



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 June 24, 2020

### PUBLIC NOTICE

**Chesterfield J&DR District Court is hearing all cases 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 has rescheduled your case and you should have received Notice from the Sheriff's Office. If you have not heard from us, please call or email.**

**Beginning Monday, July 6, 2020, Chesterfield J&DR District Court will resume normal operations.**

#### 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 through July 2, 2020.** 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](#). **Appointments will not be required effective July 6, 2020.**

- 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.
- If you have a hearing and need to come to the Clerk’s Office on the day of your scheduled hearing (before or after court), you do not need an appointment.
- If you need to conduct a financial transaction (pay a court fine, purge bond, appeal bond, etc.), you do not need an appointment.
- **All courthouse visitors aged ten (10) and older are required to wear a mask to Court, unless there is a medical exception. It is expected that you bring your own mask;** however, if you do not have one, the Court does have a supply of disposable masks available for the public. If you would like to wear gloves, you will need to bring your own. The Court will have hand sanitizer stations throughout the courthouse. *Excerpt from the Supreme Court of Virginia’s FIFTH ORDER MODIFYING AND EXTENDING DECLARATION OF JUDICIAL EMERGENCY IN RESPONSE TO COVID-19 EMERGENCY:*

“In order to further minimize the risk of the spread of COVID-19 in addition to recommended social and physical distancing, all persons aged 10 or over entering the courthouse must wear a face covering that covers the nose and mouth. This includes judges, attorneys, deputy sheriffs, court reporters, employees, members of the public, contractors, and all others who work in or visit the courthouse. Within a courtroom, the presiding judge may authorize removal of a face mask to facilitate a proceeding. Individuals without a face mask will not be permitted to enter the courthouse except for those who cannot safely wear a face mask because of a health-related condition.”

- **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](mailto: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 is accepting all non-essential, non-emergent filings.**
- 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. JUNE 24, 2020:**

Case Type	Instructions and Guidelines	Website and other Information
Abuse & Neglect cases	<p><b>Abuse and Neglect cases will continue to be heard.</b></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 <a href="#">Motion for a Remote Hearing</a>.</p>

Case Type	Instructions and Guidelines	Website and other Information
<p><b>Adult Criminal Cases</b></p>	<p><b>All scheduled adult criminal pretrials, status hearings, and trials will be held on their existing hearing date/time.</b></p> <ul style="list-style-type: none"> <li>• <b>All police officers, defendants, and witnesses should appear.</b></li> <li>• <b>Except for TRIALS, defendants will appear remotely.</b> <i>Inmates will be transported for trials unless they are at Riverside Regional Jail. Transportation from RRJ has been suspended through June 12, 2020.</i></li> </ul> <p>If you had a pending criminal matter that was scheduled between March 16, 2020, and May 15, 2020, your matter has been continued by the Clerk’s Office and you should have been notified of your new trial date. If you have not received a new summons to appear, please contact the Court.</p>	<p>Anyone scheduled for an appearance may file a <a href="#">Motion for a Remote Hearing</a>.</p> <p><b><u>Inmates at RRJ who were scheduled for trial and must now appear remotely:</u></b> if cases cannot be resolved alternatively between the Commonwealth and defense counsel without requiring the defendant’s appearance, a bond hearing will be held on the scheduled trial date.</p>
<p><b>Appeals</b></p>	<p><b>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 <a href="#">online</a>.</b></p>	<p>N/A</p>
<p><b>Civil Custody &amp; Visitation Cases</b></p> <p><b>AND</b></p> <p><b>Child/Spousal Support</b></p> <p>(Includes other civil petitions such as <b>paternity, relief of custody, or relief from legal determination of paternity.</b>)</p>	<p><b>All scheduled civil matters will be held on their existing hearing date/time.</b></p> <ul style="list-style-type: none"> <li>• <b>All parties and witnesses should appear.</b></li> </ul> <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 has been continued by the Clerk’s Office and you should have been notified of your new trial date. If you have not received a new summons to appear, please contact the Court.</p> <p><b><u>New petitions for child custody, visitation, and support must be commenced through Intake, or may be filed directly with the Clerk by an attorney.</u></b></p> <ul style="list-style-type: none"> <li>• <b>Intake is not accepting walk-ins at this time. Please call for an appointment.</b></li> <li>• If you have an <i>emergency</i> child custody/visitation situation that requires immediate attention, please file an <a href="#">Emergency Hearing Request</a> with your petition.</li> <li>• Intake may be reached by calling 804-748-1372.</li> <li>• Note, a \$25 filing fee applies for non-indigent petitioners.</li> </ul> <p><b><u>Motions to amend</u></b> previous Chesterfield J&amp;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"> <li>• <a href="#">DC-630; Instructions</a></li> <li>• <a href="#">DC-418; Instructions</a></li> <li>• <a href="#">DC-620; Instructions</a></li> <li>• <a href="#">Request for Emergency Hearing</a></li> </ul>	<p><a href="#">Local website</a></p> <p>Anyone scheduled for an appearance may file a <a href="#">Motion for a Remote Hearing</a>.</p> <p><b>Except for TRIALS, incarcerated respondents will appear remotely.</b> <i>Inmates will be transported for trials unless they are at Riverside Regional Jail. Transportation from RRJ has been suspended until further notice.</i></p>

