

INTRODUCTION TO THE MAGISTRATE SYSTEM OF VIRGINIA..... 1

- I. INTRODUCTION 1
- II. HISTORY OF THE OFFICE OF MAGISTRATE..... 1
- III. THE JUDICIAL SYSTEM OF VIRGINIA..... 4
- IV. MAGISTRATE ELIGIBILITY AND APPOINTMENT 10
- V. PROCEDURES UPON APPOINTMENT..... 11
- VI. QUARTERS FOR MAGISTRATES..... 12
- VII. AUTHORITY OF MAGISTRATES 12
 - A. Jurisdiction; statutory authority 12
 - B. Statutory Authority 13
- VIII. OUTSIDE EMPLOYMENT 15
- IX. REQUESTS FOR INFORMATION FROM THE NEWS MEDIA OR OTHERS 15
- X. REQUESTS FOR RECORDS (OFTEN REFERRED TO AS VIRGINIA
FREEDOM OF INFORMATION ACT (FOIA) REQUESTS)..... 16
- XI. PROCEDURE WHEN MAGISTRATE SERVED WITH LEGAL PROCESS..... 17

CHAPTER 1 - ADULT ARREST PROCEDURES.....1-1

- I. INTRODUCTION1-1
- II. FACTS ESTABLISHING PROBABLE CAUSE.....1-1
 - A. Definition1-1
 - B. General Procedure.....1-2
 - C. Citizen Complaints Of Felony Offenses1-2
 - D. Prisoner Complaints of Criminal Offenses1-4
- III. ARREST AUTHORITY IN VIRGINIA.....1-6
 - A. Humane Investigators And Animal Control Officers1-6
 - B. Conservation Officers Appointed Pursuant To Va. Code § 10.1-1151-6
 - C. Conservators Of The Peace.....1-6
 - D. Correctional Officers1-10
 - E. Bailiffs And Deputy Bailiffs Of The State Corporation Commission.....1-10
 - F. Department Of Motor Vehicles Commissioner, Assistants, Sworn
Members Of The Enforcement Division.....1-10

G. Chief And Assistant Arson Investigators Of The Department Of State Police.....1-10

H. Local Fire Marshals And Their Assistants.....1-11

I. Law Enforcement Officers Of Other States.....1-11

J. State Fire Marshals And Assistants1-11

K. Virginia Marine Patrol Officers Of The Marine Resources Commission1-11

L. Conservation Police Officers1-12

M. Commissioned, Warrant, And Petty Officers Of The United States Coast Guard, Or Of The United States Coast Guard Reserves.....1-12

N. Officers Of Customs As Defined By 19 U.S.C § 1709 (b).....1-13

O. Private Security Officers.....1-13

P. Probation And Parole Officers.....1-14

Q. Railroad Police Agents1-14

R. Investigators And Special Police Officers Appointed By The Governor1-14

S. State Lottery Department Director, Director Of Security, Or Investigators...1-15

T. Virginia State Police Officers1-15

U. Police Officers1-15

V. Auxiliary Police Officers1-16

W. Toll Bridge Special Police1-16

X. Campus Police Officers1-16

Y. Auxiliary Campus Police Officers1-16

Z. Capitol Police Officers.....1-16

AA. Deputy Sheriffs1-17

BB. Town Sergeants.....1-17

CC. Alcoholic Beverage Control Board Members, Officers, Employees.....1-17

DD. Sheriffs.....1-17

EE. Litter Control Officers1-18

FF. Members Of The Enforcement Division Of The Department Of Motor Vehicles.....1-19

GG. Certain Employees Of The Department Of Charitable Gaming.....1-19

HH. Virginia Ports Authority Police1-19

IV. LAW ENFORCEMENT ARREST PROCEDURES.....1-19

A. Arrest Procedures Under Title 46.21-19

B. Arrest Procedures Under Any Other Title Of The Code Of Virginia.....1-21

C. Marine Resources Commission Officers Have Warrantless Arrest Authority (§ 28.2-900).....1-27

D. Correctional Officers And Designated Non-Custodial Correctional Employees May Detain A Person In Certain Situations.....1-27

E. Law Enforcement Procedures In Cases Of Assault And Battery Against A Family Or Household Member/Violation Of Protective Orders.....1-28

