must be the same as the address on your identification. Third party checks are NOT accepted.

- Please make checks payable to *Clerk of the Circuit Court*
- Include your Name and your Case Number on the payment
- Indicate whether payment is for Court Costs or Restitution. If not noted, all payments will be applied toward Court Costs.
- If paying by mail, please include a self-addressed stamped envelope if you would like a receipt.

4. Visa and MasterCard** – (Not accepted for Restitution payments)

Payments can be made on-line at www.CitePayUSA.com
4% of the amount charged will be assessed as a service fee

****Personal Checks / Visa and MasterCard** payments will not be accepted from anyone, or on anyone’s behalf, who has been convicted of any type of fraud pursuant to §19.2-353.3 of the Code of Virginia, as amended, such as:

- Check/Credit Card Fraud or Forgery
- Embezzlement
- Obtaining Money or Property under False Pretense
- Grand Larceny Check/Credit Card

For more information regarding deferred or installment plans, or to obtain a current balance:	
BY PHONE: 703-691-7320 (press 3, then 2) Monday - Friday 8:00 a.m. - 4:30 p.m.	BY MAIL: Fairfax Circuit Court 4110 Chain Bridge Road Attn: Criminal Division – Suite 409 Fairfax, VA 22030

BY:

John T. Frey, Clerk