

<u>CIRCUIT</u>	<u>COURT</u>	<u>ADDRESS</u>	<u>JUDGE</u>	<u>CLERK</u>	<u>PHONE #</u>	<u>HOURS</u>	<u>TERMS OF COURT AND GENERAL INFORMATION</u>
Accomack	Circuit Court Second Judicial Circuit	P. O. Box 126 23316 Courthouse Avenue Accomac, VA 23301-0126	Hon. William R. O'Brien*	Hon. Glenn R. Croshaw Hon. Steven C. Frucci Hon. W. Revell Lewis III Hon. James Clayton Lewis Hon. Leslie L. Lilley Hon. Stephen C. Mahan Hon. H. Thomas Padrick Jr. Hon. A. Bonwill Shockley			Terms begin, 1st Monday, Feb., Apr., June, Aug., Oct. & Dec. Grand Juries, 1st day of Term. Docket call held the 1st Mon. in Feb., April, June, Aug., Oct. & Dec. at 10:00 a.m. Court convenes at 9:30 a.m. Cases set by written request prior to term or at docket call held Monday (or Tuesday) preceding Term Day. Commissioners in Chancery are utilized.
				Samuel H. Cooper Jr., Clerk	757/787-5776	Fax - 757/787-1849 9:00AM - 5:00PM	
				E-Mail:	SHCooper@vacourts.gov		
Albemarle	Circuit Court Sixteenth Judicial Circuit Albemarle County Courthouse Court Square 501 East Jefferson Street Charlottesville, VA 22902		<u>Hon. Cheryl V. Higgins</u> Hon. Timothy K. Sanner* Hon. Dale B. Durrer Hon. Richard E. Moore Hon. Susan L. Whitlock	Jon R. Zug, Clerk 434/972-4083 Criminal Division: 434/972-4085 Civil Division: 434-972-4086 Fax - 434/293-0298 8:30AM - 4:30PM			Criminal Terms begin, 1st Monday, Feb., Apr., June, Aug., Oct., & Dec. Civil Terms begin, last Thursday of each month except Nov. and Dec. which is the 3rd Thursday. Grand Juries, 1st day of Term. All criminal cases set on Term Day. Court has adopted procedures of Rule 1:20 (a) and (e) for scheduling civil cases for trial, and either civil cases set by praecipe received through Wednesday preceding docket call on last Thursday of each month, or upon agreement of counsel with approval of court. Court convenes 9:30 a.m. Commissioners in Chancery are utilized in some contested chancery causes. https://www.albemarle.org/department.asp?department=circuitcourt
Alexandria	Circuit Court Eighteenth Judicial Circuit Courthouse 520 King Street Alexandria, VA 22314 Website: https://www.alexandriava.gov/c lerkofcourt/		<u>Hon. Lisa Bondareff Kemler*</u> <u>Hon. James C. Clark</u> <u>Hon. Nolan B. Dawkins</u>	Edward Semonian Jr., Clerk 703/746-4044 9:00AM - 5:00PM			Terms begin, 2nd Monday, Jan., March, May, July, Sept., Nov.; at 9:00 a.m.; cases may also be set for trial by telephone (703/746-4123). Motions Day, 2nd & 4th Wednesday at 10:00 a.m. Grand Juries, 2nd Monday of each month. Court convenes 10:00 a.m. except traffic and misdemeanor appeals, Status Conferences and Term Day at 9:00 a.m.; also uncontested ore tenu divorces, appointment of guardians/conservators and other very short uncontested matters are heard at 9:00 a.m. Commissioners in Chancery used in divorce cases, mechanics' lien suits and other chancery causes only when requested. Status Conferences are noticed by the court four months after the suit is filed for the purpose of setting a trial date.
				E-Mail:	ed.semonian@alexandriava.gov		

Asterisk (*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

1-1

CIRCUIT COURT ADDRESS

JUDGE CLERK PHONE # HOURS

TERMS OF COURT AND GENERAL INFORMATION

Alleghany Circuit Court
Twenty-fifth Judicial Circuit
P. O. Box 670
Courthouse
266 West Main Street
Covington, VA 24426-0670

Hon. W. Chapman Goodwin
Hon. Charles L. Ricketts III*
Hon. Joel R. Branscom
Hon. Anita D. Filson
Hon. Victor V. Ludwig

Debra N. Byer, Clerk
540/965-1730
540/965-1738 Judges' Chambers
Fax - 540/965-1732
Fax - 540/965-1737 (Judge Trumbo)
8:30AM - 5:00PM

E-Mail:
dbyer@vacourts.gov

Terms begin, 2nd Monday, Jan., Apr., July, and 1st Tuesday after 2nd Monday in October.
Grand Juries, 1st day of Term.
Cases set on Term Day, cases also set between docket calls by agreement of counsel.
Court convenes 9:30 a.m.
Commissioners in Chancery are utilized in general chancery causes when needed.

Amelia Circuit Court
Eleventh Judicial Circuit
P. O. Box 237
Courthouse Square
Amelia, VA 23002-0237

Hon. Paul W. Cella*
Hon. Dennis M. Martin Sr.
Hon. Joseph M. Teefey Jr.

Marilyn Wilson, Clerk
804/561-2128
Fax - 804/561-6364
8:30AM - 4:30PM

E-Mail:
MWilson@vacourts.gov

Court convenes 10:00 a.m. normally. Occasionally, Court will set 9:00 a.m. cases.
Terms Days: 1st Tuesday, Feb., Apr., June, Aug., Oct., & Dec. at 10:00 a.m.
Criminal days: 1st Thurs. & 3rd Fri. each month, 9:00 a.m.
Grand Juries, 1st day of Term.
All cases set on Term Day; cases also set between docket calls by agreement of court and counsel.
Commissioners in Chancery are utilized in general chancery causes when needed.
The Circuit Court of Amelia County uses regular mail to distribute orders to attorneys and to litigants, only if they are not represented by counsel. We do not require a self-addressed stamped envelope.

