



SUSAN M. HERRINGTON
CLERK

COMMONWEALTH OF VIRGINIA
CIRCUIT COURT OF GRAYSON COUNTY

P.O. BOX 130 • 129 DAVIS STREET
INDEPENDENCE, VIRGINIA 24348
(276) 773-2231 • (276) 236-8149



DEPUTIES
DEBRA P. HENSLEY
SHARON A. HALE
EVELYN B. OSBORNE

GRAYSON COUNTY CIRCUIT COURT PAYMENT PLAN

Case Numbers: _____

Defendant Name: _____ Phone # _____

Defendant Address: _____

I respectfully request to be allowed to enter into a payment plan with the Grayson County Circuit Court for payment of fines, costs, and/or restitution in the amount of \$_____. I understand that I am further obligated for any additional fees which have or will be added to my amount due, such as interest, collections fees, court appointed attorney fees, or transcript fees, if applicable.

I agree to pay to the Clerk of the Circuit Court of Grayson County a minimum payment of \$50.00 per month toward the obligation until all accounts are paid in full. Payments can be made by cash, money order, personal check upon approval by Clerk, or credit card. I understand that if payment is made by credit card, a 4% convenience fee will be assessed that will not be applied toward my balance due. If paying by mail or by credit card via telephone, a receipt will not be mailed to me unless I provide a self-addressed stamped envelope.

PAYMENT TERMS AND CONDITIONS

1. As a condition of this agreement, I must promptly inform the court of any change of my mailing address during the term of this agreement;
2. If the fines, costs, forfeitures, restitution, penalties, and/or interest are not paid in full by the date ordered, the Court shall proceed according to the provisions of Virginia Code Section 19.2-358, which states that a show cause summons or capias for my arrest may be issued;
3. 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, that the clerk will forthwith issue a notice to me of the new total amount due by first class mail to my last address of record;
4. The Court or Clerk thereof may adjust the final payment date administratively, without further notice to me, for installment payment agreements, if I fail to make a scheduled payment or for deferred payments, if I fail to pay in full by the due date ordered, for the purposes of referring the account for action pursuant to Virginia Code Section 19.2-349(A), or for extending the Court's available time to pursue action pursuant to Virginia Code Section 19.2-358;
5. If the Court has ordered deferred or installment payments, I must make all required payments on time and if I fail to make a scheduled payment, my driver's license shall immediately be suspended forthwith pursuant to Virginia Code Section 46.2-395; and
6. Upon notification by a court that my license has been suspended pursuant to Virginia Code Section 46.2-395, that the Commissioner of the Department of Motor Vehicles shall also suspend all of the registration certificates or license

