

Fairfax Circuit Court

METHODS OF PAYMENT

CIVIL DIVISION: 4 WAYS TO PAY

Whether you are paying the initial filing fee for opening a new civil action, paying for service of process, or making a garnishment payment, here are the easy ways to pay.

1) CASH, PAID AT THE COUNTER:

You may pay your filing fees in cash, but it can only be paid in-person, at our counters. **Please do not mail-in cash.**

2) CREDIT CARD, IN YOUR NAME:

- VISA
- Master Card
- Debit Card (with a Visa or Master Card logo)
- Circuit Court Credit/Debit Card, also known as a “CABS Account”

***Note:** *There is a 4% fee for using a credit card, and the person presenting the credit card must be the cardholder.*

3) CERTIFIED FUNDS: (CASHIER’S CHECKS, CERTIFIED CHECKS, MONEY ORDERS)

If you use a Certified Check, Cashier’s Check or Money Order, please ensure it is made to the “Clerk of Circuit Court,” and that it is signed, where needed.

4) LAW FIRM CHECK/CHECK FROM A VIRGINIA-BARRED ATTORNEY:

Virginia Attorneys: your **VSB Number must be on the check**, please ensure it is made to the “Clerk of Circuit Court,” and that it is signed, where needed.

***Note:** *If you are making a payment for an **existing case** that already has a case number, please put the Case Number in the Memo Line of the Law Firm /Lawyer Check or the Certified Funds.*

The Types of Checks NOT Accepted:

- Personal checks
- Altered checks
- Post-dated checks
- Stale-dated checks
- “Starter Checks” (i.e.: checks without a preprinted name, address and phone number on them, or that only have a P.O. Box listed)
- Out-of-State checks
- Business Checks/Company Checks (however, court-ordered Garnishment payments can be made by the relevant business via a company check)
- e-Checks

Please review specific case-type information on our [website](#) for fee and payment details. *For example, credit card payment for a Concealed Weapon Permit Application does **not** earn the 4% Credit Card Service Charge Fee.*