Amherst Circuit Court
Twenty-fourth Judicial Circuit
P. O. Box 462
113 Taylor Street
Amherst, VA 24521

Hon. F. Patrick Yeatts*
Hon. R. Edwin Burnette Jr.
Hon. John T. Cook
Hon. Michael T. Garrett
Hon. James W. Updike Jr.

Deborah Coffey Mazingo, Clerk
434/946-9321
Fax - 434/946-9323
8:30AM - 5:00PM

Terms begin, 2nd Tuesday, Feb., Apr., June, Oct., & Dec.
Grand Juries, 1st day of Term.
Cases set on Term Day; cases also set between docket calls by agreement of court and counsel.
Court convenes 9:30 a.m.
Commissioners in Chancery are utilized.
Amherst County distributes final orders in civil cases by regular mail to attorneys of record, or to pro se litigants, within two business days of receipt of the signed order in the Clerk's Office, from the Judge.

Asterisk (*) Denotes Chief Judge.
Underscoring Denotes Judge Presiding in this Court.
For Judge's Home Court, see Virginia Judges 6-1.

<u>CIRCUIT</u>	<u>COURT</u>	<u>ADDRESS</u>	<u>JUDGE</u>	<u>CLERK</u>	<u>PHONE #</u>	<u>HOURS</u>	<u>TERMS OF COURT AND GENERAL INFORMATION</u>
Appomattox Circuit Court Tenth Judicial Circuit 297 Court Street, Suite B P. O. Box 672 Appomattox, VA 24522-0672			<u>Hon. S. Anderson Nelson</u> Hon. Leslie M. Osborn* Hon. Donald Carl Blessing Hon. Kimberley S. White				Court convenes 9:30 a.m. Terms begin, Tuesday after the 1st Monday, Jan., Apr., June, Sept., & Nov. Effective 7/1/18, Terms begin Thursday after the first Monday Jan., April, June, Sept. & Nov. If the first day, known as Term Day, of any Term shall fall on a legal holiday, Term Day will be on the next day. Grand Juries, 1st day of Term. All criminal cases are to be set with the Office of the Commonwealth's Attorney. Civil cases are set by written request (email is preferred). Send request to anelson@courts.state.va.us with a copy to pcolgate@courts.state.va.us.
				Janet A. Hix, Clerk 434/352-5275 Fax - 434/352-2781 8:30AM - 4:30PM			
			E-Mail: jhix@vacourts.gov				
Arlington Circuit Court Seventeenth Judicial Circuit 1425 North Courthouse Road Arlington, VA 22201 https://courts.arlingtonva.us/circuit-court/			<u>Hon. William T. Newman Jr.*</u> <u>Hon. Louise M. DiMatteo</u> <u>Hon. Daniel S. Fiore II</u>				Terms begin the first Monday (or next business day if Monday falls on a holiday) of January, March, May, July, September and November at 2pm. Civil Motions Day - Every Friday, 10:00 a.m., fiduciary matters, appointment of guardians, and uncontested wills are set at 9:30 a.m. Evidentiary criminal motions are set at 9:30 a.m. on the 1st & 3rd Thurs. of each month and at 9:30 a.m. on Civil Term Day. Grand Juries, 3rd Monday of each month. Court convenes 10:00 a.m. (civil) and 9:30 a.m. (criminal). Commissioners in Chancery are utilized in partition cases, and for judgment debtor interrogatories. They are no longer utilized in divorce cases. Ore tenus hearings are held Monday through Thursday at 9:30am. All bench warrant arraignments can be heard Monday through Friday at 9:30 am
			Paul F. Ferguson, Clerk 703/228-7010 8:00AM - 4:00PM				
Augusta Circuit Court Twenty-fifth Judicial Circuit P. O. Box 689 Augusta County Courthouse 1 East Johnson Street Staunton, VA 24402-0689			<u>Hon. Anita D. Filson</u> <u>Hon. Victor V. Ludwig</u> Hon. Charles L. Ricketts III* Hon. Joel R. Branscom Hon. W. Chapman Goodwin				Terms begin, 4th Monday, Jan., Apr., July & Oct. Grand Juries, 4th Monday in January, March, May, July, September & November. Civil trials and motions hearings set by praecipe, filed by noon 7 days prior to civil docket call, held on the 1st and 3rd Monday of each month. (When civil docket call falls on a holiday, the docket call will be on Tuesday.) Court convenes 9:00 a.m. Commissioners in Chancery are utilized in limited instances. Civil Final Orders are mailed via regular mail. Criminal Final Orders are transported as follows: To Probation Officers, Court Service Units, Public Defenders, Commonwealth Attorneys and Attorneys who have provide email addresses, final orders are emailed. If there is no email address, we mail by regular mail. For Local Attorneys, we have a designated file tray from which they may pick up applicable orders.
			Carol M. Brydge, Clerk 540/245-5321 Fax - 540/245-5318 8:30AM - 5:00PM				

Asterisk (*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

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CIRCUIT COURT ADDRESS

JUDGE CLERK PHONE # HOURS

TERMS OF COURT AND GENERAL INFORMATION

Bath Circuit Court
Twenty-fifth Judicial Circuit
P. O. Box 180
Courthouse
Warm Springs, VA 24484-0180

Hon. Charles L. Ricketts III*
Hon. Joel R. Branscom
Hon. Anita D. Filson
Hon. W. Chapman Goodwin
Hon. Victor V. Ludwig

Annette T. Loan, Clerk
540/839-7226
Fax - 540/839-7248
8:30AM - 4:30PM

Terms begin 3rd Monday (or Tuesday if holiday falls on Monday), Jan., June, Sept.; 1st Monday April.
Grand Juries, 1st day of Term.
Cases set on Term Day. Cases also set between docket calls by agreement of counsel with approval of court.
Court convenes 9:30 a.m.
Commissioners in Chancery are utilized in general chancery except divorce.
Local rules adopted pursuant to § 8.01-4.

