

Fairfax Circuit Court

METHODS OF PAYMENT

WWW.CITEPAYUSA.COM

CRIMINAL DIVISION - 4 EASY WAYS TO PAY

Whether you have established a Payment Plan Agreement with the Court, or prefer to pay all your Fines, Costs and/or Victim Restitution at one time, methods of payment include:

- 1) **Cash:** Paid at the Court Only (Please DO NOT send cash payments by mail.)
- 2) **Money Orders, Cashier's Checks & Certified Checks:**
 - Please make checks payable to **Clerk of the Circuit Court**.
 - Include the Defendant's **name** & **case number** on the payment.
 - If Restitution is owed, all payments will be applied first to Restitution. Once all Restitution is paid in full, payments will be applied to Court Costs.
 - If paying by mail, please include a self-addressed stamped envelope, if you would like a receipt mailed back to you.
- 3) **Personal Checks*:** (**NOT** accepted for **Victim Restitution Payments and will be returned if Restitution is owed.**)
 - Your name and address must be *pre-printed* on the check by your financial institution (i.e.: 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 the Defendant's **name** & **case number** on the payment.
 - If paying by mail, please include a self-addressed stamped envelope, if you would like a receipt mailed back to you.
- 4) **Visa/MasterCard*:** (**NOT** accepted for **Victim 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 & 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 on Payment Plan Agreements, or to obtain a current balance:

BY PHONE:

703-691-7320 (press 3, then 2)
Monday – Friday 8:00am – 4:30pm

BY MAIL: Fairfax Circuit Court
4110 Chain Bridge Road
ATTN: Criminal Division- Suite 409
Fairfax, Virginia 22030