F. Execution Of Process By A Law Enforcement Officer1-31

G. Witness Subpoenas1-32

H. Unexecuted Warrants.....1-32

I. Parking Violation Or Town Trash Ordinance Procedures (§§ 46.2-1220, 19.2-76.2 And 19.2-76.3).....1-33

J. Photo-Monitoring Of Traffic Light Signal Violations.....1-34

K. Hot Pursuit Within Virginia.....1-35

L. Uniform Requirement1-36

M. Hot Pursuit Across State Lines1-36

N. Driver Arrested, Car Not Impounded1-36

O. Law Enforcement’s Authority To Obtain Address Of A Defendant
From The Records Of A Public Agency1-36

P. Failure To Surrender To Serve Sentence1-36

V. ARREST PROCEDURES APPLICABLE TO MAGISTRATES.....1-37

A. Certain Hearings Conducted By Means Of Two-Way Electronic
And Audio Communication.....1-37

B. Statute Of Limitations.....1-38

C. Venue1-39

D. Arrest Of A Person On An Existing Warrant Or Capias1-40

E. Accused To Be Forthwith Brought Before Magistrate/Judicial
Officer (Arrest On Existing Warrant/Capias)1-41

F. Procedure For Warrantless Arrest.....1-41

G. Officer To Provide Arrested Person’s Criminal History (§ 19.2-80.2)1-43

H. Complaint Of A Criminal Offense To A Magistrate1-43

I. Magistrates Never Take Possession Of Evidence.....1-46

J. When To Issue Summons Or Warrant Of Arrest.....1-46

K. Process Issued Must Be In Duplicate/Copy To Person Charged.....1-49

L. Summons Of Corporation Or Legal Entity (Misdemeanor Or Felony).....1-49

VI. WARRANTS OR ARRESTS FOR EXTRADITION1-51

A. Introduction.....1-51

B. Procedures For Issuance Of Warrants Prior to Arrest1-52

C. Procedures for Arrests Without a Warrant.....1-55

VII. VIRGINIA ARREST WARRANTS ISSUED UNDER VIRGINIA
MILITARY LAW1-57

VIII. WARRANTS OF ARREST FOR ILLEGAL ALIENS1-57

IX. VICIOUS/DANGEROUS DOG PROCEDURES (§ 3.2-6540)1-59

X. DEPREDATION BY DOG WARRANT PROCEDURES (§ 3.2-6552)1-65

XI. DESERTION AND NONSUPPORT.....1-67

XII. CONFIDENTIALITY OF CRIME VICTIM INFORMATION.....1-68

XIII. PROCEDURES FOR CASES INVOLVING DEAF OR NON-ENGLISH
SPEAKING PEOPLE1-70

A. Foreign Language Interpreters Providing In-Person Service.....1-70

B. Foreign Language Interpreters Providing Telephonic Service1-70

C. Interpreters For The Deaf And Hard Of Hearing.....1-70

XIV. DIPLOMATIC IMMUNITY1-71

CHAPTER 2 - JUVENILE AND DOMESTIC RELATIONS PROCEDURES..... 2-1

I. INTRODUCTION 2-1

II. PHILOSOPHY OF THE JUVENILE JUSTICE SYSTEM..... 2-1

III. JURISDICTION OF THE JUVENILE COURT 2-2

A. Age Jurisdiction 2-2

B. Venue (Territorial Jurisdiction) 2-3

C. Subject Matter Jurisdiction 2-3

IV. ARREST WARRANT AND BAIL PROCEDURES FOR JUVENILES 2-8

A. Arrest Warrant Procedures..... 2-8

B. Issuance Of The Warrant 2-11

C. Procedures Once The Magistrate Has Issued A Warrant For A Juvenile..... 2-13

D. Procedures For Juvenile Custody Once Law Enforcement Has Taken
A Juvenile Into Custody Pursuant To A Warrant Issued By A Magistrate
Or A Detention Order Issued By A Judge, Intake Officer, Or Clerk..... 2-15