Bedford Circuit Court
Twenty-fourth Judicial Circuit
123 East Main St.
Suite 201
Bedford, VA 24523
Judges' Address: 123 East
Main St. Suite 301

Hon. James W. Updike Jr.
Hon. F. Patrick Yeatts*
Hon. R. Edwin Burnette Jr.
Hon. John T. Cook
Hon. Michael T. Garrett

Cathy C. Hogan, Clerk
540/586-7632
Fax - 540/586-6197
8:30AM - 5:00PM

E-Mail:
chogan@vacourts.gov

Terms begin, 1st Tuesday, Jan., March, May, July, Sept. & Nov.
Grand Juries, 1st day of Term and 1st Friday, Feb., Apr., Jun., Aug., Oct., & Dec.
Term Dates and Grand Jury dates are subject to changes created by State holiday schedules. Contact the Clerk of Court for questions.
All cases set on Term Day.
Court convenes 9:00 a.m.
Civil docket called at 10:00 a.m. on Term Day.
Commissioners in Chancery not utilized.
Misdemeanor appeals pre-set for 3rd & 4th day of Term.
Bedford County Circuit sends (either via email or in/house) every order, final or otherwise) to anyone or entity mandated in the order and/or the attorney of record or any unrepresented party. We do not charge a fee or require envelopes.

Bland Circuit Court
Twenty-seventh Judicial Circuit
612 Main Street, Suite 104
P. O. Box 295
Bland, VA 24315

Hon. Josiah T. Showalter Jr.*
Hon. H. Lee Harrell
Hon. Bradley W. Finch
Hon. Brett L. Geisler
Hon. Marcus H. Long Jr.
Hon. Robert M. D. Turk

Rebecca I. Johnson, Clerk
276/688-4562
Fax - 276/688-2438
8:00AM - 5:00PM

E-Mail:
rijohnson@vacourts.gov

Criminal Term begins, 2nd Monday, March, June, Sept. & Dec.
Grand juries, 1st day of Term.
Civil cases set by contacting Circuit Court Clerk's Office by agreement of counsel or on 1st day of Term.
Criminal cases pre-set with Commonwealth's Attorney's Office.
Court convenes 9:00 a.m.
Commissioners in Chancery are utilized only in certain cases.

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For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

<u>CIRCUIT</u>	<u>COURT</u>	<u>ADDRESS</u>	<u>JUDGE</u>	<u>CLERK</u>	<u>PHONE #</u>	<u>HOURS</u>	<u>TERMS OF COURT AND GENERAL INFORMATION</u>
Botetourt	Circuit Court	Twenty-fifth Judicial Circuit P. O. Box 219 Courthouse Main Street Fincastle, VA 24090-0219	Hon. Charles L. Ricketts III*	Hon. Joel R. Branscom Hon. Anita D. Filson Hon. W. Chapman Goodwin Hon. Victor V. Ludwig			Terms begin, 1st Monday, March, June, August, Oct. & Dec. Grand Juries, 1st day of Term. Court convenes 9:30 a.m. Motion Day 1st Thursday of each month. Commissioners in Chancery are utilized upon request.
					Tommy L. Moore, Clerk 540/473-8274 Fax - 540/473-8209 8:30AM - 4:30PM		
Bristol	Circuit Court	Twenty-eighth Judicial Circuit Courthouse 497 Cumberland Street Bristol, VA 24201	<u>Hon. Sage B. Johnson*</u> Hon. C. Randall Lowe Hon. Deanis L. Simmons				Docket calls will no longer be used. The Court will proceed with the Praeipie System to be called on the opening day of the term as set forth in Rule 1:15 of the Supreme Court of Virginia. Terms begin, 1st Monday, Aug., Nov., Feb., May. Grand Juries, 1st day of Term. Civil cases are set on Term Day or through contact with the Judge's office. Criminal cases set by Court upon receipt of record in Circuit Court from District Court. Court convenes 9:00 a.m. Commissioners in Chancery are used only to review accountings of Special Commissioners.
					Kelly F. Duffy, Clerk 276/645-7321 Fax - 276/821-6097 9:00AM - 5:00PM		
					E-Mail: kduffy@vacourts.gov		
Brunswick	Circuit Court	Sixth Judicial Circuit 216 North Main Street Lawrenceville, VA 23868-0160	<u>Hon. W. Allan Sharrett*</u> Hon. William Edward Tomko III				Terms of Court begin the 4th Tuesday of February, April, June, August, October, and the 3rd Tuesday of December. Grand Juries, 1st day of Term. All cases are set on Term Day. Civil Court convenes 9:00 a.m.; Criminal court convenes at 9:00 a.m. Commissioners in Chancery are utilized as determined by court. Instructions must be submitted 5 days prior to trial. Local rules adopted pursuant to § 8.01-4. Brunswick Circuit Court requires a self-addressed, stamped envelope to send a copy of a final order to counsel or a litigant.
					V. Earl Stanley Jr., Clerk 434/848-2215 Fax - 434/848-4307 8:30AM - 5:00PM		
					E-Mail: vesjr@telpage.net		
Buchanan	Circuit Court	Twenty-ninth Judicial Circuit Post Office Box 929 Grundy, VA 24614 Temporary Physical Address: 4447 Slate Creek Road, Grundy, VA 24614	<u>Hon. Patrick R. Johnson</u> Hon. Richard C. Patterson* Hon. Jack S. Hurley Jr. Hon. Michael Lee Moore Hon. Brian K. Patton				Terms begin, 2nd Monday, Jan., April, July, & Oct.* *Court term begins on Tuesday in October due to the Monday holiday. Criminal Term begins, 4th Monday, Jan., April, July & Oct. Civil Term begins, 2nd Tuesday Jan., April, July, & Oct. Grand Juries, 2nd Monday, Jan., April, July, & Oct. All Cases set at early docket call on 4th Thursday preceding Term and on Term Day. Court convenes 9:00 a.m. Commissioners in Chancery are utilized primarily in cases dealing with partition suits. Normal practice is to send final orders by regular mail. Upon
					Beverly S. Tiller, Clerk 276/935-6567 Fax - 276-935-7086 8:30AM - 5:00PM		

