



D. GREGORY CARR
JUDGE

DAVID RIGLER
JUDGE

SCOTT D. LANDRY
CHIEF JUDGE

JAYNE A. PEMBERTON
JUDGE

VANESSA L. JONES
JUDGE

M. DUNCAN MINTON, JR.
JUDGE

LAURA G. GRIFFIN
CLERK OF COURT

COMMONWEALTH of VIRGINIA

Twelfth Judicial District

Juvenile and Domestic Relations District Court

for the County of Chesterfield

7000 LUCY CORR BOULEVARD

CHESTERFIELD, VIRGINIA 23832

PHONE: (804) 748-1379 FAX: (804) 717-6043

Updated May 12, 2020

PUBLIC NOTICE

Chesterfield J&DR District Court will begin hearing anything previously scheduled and docketed for a hearing dated May 18, 2020 and beyond.

- **If you had a case set for a hearing on May 18, 2020, or after, your case will be heard on the date previously scheduled, unless you receive Notice of a change in hearing date/time from the Sheriff.**
- **If you had a case set for a hearing from March 16, 2020, through May 15, 2020, the Clerk's Office is rescheduling your case and you will receive Notice from the Sheriff's Office.**

Considerations:

- **If you are ill, have traveled within the last fourteen (14) days to an area where widespread transmission of COVID-19 has been reported, have been knowingly exposed to someone who has COVID-19, or have been diagnosed yourself with COVID-19, please do not come to the courthouse.** Email or call for instruction.
- **The Court is able to hold remote hearings by telephone and videoconference.** Please see the [court's website](#) for additional information regarding remote hearing capability and how to request one. You must file a [Motion for a Remote Hearing](#) in order to be heard remotely. Please note: the court cannot provide troubleshooting or technical support to parties appearing remotely via videoconferencing. It is incumbent upon each party to test and troubleshoot the chosen videoconferencing application prior to the remote hearing.
- **The Chesterfield Sheriff's Office is temperature screening all visitors to the courthouse.** Screeners are masked and gloved.
 - If anyone is turned away for having a temperature at or above 100 degrees who is also a participant in a hearing, the Sheriff's Office will immediately advise the presiding judge. Such persons *may* still participate in a scheduled hearing by telephone from outside the courthouse at the discretion of the presiding judge.
- **The Clerk's Office will be seeing the public by appointment only.** If you cannot conduct your business remotely and need to be waited on in-person, please see the Clerk's Office appointment [sign up genius](#).
 - If you have an appointment and are turned away for having a temperature at or above 100 degrees, or for answering yes to any exclusionary question, please call or email the Clerk for a new appointment.

- **While not required, it is strongly encouraged that you wear a mask and/or gloves to Court.** The Court does not have a supply of masks or gloves for the public, so if you want to wear them, you will need to bring your own. The Court will have hand sanitizer stations throughout the courthouse.
- **Please refrain from bringing children or other spectators with you to Court.** While most J&DR court hearings are confidential, adult criminal and certain other proceedings are public; however, we will be limiting spectators if the number of *required persons* in any given trial exceeds the maximum number of people allowed in a courtroom, in order to comply with social distancing. Children are *always welcome with parents*, but please practice good judgment and try to find alternative childcare *if possible* during this time.
- Any inquiries should be directed to the Clerk of Court, Laura G. Griffin at lgriffin@vacourts.gov. You may also call the Court at 804-748-1379, but please expect longer than usual wait times. We encourage all to use email, where possible. Most matters can be handled remotely.
- **The Court will begin to accept all non-essential, non-emergent filings effective May 18, 2020.**
- Attorneys who need assistance from the Clerk’s Office, including access to files, may seek assistance remotely, or in person. The attorney workroom will be available for use by attorneys.

CHESTERFIELD J&DR DISTRICT COURT SERVICE DELIVERY GUIDELINES EFF. MAY 18, 2020:

Case Type	Instructions and Guidelines	Website and other Information
Abuse & Neglect cases	<p>Abuse and Neglect cases will continue to be heard.</p> <p>The Chesterfield County Attorney’s Office should continue to file new petitions through the Clerk’s Office by either emailing the Clerk, or in person through Intake</p>	<p>Anyone scheduled for an appearance may file a Motion for a Remote Hearing.</p>
Adult Criminal Cases	<p>All scheduled adult criminal pretrials, status hearings, and trials will be held effective May 18, 2020, on their existing hearing date/time.</p> <ul style="list-style-type: none"> • All police officers, defendants, and witnesses should appear. • Except for TRIALS, defendants will appear remotely. Inmates will be transported for trials. <p>If you had a pending criminal matter that was scheduled between March 16, 2020, and May 15, 2020, your matter will be continued by the Clerk’s Office and you will be notified of your new trial date as soon as possible.</p> <ul style="list-style-type: none"> • If your address has changed, please email the Clerk of Court. 	<p>Anyone scheduled for an appearance may file a Motion for a Remote Hearing.</p>
Appeals	<p>If you need to note an appeal of a final order of the Court, please email or fax your appeal notice. If you need to come in person, we would appreciate you making an appointment to do so. You may make an appointment online.</p>	N/A

