



County Court of Victoria Information Sheet: Fines and Costs

About the County Court Registry

The County Court's Registry is the official record keeper of pleadings and other documents that are filed in relation to a case. In Melbourne, the Registry is located on the ground floor of the County Court. The Registry's counter service operates from 9:00am to 4:00pm and the telephone service is available from 8:45am to 5:00pm on (03) 8636 6570. Both counter and telephone services are open Monday to Friday, excluding public holidays.

Please refer to the 'Circuits' page for contact details for the Court's circuit locations.

How do I pay my fine?

Most fines imposed after 1 January 2018 were referred to Fines Victoria for collection and enforcement. Some monetary penalties imposed before this date remain with the County Court.

For any fines imposed after 1 January 2018, your fine is payable to the County Court only if you receive a Statement of Fines and Penalties from the County Court.

Fines payable to the County Court can be paid at the County Court Registry counter with cash, a money order, bank cheque, personal cheque or a credit card (except American Express). If you cannot attend the Registry to pay your fine, you may post your payment to the Court. Please make sure you write your court reference number on the back of your cheque/money order and provide your name and address so that a receipt can be sent to you. Alternatively, you may wish to pay with a credit card via telephone (03) 8636 6508 (Melbourne matters only).

For payment information for fines referred to Fines Victoria, please contact Fines Victoria on (03) 9200 8111.

Can I pay by Direct Debit, B-Pay or directly from my Centrelink payments?

No. Unfortunately the Court does not have the facilities to accept these type of payments. If you have an instalment order that is payable to the County Court, the Court can set up automatic credit card payments via Payway. To set up these payments please complete the Payway set up form available on the County Court website – www.countycourt.vic.gov.au.

When is my fine/costs due to be paid?

If you are ordered to pay an amount of money, fine or costs as part of your sentence, the sentencing Judge may impose a specific due date by which you need to pay the money to the Court. If a specific due date is not given by the sentencing Judge, the fine and/or costs amount is due 28 days from the date that the order was imposed.

Failure to pay the fine/costs by this date will result in the commencement of enforcement proceedings.

Most fines imposed after 1 January 2018 will be referred to Fines Victoria for collection and enforcement, and you must therefore pay your fine and/or costs to Fines Victoria. If you receive a Statement of Fines and Penalties from the County Court, you must pay your fine to the County Court.

For payment information for any fines referred to Fines Victoria, please contact Fines Victoria on (03) 9200 8111.

I received an Outstanding Fine Letter from the County Court. What should I do?

Outstanding fine letters are sent as a reminder that your fine/costs remain outstanding and more than 28 days have passed since the due date. If you receive one of these letters, you can pay the amount in full, or seek additional time to pay the outstanding amount, an instalment order or to convert the fine to community work. If you fail to pay the outstanding amount, or make arrangements with the Court, a warrant for your arrest will be issued.

Please contact the County Court on 8636 6570 if you have any questions

A Warrant to Arrest for Failure to Pay Fine has been issued against me. What should I do?

If your fine is payable to the County Court, you should contact the Court to make a payment, or arrange a payment plan or apply to have your fine converted to community work if required.

If your fine is payable to Fines Victoria, please contact Fines Victoria on (03) 9200 8111.

At some point after a warrant has been issued, a Sheriff will contact you and give you seven (7) days to pay your outstanding fine or make other payment arrangements. If you take no action, the Sheriff will return and execute the warrant for your arrest.

Can I get extra time to pay my fine or an instalment order?

For fines referred to Fines Victoria, all applications for extra time or payment arrangements should be made directly to Fines Victoria.

If your fine is payable to the County Court, you can contact the Court and request an 'application for time to pay/instalment/fine conversion' form be sent to you, or print one off the Court's website. When completing the form, you will be required to fill out an affidavit of financial circumstances. The affidavit needs to be sworn before a registrar, police officer or other person able to witness affidavits, before your application can be considered.

It is recommended that when you contact the Court to ask for an application form, you also discuss your proposed instalment amount with the registrar. This is important as you will be required to make your first payment at the time of lodging your application if your application is granted.

If you attend the Registry to lodge your application, you can swear your affidavit before a deputy registrar at that time. If you cannot attend in person, you can swear your affidavit in front of a person able to witness affidavits and email the completed application form and affidavit to crim.reg@countycourt.vic.gov.au. A registrar will consider your application and advise you whether your application has been granted or refused.

How do I convert my fine to community work?

Before applying, you may wish to contact your local Corrections Office to find out about the type of work you may be required to undertake or if you have any concerns about the suitability of this work.

You can contact the Court and request an 'application for time to pay/instalment/fine conversion' form be sent to you, or print one off the Court's website. When completing the form, you will be required to fill out an affidavit of financial circumstances. The affidavit needs to be sworn before a registrar, police officer or other person able to witness affidavits, before your application can be considered. This can be done by the Registrar at the time you lodge your application.

You will need to attend the Court Registry to lodge your application. If your application is granted, your fine conversion order will commence immediately and you will be required to report to the selected Community Corrections Office within two (2) working days.

Fines are converted according to the penalty rate set by the Government each year. Please contact the Court for information about the current penalty rate.

What if I am not happy with the Registrar's decision about my application for time to pay/instalment/fine conversion?

If you are concerned with the decision of a Registrar, you can apply to have the application listed before a Judge.

I want to convert my fine to imprisonment. What do I need to do?

Prisoners who are serving sentence can apply to have their fines converted to imprisonment once a warrant to arrest has been issued. The sheriff's prison program will automatically send an application form to all prisoners who have outstanding fine warrants.

Once you complete the application form and return it to the sheriff's prison program, they will forward the application to the Court and it will be listed before a Judge. A video-link will be arranged so you do not have to be moved from custody to attend the hearing.

Fines are converted in accordance with the penalty rate set by the Government each year. It is up to the Judge to decide if this time is to be served cumulatively (added to your current sentence) or concurrently (completed at the same time as your current sentence).

A Judge can also order a fine be converted to imprisonment at a Fine Enforcement Hearing after a warrant to arrest has been executed.

Information included in this information sheet is of a general nature and does not constitute legal advice. It should not be relied upon for such purposes. Litigants are encouraged to obtain legal advice prior to taking any step in the legal process. The County Court of Victoria does not accept any liability for loss or damage incurred as a result of reliance placed upon the content of this information sheet.