Asterisk (*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

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CIRCUIT COURT ADDRESS JUDGE CLERK PHONE # HOURS

TERMS OF COURT AND GENERAL INFORMATION

Buchanan Circuit Court - Continued
Buckingham Circuit Court
Tenth Judicial Circuit
13061 W. James Anderson Hwy.
P. O. Box 107
Buckingham, VA 23921-0107

Hon. Donald Carl Blessing
Hon. Leslie M. Osborn*
Hon. S. Anderson Nelson
Hon. Kimberley S. White

Diane Boggs Blackburn, Clerk
434/969-4734
Fax - 434/969-2043
8:30AM - 4:30PM

Buena Vista Circuit Court
Twenty-fifth Judicial Circuit
Municipal Building
2039 Sycamore Avenue
Buena Vista, VA 24416

Hon. Anita D. Filson
Hon. Charles L. Ricketts III*
Hon. Joel R. Branscom
Hon. W. Chapman Goodwin
Hon. Victor V. Ludwig

Christopher W. Coleman, Clerk
540/261-8627
Fax - 540/261-8625
8:30AM - 4:30PM
Passport Processing: Mon-Thurs
8:30 a.m.-4:00 p.m.

E-Mail:
ccoleman@vacourts.gov

Campbell Circuit Court
Twenty-fourth Judicial Circuit
732 Village Highway
P. O. Box 7
Rustburg, VA 24588

Hon. John T. Cook
Hon. F. Patrick Yeatts*
Hon. R. Edwin Burnette Jr.
Hon. Michael T. Garrett
Hon. James W. Updike Jr.

Valerie P. Younger, Clerk
434/592-9517
8:30AM - 4:30PM

E-Mail:
vyounger@vacourts.gov

request other arrangements can be made.
Terms begin, Tuesday after 2nd Monday, Jan., April, June, Sept., &
Nov.
Grand Juries, 1st day of Term.
Court convenes 9:30 a.m.
Commissioners in Chancery are utilized in chancery cases except
divorce cases.
Criminal cases are set on Term Day.
Civil cases are set by written request (email is preferred). Send
request to dblessing@courts.state.va.us with copy to
ajamerson@courts.state.va.us.

Terms begin, 4th Wednesday, Jan., July; 1st Monday April; 4th Monday,
September.
Grand Juries, 1st day of Term.
Felonies set on 1st day of Term.
Misdemeanor appeals pre-set for afternoon of Motions Day.
Court convenes 9:30 a.m.
Motion Day, 1st Friday & 3rd Friday (if needed) of each month.
Commissioners in Chancery are utilized for execution of decrees of
reference.

Terms begin, 2nd Monday, Jan., March, May, July, Sept. & Nov.
Grand Juries, on term day at 9:00 a.m.
Criminal cases are set on term day at 2:00 p.m.
Civil cases are set on term day at 10:00 a.m. or by pretrial hearing
which may be by telephone.
Court convenes 9:30 a.m.
Commissioners in Chancery are utilized.
Distribution of court orders is by regular mail or interoffice office
mail for local attorneys. If possible, please provide a
self-addressed stamped envelope.

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Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