E. Bail, Detention And Shelter Care Procedures..... 2-16

V. IMPLIED CONSENT AND MOTOR VEHICLE IMPOUNDMENT
PROCEDURES IN JUVENILE CASES 2-25

A. Implied Consent..... 2-25

B. Impoundment Of A Motor Vehicle..... 2-26

VI. PROCEDURES FOR DOMESTIC VIOLENCE CASES 2-27

A. Definitions..... 2-27

B. Jurisdiction..... 2-29

C. Venue 2-30

D. Procedural Options For Family Or Household Member Abuse Cases 2-31

E. Family Abuse Emergency Protective Orders (§§ 18.2-57.2 and
16.1-253.4)..... 2-40

VII. EMERGENCY PROTECTIVE ORDERS – ACTS OF VIOLENCE, FORCE OR
THREAT (§19.2-152.8)..... 2-53

A. Subsection A 2-53

B. Subsection B 2-53

MAGISTRATE MANUAL

TABLE OF CONTENTS

PAGE v

C. Subsection C 2-55
D. Subsection D 2-57
E. Subsection E 2-58
F. Subsection F 2-60
G. Subsection G 2-61
H. Subsection H 2-61
I. Subsection I 2-61
J. Subsection J 2-61

VIII. VIRGINIA CODE § 19.2-387.1 2-62

IX. VIRGINIA CODE § 18.2-308.1:4 2-62

X. ENFORCEMENT OF ORDERS ISSUED BY THE DISTRICT COURTS,
CIRCUIT COURTS, OR MAGISTRATES 2-63

 A. Contempt Proceedings 2-63
 B. Violation of Protective Orders 2-64
 C. Violations of Va. Code § 18.2-49.1 2-68

XI. PROCEDURES AND POLICY REQUIREMENTS FOR LAW
ENFORCEMENT 2-73

XII. REFERENCE GUIDE FOR PROCESSES IN FAMILY VIOLENCE CASES 2-74

CHAPTER 3 - BAIL PROCEDURES 3-1

I. INTRODUCTION 3-1

II. THE BAIL HEARING REQUIREMENT 3-2

III. BAIL DETERMINATION FACTORS (§ 19.2-121) 3-5

IV. GRANTING BAIL (§ 19.2-120) 3-9

 A. General Principles Of Bail 3-9
 B. The Thirteen Category Risk Presumption List 3-10
 C. The Illegal Alien Felony Presumption Against Bail 3-24
 D. Review Of Virginia Criminal History Information By A Licensed Bail
 Bondsman 3-24
 E. Risk Presumption For Illegal Aliens (§ 19.2-120.1) 3-28

V. SPECIAL CONSIDERATIONS IN FAMILY VIOLENCE CASES 3-37

VI. SETTING TERMS OF BAIL OR CONDITIONS OF RELEASE (§ 19.2-123) 3-38

VII. COURT ORDERED TERMS OF BAIL 3-44

A. Bail Terms Set By Court On A Capias To Be Honored By Magistrate (§ 19.2-130.1)..... 3-44

B. Orders Issued Pursuant to Va. Code § 19.2-130.1 3-45

C. Setting Terms “In Accordance” With The Court Order 3-46

D. Magistrate Findings For More Restrictive Terms..... 3-46

E. Considerations for Magistrates on Orders for Bail Terms..... 3-47

VIII. BOND AS A CONDITION OF BAIL..... 3-49

A. Recognizance 3-49

B. Unsecured Bond..... 3-49

C. Secure Bond..... 3-50

IX. PROVING SOLVENCY THROUGH REAL OR PERSONAL PROPERTY 3-51

X. SURETIES AND BONDSMEN 3-54

A. Summary of Bondsman Documentation Requirements..... 3-61

XI. COMMITMENT TO JAIL 3-63

XII. BAIL PROCEDURES IN EXTRADITION 3-65

A. When Bail Not Permissible In Extradition Cases 3-65

B. When Bail Is Permissible In Extradition Cases 3-65

XIII. VIOLATIONS OF CONDITIONS OF RELEASE, PRETRIAL SERVICES CONDITIONS, AND LOCAL COMMUNITY-BASED PROBATION PROGRAM CONDITIONS 3-67