Case Type	Instructions and Guidelines	Website and other Information
<p>Civil Custody & Visitation Cases</p> <p>AND</p> <p>Child/Spousal Support</p> <p>(Includes other civil petitions such as paternity, relief of custody, or relief from legal determination of paternity.)</p>	<p>All scheduled civil matters will be held effective May 18, 2020, on their existing hearing date/time.</p> <ul style="list-style-type: none"> • All parties and witnesses should appear. <p>If you had a <u>pending custody, visitation, or support case</u> that was scheduled between March 16, 2020, and May 15, 2020, your matter will be continued by the Clerk’s Office and you will be notified of your new trial date as soon as possible.</p> <ul style="list-style-type: none"> • If your address has changed, please email the Clerk of Court. <p><u>New petitions for child custody, visitation, and support must be commenced through Intake.</u></p> <ul style="list-style-type: none"> • Intake is not accepting walk-ins at this time. Please call for an appointment. • If you have an <i>emergency</i> child custody/visitation situation that requires immediate attention, please file an Emergency Hearing Request with your petition. • Intake may be reached by calling 804-748-1372. • Note, a \$25 filing fee applies for non-indigent petitioners. <p><u>Motions to amend</u> previous Chesterfield J&DR District Court custody, visitation, and support Orders can be filed by emailing the Clerk of Court. If the matter is an emergency, you should also file for an emergency hearing. The following forms should be used to file a Motion to Amend:</p> <ul style="list-style-type: none"> • DC-630; Instructions • DC-418; Instructions • DC-620; Instructions • Request for Emergency Hearing <p><u>Motions to Show Cause (for violations of Court Orders)</u> can be filed by emailing the Clerk of Court. The following forms should be used to file a Motion to Show Cause:</p> <ul style="list-style-type: none"> • DC-635; Instructions • DC-418; Instructions • DC-620; Instructions 	<p>Local website</p> <p>Anyone scheduled for an appearance may file a Motion for a Remote Hearing.</p> <p>Except for TRIALS, incarcerated respondents will appear remotely.</p>
<p>Foster Care Cases</p>	<p>All scheduled child dependency (foster care) matters will be held effective May 18, 2020, on their existing hearing date/time.</p> <p>If you had a <u>pending child dependency case</u> that was scheduled between March 16, 2020, and May 15, 2020, and your matter did not go forward during that time, you will be notified of your new court date as soon as possible.</p> <ul style="list-style-type: none"> • If your address has changed, please email the Clerk of Court. 	<p>Anyone scheduled for an appearance may file a Motion for a Remote Hearing.</p>

Case Type	Instructions and Guidelines	Website and other Information
Juvenile Traffic cases	<p>All scheduled juvenile traffic cases will be heard effective May 18, 2020, on their existing hearing date/time.</p> <ul style="list-style-type: none"> • All police officers, juveniles, parents, and witnesses should appear. <p>If you had a <u>pending traffic case</u> that was scheduled between March 16, 2020, and May 15, 2020, your matter will be continued by the Clerk’s Office and you will be notified of your new trial date as soon as possible.</p> <ul style="list-style-type: none"> • If your address has changed, please email the Clerk of Court. • Any driver’s school certificates can be emailed to the Clerk of Court. • You may call the Court at 804-748-1379 to make payments by phone for your traffic case. 	<p>Anyone scheduled for an appearance may file a Motion for a Remote Hearing.</p>
Juvenile Driver’s License Ceremonies	<p>The in-person driver’s license ceremonies scheduled for the rest of the year have been postponed.</p> <p>However, the Court is now holding ceremonies remotely! The Court will notify all families via U.S. mail, and detailed instructions will be included. Do not contact the Court until you have received a letter in the mail.</p>	<p>Local website</p> <p>Parent-Teen Driving Agreement</p> <p>Questions can be directed to Jill Bryant at jrbryant@vacourts.gov.</p>
Juvenile Delinquency (criminal) cases	<p>All scheduled juvenile delinquency cases will be heard effective May 18, 2020, on their existing hearing date/time.</p> <ul style="list-style-type: none"> • All police officers, juveniles, parents, and witnesses should appear. <p>If you had a <u>pending delinquency case</u> that was scheduled between March 16, 2020, and May 15, 2020, your matter will be continued by the Clerk’s Office and you will be notified of your new trial date as soon as possible.</p> <ul style="list-style-type: none"> • If your address has changed, please email the Clerk of Court. 	<p>N/A</p> <p>Anyone scheduled for an appearance may file a Motion for a Remote Hearing.</p>
Parent Education Classes	<p>Several parenting education providers have developed curriculum for remote presentation. If you have been ordered to take a parenting education course, or need to take one pursuant to Virginia law¹, please consider taking a remote class now.</p>	<p>Remote Options</p>
Payments	<p>If you cannot pay online, you may pay by money order via U.S. Mail. The Clerk’s Office will mail you a receipt.</p> <p>You may make payments by credit/debit card by phone and the Clerk’s Office will mail you a receipt.</p> <p>If you must pay by cash, please call or email the Clerk to make an appointment to do so.</p>	<p>Online payment website</p> <p>NOTE: all credit/debit card payments require an additional 4% convenience fee.</p>