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<u>CIRCUIT</u>	<u>COURT</u>	<u>ADDRESS</u>	<u>JUDGE</u>	<u>CLERK</u>	<u>PHONE #</u>	<u>HOURS</u>	<u>TERMS OF COURT AND GENERAL INFORMATION</u>	
Caroline Circuit Court Fifteenth Judicial Circuit P. O. Box 309 112 Courthouse Lane, Suite A Bowling Green, VA 22427-0309			Hon. Charles S. Sharp*	Hon. Sarah L. Deneke Hon. Joseph J. Ellis Hon. J. Overton Harris Hon. Herbert M. Hewitt Hon. Patricia Kelly Hon. Michael E. Levy Hon. R. Michael McKenney Hon. Ricardo Rigual Hon. Gordon F. Willis Hon. Victoria A. B. Willis				Criminal court convenes 9:00 a.m., Wed. & Thurs. Civil court convenes 9:00 a.m., Fri. Terms begin 1st Wed. at 9:00 a.m., Jan., March, May, July, Sept. & Nov. Grand Juries, 1st day of Term Civil cases are set on Term Day by praecipe and pursuant to Rule 1:20 (a) Criminal cases are set on the 1st day of each term (1st Wed.) in Jan., March, May, July, Sept. & Nov. Commissioners in Chancery are utilized in general chancery causes and selectively in divorce suits.
				Susan W. Minarchi, Clerk 804/633-5800 8:30AM - 4:00PM				
Carroll Circuit Court Twenty-seventh Judicial Circuit P. O. Box 218 605 Pine Street Hillsville, VA 24343-0218			<u>Hon. Brett L. Geisler</u> Hon. Josiah T. Showalter Jr.* Hon. Bradley W. Finch Hon. H. Lee Harrell Hon. Marcus H. Long Jr. Hon. Robert M. D. Turk				Terms begin- 3rd Monday in March, June, and September; 2nd Monday in December Grand Juries- First day of each Term Misdemeanor Appeals- 3rd Tuesday in March, June, and September; 2nd Tuesday in December All cases are set on Docket Call of each Term or scheduled through the Judge's office. The Clerk is notified of hearing by letter from counsel on civil cases. Commissioners utilized in partition suits and selectively in other matters. Court convenes at 9:00 a.m.	
				Gerald R. Goad, Clerk 276/730-3070 Fax - 276/730-3071 8:00AM - 5:00PM				
Charles City Circuit Court Ninth Judicial Circuit P. O. Box 86 10780 Courthouse Road Charles City, VA 23030-0086			<u>Hon. B. Elliott Bondurant</u> Hon. Jeffrey W. Shaw* Hon. Michael E. McGinty Hon. Richard H. Rizk				Terms begin, 1st Tuesday, Jan., March, May, July, Sept., & Nov. 12. Grand Juries, 1st day of Term at 9:00 a.m. Criminal cases set for term at 9:00 a.m. Civil cases set for term at 11:00 a.m. Civil cases set by praecipe submitted seven days preceding Term Day. Should a Term Day fall on a legal holiday as set forth in § 2.1-21, Code of Virginia (1950), as amended, the Term Day will be on the following day. Commissioners in Chancery are utilized in real property cases. Instructions must be submitted 2 days prior to trial. Civil cases are set for trial by conference call with the Judge. Court convenes at 9:00 a.m. Final civil orders are distributed using regular mail with postage paid self addressed envelopes provided by the parties.	
				Victoria E. Washington, Clerk 804/652-2105 804/652-2107 Fax - 804/829-5647 8:30AM - 4:30PM Stop recording at 4:00 p.m.				

Asterisk (*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

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CIRCUIT COURT ADDRESS

JUDGE CLERK PHONE # HOURS

TERMS OF COURT AND GENERAL INFORMATION

Charlotte Circuit Court
Tenth Judicial Circuit
125 David Bruce Avenue
P. O. Box 38
Charlotte Cthse, VA 23923-0038

Hon. Leslie M. Osborn*
Hon. Donald Carl Blessing
Hon. S. Anderson Nelson
Hon. Kimberley S. White

Nan R. Colley, Clerk
434/542-5147
Fax - 434/542-4336
8:30AM - 4:30PM

Court convenes 9:30 a.m.
Terms begin, Wednesday after the 1st Monday, Feb., April, June,
Aug., Oct., & Dec.
Grand Juries, 1st day of Term.
All cases set on Docket Day. Attorneys are required to be present.
Commissioners in Chancery are utilized.
Civil cases set by written request (email is preferred). Send request
to kwhite@courts.state.va.us with a copy to
ajamerson@courts.state.va.us.

Charlottesville Circuit Court
Sixteenth Judicial Circuit
315 East High Street
Charlottesville, VA 22902

Hon. Richard E. Moore
Hon. Timothy K. Sanner*
Hon. Dale B. Durrer
Hon. Cheryl V. Higgins
Hon. Susan L. Whitlock

Llezelle Agustin Dugger, Clerk
434/970-3766
8:30AM - 4:30PM

E-Mail:
duggerl@charlottesville.org

Terms begin, 3rd Monday, April, June, Aug., Oct. & Dec.; Tuesday
following the 3rd Monday in February.
Grand Juries, 1st day of Term.
Criminal cases set at term - New Indictments & Felony Cases - 9:30
a.m. - Misdemeanor & Misdemeanor Appeal cases - 11:30 a.m.
Civil cases set for term at 2:00 p.m.
Drug Court, Thursdays, 8:30 a.m.
Commissioners in Chancery utilized for partition suits, suits to sell
land of incompetents, occasional divorce cases.
A Cover Sheet for Filing Civil Actions (Form CC-1416) is required for
all Civil case filings.

Chesapeake Circuit Court
First Judicial Circuit
307 Albemarle Drive
Suite 300A
Chesapeake, VA 23322-5579

Hon. Randall D. Smith*
Hon. Marjorie T. Arrington
Hon. Rufus A. Banks Jr.
Hon. John W. Brown
Hon. Timothy S. Wright

Alan P. Krasnoff, Clerk
757/382-3000
Fax - 757/382-3034
Fax - Criminal & Civil:
757/382-3035
8:00AM - 4:00PM

Criminal Terms begin, 1st Tuesday of each month, 2:00 p.m. except
when election date or a holiday is Term Day, then Term Day will be
held on Wednesday after the 1st Tuesday.
Civil Terms begin, 1st Tuesday of each month, 10:00 a.m., except when
election date or a holiday is Term Day, then Term Day will be held on
Wednesday after the 1st Tuesday.
Civil motions are heard each Wednesday (Visit
www.cityofchesapeake.net/civilmotions or call 757-382-3074 to
schedule a hearing.)
Grand Juries, 1st day of each term.
Civil cases are set by praecipe submitted by Thursday preceding Term
Day.
Court convenes at 9:00 a.m. for criminal and civil trials and 9:30
a.m. for arraignments.
Final orders are distributed using regular mail and require
self-addressed stamped envelopes.

