



OFFICE OF THE CLERK OF THE CIRCUIT COURT

Prince William County, City of Manassas and City of Manassas Park, Virginia

9311 Lee Avenue, Third Floor, Manassas, Virginia 20110

Tel. (703) 792-6015 Fax (703) 342-0342 www.pwcgov.org/ccourt

Jacqueline C. Smith, Esquire
Clerk of the Court

PRINCE WILLIAM COUNTY CIRCUIT COURT PAYMENT PLAN

NAME: _____ CASE NUMBER(s): _____

FINES AND COSTS: \$ _____

MONTHLY PAYMENT: \$ _____

PHONE NUMBER: _____ (PLEASE VERIFY, AND CHANGE IF NOT CORRECT)

To Whom It May Concern:

You have requested to be placed on a payment plan in Prince William County Circuit Court for past due fines and cost. **You must fill out the following 2 pages of paperwork and have it signed by a Notary Public.** When you have completed the accompanying paperwork, send it back to Prince William County Circuit Court with a phone number where you can be reached. Once the Court receives this information you will be called and notified when your payment plan will begin. If you have any questions please contact the court at (703)792-6031.

****IMPORTANT****

PLEASE INCLUDE THIS LETTER WITH YOUR RETURN INFORMATION