

HON. TERRY H. WHITTLE
Clerk of Court



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MELISSA R. STEELE, *Deputy Clerk*
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WINCHESTER CIRCUIT COURT

FREDERICK-WINCHESTER JUDICIAL CENTER
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WINCHESTER, VIRGINIA 22601
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July 16, 2018

IN RE: Collection of Restitution by the Clerk

Effective this 16th day of July, 2018, any amount of Restitution ordered by the Court in Criminal Cases shall be paid through the Winchester Circuit Court Clerk's office unless otherwise ordered to be paid through the Victim-Witness Office.

If the Court orders or the victim asks the Restitution to be docketed as a civil judgment, the Clerk will continue to collect the Restitution for the victim. The Clerk shall docket the Restitution in the name of the victim as the judgment creditor, and the defendant as the judgment debtor. Prior policy relieved the Clerk of any responsibility for collection of Restitution if Court ordered or victim asked for the amount of Restitution to be docketed as a judgment.

Orders of Restitution will be docketed upon sentencing unless otherwise ordered by the Court.

If the amount of Restitution is less than \$25.00, then the defendant shall pay the Restitution through the Victim-Witness Agency unless the Court orders the payment be made through the Circuit Court. If the Victim-Witness Agency is the collecting agency, then payment shall be made in the form of a money order made payable to the victim.

Terry H Whittle , Clerk