A. Violations Of Conditions Of Release 3-67

B. Violations Of Pretrial Services Conditions..... 3-69

C. Violations Of Local Community-Based Probation Program Conditions 3-70

XIV. RECOGNIZANCE TO KEEP THE PEACE..... 3-72

A. The “Peace Bond” Process..... 3-72

B. Magistrate Procedures..... 3-73

XV. GUARANTEED ARREST BOND CERTIFICATES 3-74

XVI. PERSONS CHARGED WITH NON-JAILABLE OFFENSES 3-74

XVII. APPEAL BONDS 3-75

XVIII. BAIL PROCEDURES IN CONNECTION WITH SUPPORT CASES..... 3-77

XIX. SURETY’S CAPIAS AND BAILPIECE RELEASE..... 3-81

XX. WITNESS RECOGNIZANCE 3-83

XXI. ARREST UNDER MILITARY LAW 3-83

 A. Arrest Under Virginia Military Law 3-83

 B. Absent Without Leave From the Federal Armed Forces 3-84

XXII. ARREST UPON WARRANT OF PROBATION OR PAROLE OFFICER..... 3-84

XXIII. BAIL PROCEDURES FOR ILLEGAL ALIENS 3-84

XXIV. MISCELLANEOUS STATUTES ON BAIL 3-84

CHAPTER 4 - SEARCH WARRANT PROCEDURES 4-1

I. INTRODUCTION 4-1

 A. Criminal Searches 4-1

II. VIRGINIA STATUTES ON SEARCH WARRANTS 4-2

III. THE AFFIDAVIT FOR SEARCH WARRANT FORM (DC-338) 4-10

 A. A Description of the Place, Thing, or Person to be Searched..... 4-12

 B. The Things or Persons that are the Subject of the Search..... 4-13

 C. The Material Facts Constituting the Probable Cause..... 4-18

 D. The Offense in Relation to Such Search 4-39

 E. The Object, Thing or Person Searched for Constitutes Evidence of the
 Commission of Such Offense 4-39

 F. Distribution of the Affidavit and Copies 4-39

IV. THE SEARCH WARRANT FORM [DC-339] 4-41

 A. Preparation Of Warrant..... 4-41

 B. Execution and Return of the Search Warrant 4-43

V. ADMINISTRATIVE SEARCHES 4-44

 A. Introduction..... 4-44

 B. Probable Cause..... 4-44

 C. Fire Inspection Warrants (Local Fire Official) 4-45

 D. Fire Investigation Warrants (Fire Marshal) 4-48

 E. Release of Hazardous Material or Waste or Regulated Substance
 Investigation Warrants (Fire Marshal)..... 4-49

 F. Pesticide Control Administrative Search Warrants 4-52

 G. Dam Inspections..... 4-55

 H. Building Code Violations (Va. Code § 36-105) 4-56

 I. Animal Cruelty Search Warrant..... 4-57

J. Administrative Search or Inspection Warrants Issued Only by Courts 4-58

K. Administrative Subpoenas 4-61

CHAPTER 5 - EMERGENCY CUSTODY AND TEMPORARY DETENTION 5-1

ORDERS..... 5-1

I. INTRODUCTION 5-1

A. Authority; Distinction Between Adults And Juveniles..... 5-1

B. Applicable Statutes 5-1

C. Orders And Petitions Concerning Magistrates 5-3

II. ECO: IN GENERAL..... 5-3

A. Statutory Authority; Forms 5-3

B. Purpose..... 5-4

C. ECO In Context: Potential Outcomes 5-4

D. Unique Authority Of Magistrate..... 5-5

E. Jurisdiction; Venue 5-5

III. ECO PROCEDURES..... 5-6

A. Case Initiation 5-6

B. Requirement To Issue 5-8

C. Findings Required..... 5-8

D. Who Performs The Evaluation..... 5-8

E. Location Of Mental Evaluation 5-9

F. Associated Medical Services 5-10

G. Selecting A Law Enforcement Agency To Execute ECO 5-10

H. Alternative Transportation Provider (ATP)..... 5-11

I. Time Limits; Extension Authority 5-14

J. Successive ECOs Not Authorized 5-15

K. Emergency Custody Initiated By Law Enforcement Without ECO 5-16

L. Order Not To Be Issued In Cases Of Consent 5-18

IV. TDO: IN GENERAL 5-19

A. Statutory Authority; Forms 5-19

B. Purpose..... 5-19

C. TDO In Context 5-20

