



COMMONWEALTH of VIRGINIA

Chief Judge
TIMOTHY J. QUICK

Judges
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CHESHIRE I. EVELEIGH
ADRIANNE L. BENNETT
JAMES P. NORMILE, IV
JENNIFER B. SHUPERT

City of Virginia Beach
Juvenile and Domestic Relations District Court

2425 Nimmo Parkway, Bldg. 10A
Virginia Beach, Virginia 23456-9058
(757) 385-4391

Clerk of Court
AMY K. BURNHAM

Chief Deputy Clerk of Administration
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Chief Deputy Clerk of Operations
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Virginia: In the Juvenile and Domestic Relations District Court for the City of Virginia Beach
Time to Pay Agreements

Pursuant to sections 19.2-349, 19.2-354, and 19.2-354.1 of the code of Virginia, the Juvenile and Domestic Relations District Court for the City of Virginia Beach has the following guidelines in place regarding the performance of time to pay agreements between the Court and debtors:

1. The Court will assess the specific financial conditions of each debtor before determining a reasonable frequency and amount of installment payments, and any required down payment; therefore, each debtor is required to complete a Petition for Payment Agreement (DC-211) with the Clerk's Office.
2. A \$10.00 Time to Pay fee will be assessed upon entering into the agreement after 90 days have passed from the date of disposition.
3. As a condition of the agreement, the debtor must promptly inform the Court of any change of mailing address during the term of the agreement.
4. The amount(s) listed in this agreement may be administratively amended by the Clerk of this Court in the event additional costs should be assessed and if additional costs are assessed, the Clerk will forthwith issue a notice to the debtor of the total amount due by first class mail to the address of record.
5. The debtor may request modification of any time to pay agreement, in writing, by filing a motion and a DC-211 Petition for Payment Agreement. The Court may grant such modification based on good faith showing of need.
6. If the debtor is in default of the time to pay agreement, the account will be referred to collections and additional costs will be assessed to the debtor. The court may also intercept any tax overpayment owed to the debtor.
7. Payments received within 10 days of the due date shall be considered timely made.
8. If the debtor notifies the court that their sole financial resource is a Social Security benefit or Supplemental Security Income, they will be exempt from making payments and their debt will not be referred to collections until such time they have another resource of income. Any restitution ordered is not included in this exemption and is due as the court has ordered.
9. If the debtor has any other financial obligations owed to other courts, the debtor is required to enter into agreements, if necessary, with those courts directly; this agreement applies only to court fines/costs owed to the Virginia Beach Juvenile and Domestic Relations District Court. However, the court will consider other Court debts when establishing a payment plan, in determining the specific financial conditions of each debtor.
10. The Court will accept the performance of community service work as an option to defray fines and costs but will not credit community service towards any amount owed as restitution, the interest which has accrued on

restitution, or any collection fee required. Community service hours will be credited in the amount of Virginia minimum wage, which is \$12.41 per hour, and the hours must be documented.

Re: Guardian ad Litem Payment Plans

The Court will use the following guidelines in assessing Guardian ad Litem fees:

If the fee is less than \$100, the parent will be given 30 days to pay.

If the fee is between \$100 and \$500, the parent will be given 90 days to pay.

If the fee is between \$500 and \$1000, the parent will be given 120 days to pay.

If the fee is more than \$1000, the parent will be given 180 days to pay.

If the parent is asking for an extension, the party will need to file a motion and a DC-606 Financial Statement for Assessment of Guardian ad Litem Costs (DC-606) with the Court.

Date

6/30/25

Timothy J. Quick, Chief Judge