Judges' Chambers:
757/382-3050

Asterisk (*) Denotes Chief Judge.
Underscoring Denotes Judge Presiding in this Court.
For Judge's Home Court, see Virginia Judges 6-1.

<u>CIRCUIT</u>	<u>COURT</u>	<u>ADDRESS</u>	<u>JUDGE</u>	<u>CLERK</u>	<u>PHONE #</u>	<u>HOURS</u>	<u>TERMS OF COURT AND GENERAL INFORMATION</u>
	Chesterfield Circuit Court Twelfth Judicial Circuit P. O. Box 125 9500 Courthouse Road, 2nd Floor Chesterfield, VA 23832-0125		<u>Hon. Timothy J. Hauler*</u> <u>Hon. Lynn S. Brice</u> <u>Hon. David E. Johnson</u> <u>Hon. Steven C. McCallum</u> <u>Hon. Edward A. Robbins Jr.</u> <u>Hon. Frederick G. Rockwell III</u>				Criminal and Civil Terms begin Tuesday following 3rd Monday in Jan., 3rd Monday in March, May, July, Sept. & Nov. Grand Juries, 1st day of Criminal Term at 9:00 a.m. Criminal dockets generally convene at 9:00 a.m. and 1:00 p.m. Criminal docket call held every term day morning. Criminal appeals scheduled the 1st and 3rd Tuesday (morning and afternoon) and every Friday (morning only). Criminal cases set through Commonwealth Attorney on designated days. Civil docket call generally held every Monday afternoon (or as assigned) for the presiding Judge's cases. Civil trials and most hearings are set with Judges' legal assistants. Civil appeals will be scheduled for the presiding Judge's duty docket call. The pre-setting of all cases is strongly encouraged.
	P.O. Box 57 (Judges)			Wendy Hughes, Clerk 804/748-1241 Fax - 804/796-5625 8:00AM - 4:00PM			
	Clarke Circuit Court Twenty-sixth Judicial Circuit P. O. Box 189 102 N. Church Street Berryville, VA 22611-0189		<u>Hon. Alexander R. Iden</u> Hon. Bruce D. Albertson* Hon. Clifford Lynwood Athey Jr. Hon. Neil Randolph Bryant Hon. Clark Andrew Ritchie Hon. Thomas J. Wilson IV				Terms begin, 3rd Monday, Jan., April, July & Oct. Motion Day, 3rd Wednesday of each month, 9:00 a.m. Grand Juries, 1st day of Term. Misdemeanor appeals day, 4th Wednesday of Jan., March, May, July, Sept. & Nov. Praecipes must be filed not less than 7 days preceding Motion Day. Court convenes 9:00 a.m. Local rules adopted pursuant to § 8.01-4. Clarke County mails the final orders to the attorneys and unrepresented parties, or if requested, we fax the orders.
				Helen Butts, Clerk 540/955-5116 Fax - 540/955-0284 9:00AM - 5:00PM			
				E-Mail: hbutts@vacourts.gov			
	Colonial Heights Circuit Court Twelfth Judicial Circuit 550 Boulevard P. O. Box 3401 Colonial Heights, VA 23834		<u>Hon. Timothy J. Hauler*</u> <u>Hon. Steven C. McCallum</u> <u>Hon. Frederick G. Rockwell III</u> Hon. Lynn S. Brice Hon. David E. Johnson Hon. Edward A. Robbins Jr.				Terms begin, 1st Tuesday, Jan., Mar., May, July, Sept., & Nov. Grand Juries, 1st day of Term, 10:00 a.m. Civil cases set by consent of counsel with Circuit Court Clerk or at docket call. Criminal cases set by Circuit Court Clerk on designated days. General criminal cases on Tues.; civil cases on Mon. Court convenes 8:00 a.m. and 9:00 a.m. depending on docket. Commissioners in Chancery are utilized in general chancery causes and in designated divorce cases.
				Stacy L. Stafford, Clerk 804/520-9364 8:00AM - 4:00PM			
				E-Mail: SStafford@vacourts.gov			

Asterisk (*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

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<u>CIRCUIT</u>	<u>COURT</u>	<u>ADDRESS</u>	<u>JUDGE</u>	<u>CLERK</u>	<u>PHONE #</u>	<u>HOURS</u>	<u>TERMS OF COURT AND GENERAL INFORMATION</u>
Craig Circuit Court	Twenty-fifth Judicial Circuit	Post Office Box 185 182 Main Street, Suite 4 New Castle, VA 24127	Hon. Charles L. Ricketts III*	Hon. Joel R. Branscom			Terms begin, last Monday, Feb.; 2nd Monday, May, Sept., Nov. Grand Juries, 1st day of Term. Cases set on Term Day and chancery matters set between docket calls by agreement of counsel with court's approval. Court convenes 9:30 a.m. Commissioners in Chancery are utilized in general chancery causes; i.e., partition suits. Craig County Circuit Court sends the final orders out by regular mail.
				Sharon P. Oliver, Clerk	540/864-6141	Fax - 540/864-7471 9:00AM - 5:00PM	
				E-Mail:	spoliver@vacourts.gov		
Culpeper Circuit Court	Sixteenth Judicial Circuit	Courthouse Building 135 W. Cameron Street Culpeper, VA 22701-3097	<u>Hon. Susan L. Whitlock</u>	Hon. Timothy K. Sanner*			Terms begin, 3rd Monday, Feb., April, June, Aug., Oct., Dec. Grand Juries, 1st day of Term. Criminal cases set on Term Date; civil cases set through Judge's Administrative Assistant, Leola Morse, 540-727-3440, or by praecipe on Term Day. Court convenes 9:30 a.m. Commissioners in Chancery are utilized in some contested chancery causes. Motion Day, 2nd & 4th Tuesday; 9:30 a.m. Criminal Cases; 1:30 p.m. Civil Cases Criminal cases we either send by regular mail, Secure Remote Access, Interoffice mail boxes, email (scram orders) or facsimile (physiological evaluation orders). Civil cases we either send regular mail or interoffice mail boxes.
				Janice J. Corbin, Clerk	540/727-3438	Fax - 540/727-3475 8:30AM - 4:30PM	
				E-Mail:	jcorbin@vacourts.gov		
Cumberland Circuit Court	Tenth Judicial Circuit	P. O. Box 8 1 Courthouse Circle Cumberland, VA 23040-0008	<u>Hon. Donald Carl Blessing</u>	<u>Hon. Kimberley S. White</u>			Terms begin, Tuesday following 4th Monday, Jan., April, June, Sept. & Nov. Grand Juries, 1st day of Term. Court convenes 9:30 a.m. All criminal cases are to be set with the office of the Commonwealth's Attorney. Civil cases are set by written request (email is preferred). Send request to dblessing@vacourts.gov with copy to ajamerson@vacourts.gov
				Deidre D. Martin, Clerk	804/492-4442	Fax - 804/492-4876 8:30AM - 4:30PM	

