



Portsmouth, Virginia 23705-1217

CIRCUIT COURT OF THE CITY OF PORTSMOUTH

## **Payment Policy for Criminal Court Costs, Fines and Restitution**

### **POLICY**

If unable to pay total cost within 30 days, a payment agreement/deferred payment plan is offered (CC-1379).

If a defendant is incarcerated, a copy of the CC-1351 (Clerk's Notice of Fines and Cost) is given.

All Criminal cases are eligible for deferred/installment payments. Three (3) deferred agreements are allowed. Upon the third default, all matters are referred to the Collection Agency.

If the defendant does not appear in the Clerk's office to enter a deferred payment agreement, then a Notice of Court Cost and Fines (CC-1351) will be mailed to the last known address on file.

If your case is assigned to the Collection Agency, you must contact:

Poole Mahoney, PC  
200 High Street, Suite 302  
Portsmouth, Virginia 23704

Telephone: 757-552-6063  
Website: [www.poolemahoney.com](http://www.poolemahoney.com)

Payment agreement amounts are set based on individual financial conditions. However, guidelines are given to the Deputy Clerks to assist in the process. The minimum monthly payment is \$75.00. If unusual financial circumstances exist, management must approve of the arrangements.

Portsmouth Drug Court and organizations that are members of the Portsmouth Re-Entry Council sponsored by Portsmouth Adult Probation and Parole Office are permitted to enter payment agreements with a minimum payment of \$25.00 per month.

A letter from the organization on letterhead is required.

Poole Mahoney is the Collection agency for Portsmouth. If you owe multiple jurisdictions, Poole and Mahoney and the Clerk's office take this into account in establishing the payment amount.

If assessed cost includes restitution, all payments are applied to restitution first. Upon payment of the total restitution, all payments will be applied to fines and cost.

Community Service hours are available with approved agencies only. Community Service hours is an application process and can be applied only to charges in Portsmouth Circuit Court. Community Service hours require approval via court order.

### **METHOD OF PAYMENT**

Cash Money Order

Cashier's Check Personal Check\*

Certified Check Visa and MasterCard

\*Name and address must be pre-printed on the check. **No Starter Checks.**

Make checks payable to **Clerk of Circuit Court**

Payments can be mailed to:

Portsmouth Circuit Court  
Attention: Criminal Division  
P.O. Box 1217  
Portsmouth, VA 23704

Or hand delivered to:

1345 Court Street, Suite 101

Please include the case number in the memo section of your check or money order.

### **PENALTY FOR FAILING TO COMPLY WITH PAYMENT AGREEMENT**

Penalty for failure to comply with your Deferred Payment Agreement will result in your driver's license or privilege to drive a motor vehicle being suspended.