Case Type	Instructions and Guidelines	Website and other Information
<p><b>Civil Custody &amp; Visitation Cases</b></p> <p><b>AND</b></p> <p><b>Child/Spousal Support</b></p> <p><b>CONTINUED</b></p>	<p><b>Motions to Show Cause (for violations of Court Orders)</b> 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"> <li>• <a href="#">DC-635; Instructions</a></li> <li>• <a href="#">DC-418; Instructions</a></li> <li>• <a href="#">DC-620; Instructions</a></li> </ul>	
<p><b>Foster Care Cases</b></p>	<p><b>All scheduled child dependency (foster care) matters will be held on their existing hearing date/time.</b></p> <p>If you had a <u>pending child dependency case</u> that was scheduled between March 16, 2020, and May 15, 2020, your matter has been continued by the Clerk’s Office and you should have been notified of your new trial date. If you have not received a new summons to appear, please contact the Court.</p>	<p>Anyone scheduled for an appearance may file a <a href="#">Motion for a Remote Hearing</a>.</p>
<p><b>Juvenile Traffic cases</b></p>	<p><b>All scheduled juvenile traffic cases will be heard on their existing hearing date/time.</b></p> <ul style="list-style-type: none"> <li>• <b>All police officers, juveniles, parents, and witnesses should appear.</b></li> </ul> <p>If you had a <u>pending traffic case</u> that was scheduled between March 16, 2020, and May 15, 2020, your matter has been continued by the Clerk’s Office and you should have been notified of your new trial date. If you have not received a new summons to appear, please contact the Court.</p> <ul style="list-style-type: none"> <li>• Any <b>driver’s school certificates</b> can be emailed to the Clerk of Court.</li> <li>• You may call the Court at 804-748-1379 to make payments by phone for your traffic case.</li> </ul>	<p>Anyone scheduled for an appearance may file a <a href="#">Motion for a Remote Hearing</a>.</p>
<p><b>Juvenile Driver’s License Ceremonies</b></p>	<p><b>The in-person driver’s license ceremonies scheduled for the rest of the year have been postponed.</b></p> <p><b>However, the Court is now holding ceremonies remotely!</b> The Court will notify all families via U.S. mail, and detailed instructions will be included. <b>Do not contact the Court until you have received a letter in the mail.</b></p>	<p><a href="#">Local website</a></p> <p><a href="#">Parent-Teen Driving Agreement</a></p> <p>Questions can be directed to Jill Bryant at <a href="mailto:jrbryant@vacourts.gov">jrbryant@vacourts.gov</a>.</p>
<p><b>Juvenile Delinquency (criminal) cases</b></p>	<p><b>All scheduled juvenile delinquency cases will be heard on their existing hearing date/time.</b></p> <ul style="list-style-type: none"> <li>• <b>All police officers, juveniles, parents, and witnesses should appear.</b></li> </ul> <p>If you had a <u>pending delinquency case</u> that was scheduled between March 16, 2020, and May 15, 2020, your matter has been continued by the Clerk’s Office and you should have been notified of your new trial date. If you have not received a new summons to appear, please contact the Court.</p>	<p>N/A</p> <p>Anyone scheduled for an appearance may file a <a href="#">Motion for a Remote Hearing</a>.</p>

Case Type	Instructions and Guidelines	Website and other Information
<b>Parent Education Classes</b>	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 law <sup>1</sup> , please consider taking a remote class now.	<a href="#">Remote Options</a>
<b>Payments</b>	<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><a href="#">Online payment website</a></p> <p>NOTE: all credit/debit card payments require an additional 4% convenience fee.</p>
<b>Protective Orders</b>	<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><b>If you have a protective order that was scheduled for a hearing, you should appear.</b></p>	<p><a href="#">Local website</a></p> <p>Anyone scheduled for an appearance may file a <a href="#">Motion for a Remote Hearing</a>.</p> <p>If you have a final Protective Order and would like a <b>HOPE Card</b>, please fill out this <a href="#">application</a> and email it to the Clerk.</p>
<b>Remote Hearings</b>	<p>The Court has the following technology options available to conduct remote hearings:</p> <ul style="list-style-type: none"> <li>• <b>Telephone:</b> the Court and all parties “appear” via telephone (audio only).</li> <li>• <b>Video Conference:</b> the Court and all parties “appear” by audio and video.</li> </ul> <p>If you would like to request a remote hearing, please file the <a href="#">Motion for Remote Hearing</a>.</p> <p>Please note: the Court cannot provide troubleshooting or technical support to parties appearing remotely via video conference.</p>	<p><a href="#">Local Website</a></p> <p>There are two options approved for video conference: <b>Polycom</b> (for government agencies and attorneys), and <b>WebEx</b> (for all of the above <i>and the general public</i>). <b>See the website linked above.</b></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>

<sup>1</sup> 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.

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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