Asterisk (*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

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<u>CIRCUIT</u>	<u>COURT</u>	<u>ADDRESS</u>	<u>JUDGE</u>	<u>CLERK</u>	<u>PHONE #</u>	<u>HOURS</u>	<u>TERMS OF COURT AND GENERAL INFORMATION</u>
	Danville Circuit Court Twenty-second Judicial Circuit P. O. Box 3300 Courts and Jail Building 401 Patton Street Danville, VA 24543		<u>Hon. James J. Reynolds*</u> <u>Hon. Joseph W. Milam Jr.</u> Hon. Stacey W. Moreau Hon. Clyde H Perdue Jr. Gerald A. Gibson, Clerk 434/799-5168 Fax - 434/799-6502 9:00AM - 4:00PM				Grand Juries and Terms begin on the 1st Monday in Jan., March, May, July, Sept. & Nov. If the 1st Monday is a holiday, term will begin on the next business day. Grand Jury, 1st day of each Term; Docket Call 9:00 a.m., 2nd day of each Term Call 434-799-5171 to set civil cases directly with Court. Commissioners in Chancery are utilized when the nature of the cases requires.
	Dickenson Circuit Court Twenty-ninth Judicial Circuit P. O. Box 190 119 Court House Lane Clintwood, VA 24228		Hon. Richard C. Patterson* Hon. Jack S. Hurley Jr. Hon. Patrick R. Johnson Hon. Michael Lee Moore Hon. Brian K. Patton Richard W. Edwards, Clerk 276/926-1616 Fax - 276/926-6465 8:00AM - 4:30PM				Criminal Terms begin, 2nd Monday, March, June & September; 1st Monday, Dec. Grand Juries, 2nd Monday, March, June and Sept.; 1st Monday, Dec. All cases set on Term Day. Commissioners in Chancery are utilized in selection of jury. Civil Terms begin Tuesday, following Grand Jury.
	Dinwiddie Circuit Court Eleventh Judicial Circuit P. O. Box 63 Dinwiddie, VA 23841-0063 Physical address: 14008 Boydton Plank Road		Hon. Paul W. Cella* Hon. Dennis M. Martin Sr. Hon. Joseph M. Teefey Jr. John B. Chappell Jr., Clerk 804/469-4540 Fax - 804/469-5386 8:30AM - 4:30PM E-Mail: bchappell@vacourts.gov				Court convenes 9:00 a.m., and 1:00 p.m. Criminal term begins, 3rd Tues. each month Civil term begins, 3rd Tues. each month Grand Juries, 1st day of criminal term. Criminal cases set through Commonwealth's Attorney on designated days. Civil cases, hearings in civil cases, set through the Court Administrator, Tamera Wilson (804)733-2423 or twilson@courts.state.va.us, or on term days in matured cases. Criminal bench days every Wednesday a.m., 2nd Wed., a.m. and p.m., 1st Fri. a.m. and 4th Fri. a.m., and traffic appeals 4th Wed. p.m. The Court will email orders if we have an email address on file. If we don't have an email address then a self addressed stamped envelope is required. Online access to court orders and documents is also available for immediate retrieval. For more information concerning online access please visit our website here, http://www.dinwiddieva.us/index.aspx?nid=746 .

Asterisk (*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

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CIRCUIT COURT ADDRESS JUDGE CLERK PHONE # HOURS

Essex Circuit Court
Fifteenth Judicial Circuit
P. O. Box 445
305 Prince Street
Tappahannock, VA 22560

Hon. Charles S. Sharp*
Hon. Sarah L. Deneke
Hon. Joseph J. Ellis
Hon. J. Overton Harris
Hon. Herbert M. Hewitt
Hon. Patricia Kelly
Hon. Michael E. Levy
Hon. R. Michael McKenney
Hon. Ricardo Rigual
Hon. Gordon F. Willis
Hon. Victoria A. B. Willis

Gayle Ashworth, Clerk
804/443-3541
804/443-4381
Fax - 804/445-1216
8:30AM - 4:30PM

E-Mail:
gashworth@vacourts.gov

Fairfax Circuit Court
Nineteenth Judicial Circuit
4110 Chain Bridge Road
Fairfax, VA 22030
Website:
<https://www.fairfaxcounty.gov/circuit/>