¹ Virginia Code Sections [16.1-278.15](#) and [20-103](#), as amended, state that the parties to any petition where a child whose custody, visitation or support is contested shall show proof that they have attended within the 12 months prior to their court appearance or that they shall attend within 45 days thereafter an educational seminar or other like program conducted by a qualified person or organization approved by the court.

Case Type	Instructions and Guidelines	Website and other Information
Protective Orders	<p>Anyone seeking a family abuse or acts of violence protective order should come to the courthouse to file a petition with an Intake Officer.</p> <p>If you have a protective order that was scheduled for a hearing, you should appear.</p>	<p>Local website</p> <p>Anyone scheduled for an appearance may file a Motion for a Remote Hearing.</p> <p>If you have a final Protective Order and would like a HOPE Card, please fill out this application and email it to the Clerk.</p>
Remote Hearings	<p>The Court has the following technology options available to conduct remote hearings:</p> <ul style="list-style-type: none"> • Telephone: the Court and all parties “appear” via telephone (audio only). • Video Conference: the Court and all parties “appear” by audio and video. <p>If you would like to request a remote hearing, please file the Motion for Remote Hearing.</p> <p>Please note: the Court cannot provide troubleshooting or technical support to parties appearing remotely via video conference.</p>	<p>Local Website</p> <p>There are two options approved for video conference: Polycom (for government agencies and attorneys), and WebEx (for all of the above <i>and the general public</i>). See the website linked above.</p>

Complete links for all forms/websites included in the above table:

Court’s website re: Custody/Visitation/Support: <https://www.chesterfield.gov/1375/Custody-Visitation-Support>

Court’s website re: Driver’s License Ceremony: <https://www.chesterfield.gov/1421/Drivers-License-Ceremony>

Court’s website re: Protective Orders: <https://www.chesterfield.gov/1360/Protective-Orders>

DC-418: <http://www.courts.state.va.us/forms/district/dc418.pdf>

DC-418 Instructions: <http://www.courts.state.va.us/forms/district/dc418inst.pdf>

DC-620: <http://www.courts.state.va.us/forms/district/dc620inst.pdf>

DC-620 Instructions: <http://www.courts.state.va.us/forms/district/dc620inst.pdf>

DC-630: <http://www.courts.state.va.us/forms/district/dc630.pdf>

DC-630 Instructions: <http://www.courts.state.va.us/forms/district/dc630inst.pdf>

DC-635: <http://www.courts.state.va.us/forms/district/dc635.pdf>

DC-635 Instructions: <http://www.courts.state.va.us/forms/district/dc635inst.pdf>

Emergency Hearing Request Form: <https://www.chesterfield.gov/DocumentCenter/View/2773/Expedited-Hearing-Request-PDF>

HOPE Card Application: <https://www.chesterfield.gov/DocumentCenter/View/6068/HOPE-Card-Application--PDF>

Motion for Remote Hearing Form: <https://www.chesterfield.gov/DocumentCenter/View/15945/MOTION-FOR-REMOTE-HEARING-PDF-FORM>

Parenting Education Courses being offered remotely:

<https://www.chesterfield.gov/DocumentCenter/View/16066/Webinar-Options---Parenting-Education-Seminars-Chesterfield-Colonial-Hts>

Teen-Parent Driving Agreement: <https://www.chesterfield.gov/DocumentCenter/View/15878/Teen-Parent-Guardian-Driving-Agreement-color>

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