D. Unique Authority Of Magistrate..... 5-20

E. Jurisdiction; Venue 5-20

V. TDO PROCEDURES 5-21

A. Case Initiation 5-21

B. Findings Required..... 5-23

C. Evaluation Before Hearing 5-24

D. Requirement To Issue TDO 5-25

E. Action If CSB Evaluator Recommends No TDO 5-25

F. Designation Of Mental Health Facility 5-25

G. Associated Medical Services 5-26

H. Selection Of Law Enforcement Agency 5-27

I. Alternative Transportation Provider (ATP) 5-29

J. Time Limits..... 5-31

K. Successive TDOs Not Authorized 5-32

VI. FINDINGS FOR ECO AND TDO 5-33

A. Standard Of Proof For Findings..... 5-33

B. Criteria For ECO And TDO..... 5-33

C. Criteria Enumerated: Adults 5-34

D. Criteria Enumerated: Minors 5-34

E. Criteria Discussed 5-35

F. Magistrate’s Duty To Get Facts, Not Conclusions 5-38

G. Evidence..... 5-40

VII. MINORS: VOLUNTARY COMMITMENT, SPECIAL NOTE..... 5-42

A. Introduction: Relationship To Involuntary Commitment 5-42

B. Commitment Procedures Not Involving Magistrates 5-43

C. Relationship To Magistrate’s Authority To Issue ECO Or TDO 5-43

VIII. POST-TDO DUTIES OF MAGISTRATE 5-44

A. Statutory Authority; Forms 5-44

B. Purpose..... 5-44

C. Context..... 5-45

D. Mandatory Examination: Refusal Or Failure To Attend 5-46

E. MOT Noncompliance: ECO or TDO..... 5-48

IX. INMATES 5-50

A. Introduction..... 5-50

B. Inmate Of Local Correctional Facility 5-50

C. Inmate Of State Correctional Facility 5-52

X. ACQUITTEES, CONDITIONALLY RELEASED..... 5-52

A. Introduction..... 5-52

B. Statutory Authority; Forms 5-53

C. Relationship To Other ECO And TDO Authority: Independent Authority.... 5-53

D. Emergency Custody Order (ECO) For Conditionally Released Acquittee 5-53

E. Temporary Detention Order (TDO) For Conditionally Released Acquittee .. 5-60

XI. SEXUALLY VIOLENT PREDATORS, CONDONALLY RELEASED..... 5-64

- . Statutory Authority; Forms 5-64
- B. Definitions..... 5-65
- C. Authority Of Magistrate..... 5-65
- D. Relationship To Other ECO Authority 5-66
- E. Issuance Authorized, Not Required 5-66
- F. Returnable Court..... 5-66
- G. Case Initiation 5-66
- H. Findings..... 5-67
- I. Standard Of Proof 5-68
- J. Evaluator 5-68
- K. Location Of Evaluation..... 5-68
- L. Custody 5-69
- M. Associated Medical Services 5-70
- N. Execution By Law Enforcement Agency 5-70
- O. Notification Requirements 5-71
- P. Time Limits..... 5-71
- Q. Emergency Custody Initiated By Law Enforcement 5-72

XII. MEDICAL ECO AND TDO IN GENERAL..... 5-72

- A. Magistrate Authority 5-72
- B. Other Emergency Care Authorities For Health Care Providers..... 5-72
- C. Physician’s Common Law Authority..... 5-72
- D. Advance Directive 5-73
- E. Other Person Legally Authorized To Consent..... 5-74
- F. Durable Do Not Resuscitate Order 5-77

XIII. MEDICAL ECO: MEDICAL EMERGENCY CUSTODY ORDER..... 5-78

- A. Statutory Authority; Forms 5-78
- B. Purpose..... 5-78
- C. Medical ECO In Context 5-78
- D. Unique Authority Of Magistrate 5-79
- E. Case Initiation 5-79
- F. ECO Authorized, Not Required 5-79
- G. Findings Required..... 5-80
- H. Evidence For Findings 5-81
- I. Standard Of Proof 5-82
- J. Evaluator 5-82
- K. Location Of Medical Evaluation..... 5-82
- L. Execution By Law Enforcement Agency 5-82
- M. Time Limits; Extension Authority 5-83
- N. Successive ECOs Not Authorized 5-84
- O. Emergency Custody Initiated By Law Enforcement 5-85

XIV. MEDICAL TDO: MEDICAL TEMPORARY DETENTION ORDER 5-85

- A. Statutory Authority; Form 5-85
- B. Purpose..... 5-85
- C. Medical TDO In Context 5-85
- D. Contingent Authority Of Magistrate To Issue Medical TDO 5-86
- E. Case Initiation 5-86
- F. TDO Authorized, Not Required..... 5-86
- G. Findings Required..... 5-86
- H. Evidence..... 5-88
- I. Standard Of Proof 5-88
- J. Actions Ordered 5-88
- K. Location Of Medical Care 5-89
- L. Service Of Order 5-89
- M. Execution By Law Enforcement Agency 5-89
- N. Time Limits' Extension Authority 5-90
- O. Successive TDOs Not Authorized 5-90
- P. Appeal Of A Medical TDO..... 5-91

XV. MEDICAL TDO: INMATE OF STATE CORRECTIONAL FACILITY 5-91

- A. Authority; Forms..... 5-91
- B. Purpose..... 5-91
- C. Contingent Authority Of Magistrate To Issue Medical TDO 5-92
- D. Case Initiation 5-92
- E. Issuance Of TDO Required..... 5-92
- F. Findings Required..... 5-92
- G. Evidence..... 5-93
- H. Standard Of Proof 5-94
- I. Actions Ordered 5-94
- J. Time Limits; Extension Authority 5-94
- K. Successive TDOs Not Authorized 5-94

XVI. CRIMES RELATED TO ECO AND TDO 5-95

- A. Escape 5-95
- B. Other Statutes Relating To Hospitals..... 5-96

CHAPTER 6 - CIVIL PROCEDURES..... 6-1

- I. OVERVIEW 6-1
 - A. Who May Sue 6-1
 - B. Who May Be Sued 6-1
- II. JURISDICTION..... 6-2

III. VENUE 6-2

- A. Preferred Venue (Va. Code § 8.01-261) 6-3
- B. Permissible Venue (Va. Code § 8.01-262) 6-3

IV. CIVIL CASE PROCESS 6-4

V. SUITS IN DEBT 6-5

- A. Case Initiation 6-6
- B. Service Of Process 6-7
- C. Pre-Trial Procedures 6-8

VI. SUITS IN DETINUE 6-9

- A. Detinue 6-10
- B. Detinue Seizure 6-11

VII. UNLAWFUL DETAINER 6-18

- A. Jurisdiction 6-18
- B. Case Initiation 6-19
- C. Service Of Process 6-21

VIII. ATTACHMENTS 6-21

- A. Jurisdiction 6-22
- B. Venue 6-22

IX. ATTACHMENT PURSUANT TO CHAPTER 20, TITLE 8.01 6-22

- A. Jurisdiction 6-22
- B. Case Initiation And Reasonable Cause Review 6-22
- C. Plaintiff’s Bond 6-30
- D. Attachment Summons 6-31
- E. Service Of Process 6-32

X. OVERWEIGHT ATTACHMENT (VA. CODE § 46.2-1134) 6-32

- A. Jurisdiction 6-32
- B. Case Initiation And Reasonable Cause Review 6-32
- C. Defendant’s Bond 6-33

XI. ATTACHMENTS FOR UNPAID FEES AND PENALTIES 6-34

- A. Jurisdiction 6-34
- B. Case Initiation And Reasonable Cause Review 6-34
- C. Defendant’s Bond 6-35

MAGISTRATE MANUAL

TABLE OF CONTENTS

PAGE xiii

XII. DISTRESS FOR RENT 6-36

 A. Jurisdiction..... 6-37

 B. Case Initiation And Reasonable Cause Review..... 6-37

 C. Plaintiff’s Bond..... 6-42

 D. Distress Warrant..... 6-43

 E. Appeal 6-43

 F. Service Of Process 6-44

XIII. TENANT’S ASSERTION AND COMPLAINT 6-44

 A. Jurisdiction..... 6-44

XIV. VIRGINIA INDOOR CLEAN AIR ACT 6-45

 A. Case Initiation 6-46

 B. Service Of Process 6-46

XV. TABLES..... 6-47

 A. Civil Fee And Payment Exemptions And Unique Case Type Issues 6-47

XVI. LIST OF FACTS..... 6-49

XVII. CIVIL PROCESSES 6-50

CHAPTER 7 - ACCOUNTING & PREPAYMENTS 7-1

I. INTRODUCTION 7-1

II. GETTING STARTED 7-1

III. STATUTES GOVERNING ACCOUNTING PROCEDURES 7-2

IV. PREPARATION OF AUTOMATED RECEIPTS 7-3

 A. Automated Receipts For Cash Bonds 7-4

 B. Other Receipts..... 7-5

V. PREPARATION OF DC-7, RECEIPT 7-7

VI. TRANSMITTAL OF FUNDS 7-8

VII. ACCEPTANCE OF CASH BONDS FOR DEFENDANTS JAILED IN ANOTHER LOCALITY..... 7-9

VIII. CRIMINAL HISTORY FEE PROCEDURES 7-10

MAGISTRATE MANUAL

TABLE OF CONTENTS

PAGE xiv

IX. PREPAYMENT PROCEDURES 7-11

 A. Prepayable Offenses..... 7-11

 B. Non-prepayable Offenses..... 7-19

X. CASH CRIMINAL BONDS..... 7-19

 A. Instructions For Processing A Cash Criminal Bond 7-19

 B. Internal Revenue Service Form 8300 7-20

 C. Preparing The Internal Revenue Service Form 8300..... 7-21

XI. CASH CRIMINAL APPEAL BONDS..... 7-23

 A. Within Ten (10) Days Of Conviction 7-23

 B. After Ten (10) Days Of Conviction..... 7-24

XII. ATTACHMENTS OF VEHICLES FOR OVERWEIGHT OR FOR UNPAID FEES
OR PENALTY CASES 7-24

XIII. CIVIL FEES..... 7-25

XIV. ELECTRONIC FUNDS TRANSFERS 7-25

XV. ON-LINE BANKING POLICY..... 7-27

XVI. BANK STATEMENT RECONCILIATION..... 7-27

XVII. RECORDS RETENTION..... 7-31

XVIII. GUIDELINES FOR CLAIMS RESULTING FROM A SHORTAGE OF
MONEY: ACTION REQUIRED..... 7-31

XIX. YEARLY FINANCIAL STATEMENT 7-32

XX. SUPERVISION AND INTERNAL CONTROLS 7-34

XXI. POLICY AND PROCEDURE UPON VOLUNTARY OR INVOLUNTARY
TERMINATION OF MAGISTRATES 7-34

APPENDIX A - FEE AND PREPAYMENT SCHEDULES.....A-1

 I. BONDSA-1

 II. TRAFFIC AND CRIMINAL FINES.....A-1

 III. TRAFFIC FEES AND COSTS ASSESSEDA-1

 IV. CRIMINAL FEES AND COSTSA-2

MAGISTRATE MANUAL

TABLE OF CONTENTS

PAGE xv

V. CRIMINAL HISTORY TO BAIL BONDSMANA-2

VI. CIVIL PROCESSES IN GENERAL DISTRICT COURTA-3

VII. CIVIL PROCESS IN CIRCUIT COURTA-4

VIII. OVERWEIGHT VEHICLE ATTACHMENTS - FINE, FEES AND DAMAGES ...A-5

IX. VEHICLE ATTACHMENTS FOR UNPAID FEES & PENALTIES-FINE
& FEESA-6

X. LIQUIDATED DAMAGES SCHEDULE - VA. CODE § 46.2-1135A-6

 A. Overweight Limit Non-Forest Or Non-Farm VehicleA-6

 B. Over Axle Weight Non-Forest Or Non-Farm VehicleA-6

 C. Overweight Limit Forest Or Farm Vehicle.....A-7

 D. Over Axle Weight Forest Or Farm Vehicle.....A-7

 E. Gross Permit Violations.....A-7

 F. Charges assessed in all cases in addition to liquated damages:.....A-7

XI. HUNTING, FISHING, AND TRAPPING LICENSE SCHEDULEA-7

 A. Hunting License TypesA-7

 B. Freshwater Fishing License Types.....A-9

 C. Saltwater Recreational Fishing LicensesA-10

XII. PREPAYABLE OFFENSES AND UNIFORM FINE SCHEDULEA-11

APPENDIX B – MANUAL UPDATES..... B-1