Hon. Bruce D. White*
Hon. Penney S. Azcarate
Hon. Randy I. Bellows
Hon. David Bernhard
Hon. Jan L. Brodie
Hon. Grace Burke Carroll
Hon. Michael F. Devine
Hon. Richard E. Gardiner
Hon. Brett A. Kassabian
Hon. Thomas P. Mann
Hon. David A. Oblon
Hon. Daniel Eric Ortiz
Hon. Stephen C. Shannon
Hon. Robert J. Smith
Hon. John M. Tran

John T. Frey, Clerk
703/246-4111
703/691-7320 - General Court
Information
Fax - 703/273-6564
8:00AM - 4:00PM

TERMS OF COURT AND GENERAL INFORMATION

Terms begin 4th Wednesday, Jan., April, July, & October.
All cases set by agreement with Commonwealth's Attorney at preliminary hearing, on Term Day, or by agreement of counsel and the Court. The latter may be done by a telephone call to the Judge's office.
Court convenes 9:00 a.m.
In civil jury trials, instructions must be submitted to the Court and opposing counsel 5 days prior to trial.
Commissioners in Chancery are utilized in general chancery causes and divorces.
The practice for distribution of final orders is the following: DOC -fax P&P - fax Sentencing Guidelines - mail Orders to attorneys - automatically mailed to them after the judge signs, whether they ask or not.

Court convenes: Monday - Thursday 10:00 a.m
--Criminal Motions - Friday 9:00 a.m. & 10:00 a.m.
--Civil Motions - Friday 9:00 a.m., 10:00 a.m. & 11:30 a.m.
Arraignments: Monday - Thursday, 10 a.m., & Fri., 9:00 a.m.
Term Begins: 3rd Monday of every odd month (Jan., March, May, July, Sept., Nov.; except if it's a holiday, then it would be the 3rd Tues. of the month.)
Grand Juries:
--Regular Grand Jury: 3rd Monday of every odd month except when Monday is a holiday, then Grand Jury would be on a Tuesday.
--Interim Grand Jury: 3rd Monday of every even month except when Monday is a holiday, then Grand Jury would be on a Tuesday.
Grand Jury meets the 3rd Monday of every odd-numbered month (January, March, May, July, September and November) and Criminal Term Day shall commence at 9:00 a.m. on each Thursday immediately following the regular Grand Jury. Interim Grand Jury meets the 3rd Monday of every even-numbered month (February, April, June, August, October and December) and an Interim Criminal Term Day shall be held commencing at 9:00 a.m. on each Thursday immediately following any Interim Grand Jury. Exceptions: 1. Should Grand Jury or Interim Grand Jury fall on a state holiday, it will commence the next business day and Term Day will follow at 9:00 a.m. on Thursday immediately following. 2. In the event that Grand Jury falls during a mandatory judicial conference (usually in May), please contact the Clerk's Office for actual Grand Jury and Term Day dates.

Asterisk (*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

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<u>CIRCUIT</u>	<u>COURT</u>	<u>ADDRESS</u>	<u>JUDGE</u>	<u>CLERK</u>	<u>PHONE #</u>	<u>HOURS</u>	<u>TERMS OF COURT AND GENERAL INFORMATION</u>
Fauquier Circuit Court	Twentieth Judicial Circuit	29 Ashby Street Warrenton, VA 20186-3202	<u>Hon. Jeffrey W. Parker</u>	Hon. Stephen E. Sincavage*			Misdemeanor Appeal Days, 2nd Tuesday each month. Terms begin, 4th Monday, Jan., March, May, July, Sept., & Nov. Motion Day, 1st & 3rd Tuesday each month at 9:00 a.m.; Domestic Motions called at 1:30 p.m. Grand Juries, 1st day of Term. Court convenes 9:00 a.m. Commissioners in Chancery are utilized in partition suits and other selected suits. Depositions are utilized in divorces. Fauquier Circuit distributes final orders by e-mail and mails certified copies of divorce decrees
				Gail H. Barb, Clerk	540/422-8100	8:00AM - 4:30PM	
Floyd Circuit Court	Twenty-seventh Judicial Circuit	100 East Main St. Room 200 Floyd, VA 24091-0057	<u>Hon. Marcus H. Long Jr.</u>	Hon. Josiah T. Showalter Jr.*			Terms begin the first Tuesday of January, April July & October Grand Juries convene on the 1st day of Term @ 9:00 a.m. Criminal cases preset with the Commonwealth Attorney's Office Cases set by agreement of counsel and consent of court. Contact the Court to set hearings up to 4 hours, otherwise a praecipe is required. Court convenes at 9:30 a.m. Commissioners utilized @ the request of Counsel or by Order of Court.
				Hon. Bradley W. Finch			
				Hon. Brett L. Geisler			
				Hon. H. Lee Harrell			
				Hon. Robert M. D. Turk			
				Rhonda T. Vaughn, Clerk	540/745-9330	Fax - 540/745-9303 8:30AM - 4:30PM 8:30 am - 12:00 noon, Sat, except holiday weekends	
Fluvanna Circuit Court	Sixteenth Judicial Circuit	72 Main Street P. O. Box 550 Palmyra, VA 22963	<u>Hon. Richard E. Moore</u>	Hon. Timothy K. Sanner*			Terms begin, 4th Monday, Feb., April, June, Aug., Oct.; 3rd Tues. in Dec. Grand Juries, 1st day of Term. Criminal cases set on Term Day; civil cases set through Judge's Administrative Assistant, Jennette Runner, 434-970-3760, or by praecipe on Term Day. Court convenes 9:30 a.m., except at 10:00 a.m. on Term Days. Commissioners in Chancery are utilized in some contested civil cases.
				Hon. Dale B. Durrer			
				Hon. Cheryl V. Higgins			
				Hon. Susan L. Whitlock			
				Tristana P. Treadway, