

**General District Court
Traffic Case Payment Form**

Name (Please print clearly): _____

Court Date: _____ Summons No: _____

Current Address: _____

Phone Number and time you can be reached at: _____

Payment enclosed by (Circle one): Check Credit Card

Total Enclosed: \$ _____ Please ensure total includes court costs. If you do not know your total fine and costs, see instructions on the reverse side of this form.

CREDIT CARD PAYMENT:

I elect to pay my fines and costs using the following credit card and account number:

Type of card (Circle one): MasterCard Visa Discover American Express

Name as appears on card: _____

Account Number: _____ Exp. Date: _____

Security Code: _____ for MasterCard, Visa and Discover the security code is the last section of numbers in the signature area on the back of the card. For American Express, the security code is the 4-digit number found in small print next to your account number on the front, usually above it to the right.

Total Amount: \$ _____ Please ensure total includes court costs. If you do not know your total fine and costs, see instructions on the reverse side of this form. If you make an error in calculating the amount of fines and costs, the deputy clerk will correct it and charge the appropriate amount.

Please mail this form with payment and a copy of your summons to:

Fairfax County General District Court
Attention: Traffic Division
P.O. Box 10157
Fairfax, VA 22038

Please note: Payment must be received **No Later Than 15 days** after your court date or your driver's license will be suspended.

If you cannot stay and pay your fines and court costs today, please choose one of the following options:

- 1) If you wish to pay by phone with your credit card, you may call (703)246-3764 between the hours of 6:00 AM—6:30 PM, Monday—Friday, and follow the prompts to key in your summons number and credit card information.
- 2) If you wish to mail in your payment, please use the form on the inside of this brochure.
- 3) If you need information about Time to Pay Options available through the court, please contact the Traffic Information Line at 703-246-3764.

Please Note: **Payment must be received** no later than 15 days after your court date or your driver's license will be suspended. Payment is effective **only** on receipt by the court, not on the date that you mail it.

If you do not know your total amount due, you can check online at www.courts.state.va.us on the day after your court date and your amount owed will be reflected. Choose "Fairfax County General District Court" and then search by defendant name. You must add both the "fine" and "cost" to determine the total owed.



Fairfax County General
District Court, Traffic Division
4110 Chain Bridge Rd.
Fairfax, VA 22030

Traffic Information Line:
703-246-3764

Court Information Line
703-691-7320

TTY for hearing impaired only
703-934-1296

www.courts.state.va.us



For reasonable ADA accommodations or alternate format please contact 703-246-2153.

Traffic Payment Options Brochure
Rev 12/08



Payment Options for Traffic Cases