

Instructions to Make payments
ONLINE
(Or check total due on a case)

- Go to www.VAcourts.gov
- Under “*Quick Links*” on the right side, click “*Pay Traffic Tickets & Other Offenses*”
- On the next page Click “*Pay Traffic Tickets & Other Cases in General District Court*”
- Under **Payments Online**, line #2 Click **General District Court Online Case Info**
- Next screen is a security feature (Please follow the prompts)
- On the **Online Case Info** page, click the drop-down box on the left under the Court Tab
- Scroll down in the box and select *Fairfax City General District Court*
- Under the Traffic/Criminal Tab click either Name Search or Case Number search
- Click on the [Blue case #](#) that you want to pay
- At the bottom of the selected case page, click **Process Payment**
- Follow prompts to enter you credit card # and the amount you want to pay
A 4% convenience fee will be added to your total due
- The system will ask for your email address before processing your payment to email you a copy of your receipt

To Pay by PHONE
with a Credit/Debit Card

Call 703-385-7866

Mon – Fri 8:30am - 4:30pm

A 4% convenience fee will be added to the total amount due for all card payments

Payment Plan Options

****If you are not able to pay in a timely manner****

- If your cases are **NOT** past the current due date you can request for additional Time to Pay
- If your cases **ARE** past the due date, you can enter our Restoration Plan. This will stop interest accrual.
- You may also request to participate in the Fines Options Program – (Community Service) with the Sheriff’s office.

Please contact the Clerk’s Office for more information and further details

Case Filings Information

- To file case paperwork or for general requests, you can email the Clerk’s office at CityGDC@fairfaxva.gov
- For typical forms used for filing requests, please go to the Fairfax City website at www.Fairfaxva.gov and click the General District Court link.
- Please note that not ALL requests can be made via email, please contact the Clerk’s office for further details

Fairfax City
General District Court
10455 Armstrong Street #101
Fairfax, VA 22030



Clerks Office Contact Information

Office Phone: 703-385-7866

Office Fax: 703-352-3195

Email: CityGDC@fairfaxva.gov



Fairfax City
General District Court

Case Filings
and
Payment
Options
For
GDC
Cases

General District Court
Traffic and Criminal Case Mail in Payment Form

Name (Please print clearly): _____

Scheduled Court Date: _____ Summons # or Case #: _____

Current Address: _____

Phone Number: _____

Payment enclosed by **Check** (payable to: *Fairfax City General District Court*) **Total Enclosed: \$** _____

Please ensure total includes court costs. If you do not know your total fine and costs, please contact the Clerk's office.

CREDIT OR DEBIT CARD PAYMENT:

I elect to pay my fines and costs using the following credit or debit card. *I understand that the court will add a 4% convenience fee to the total.*

Type of card (Circle one): **MasterCard** **Visa** **Discover**

Name as appears on card: _____

Account Number: _____ Exp. Date: _____

Security Code: _____ ****3 digit set of numbers in the signature area of the card****

Signature of Cardholder: _____

Total Amount: \$ _____ Please ensure the total includes court costs.

If you do not know your total fine and costs, see instructions on the reverse of 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 City General District Court
10455 Armstrong Street #101
Fairfax, VA 22030

PLEASE NOTE: Payment must be received **No Later Than 30 days** after your court date or you must enter a payment plan; otherwise interest will accrue after 41 days.

PAYMENT OPTIONS 2