

VIRGINIA :

IN THE CIRCUIT COURT FOR THE 31ST JUDICIAL CIRCUIT
COMMONWEALTH OF VIRGINIA CRIMINAL NUMBER(S)

v.

**NOTICE, MOTION, AND ORDER REGARDING PAYMENT PLANS
THAT ARE NOT AUTHORIZED BY THE CLERK**

Comes now the Defendant and requests that the below proposed payment plan be approved without requiring a hearing, and if not so approved, that a hearing date be set on Friday, _____, 20__, at 9 a.m.

Defendant's salary weekly _____ biweekly _____ monthly _____

Defendant's suggested monthly payment amount _____

Defendant's suggested payment due date (state month and date): _____

If this is a defaulted plan, state number of defaults in prior year: _____

If this plan includes restitution, check here _____.

I hereby request approval, and certify that a copy of this Notice has this day been delivered/mailed to other counsel of record.

Daytime phone number _____

Signature

Instructions to Defendant: The Clerk will contact you at the telephone number provided to advise whether the plan has been approved, and if not, whether a hearing date and time has been set by the court to consider the plan.

Mail or deliver original to:
Clerk of the Circuit Court
9311 Lee Avenue, Room 310
Manassas, VA 20110
703-792-6092

Mail or deliver copy to:
Commonwealth's Attorney
9311 Lee Avenue, Room 200
Manassas, VA 20110

ORDER

The foregoing plan is:

- _____ Approved without a hearing as proposed.
- _____ Approved, but at \$ _____ per month beginning _____.
- _____ Set for hearing on date requested.
- _____ Set for hearing on date of _____ at 9a.m.
- _____ Disapproved. (Check if applicable) _____ defendant may submit revised plan.

Entered this _____ day of _____, 20__
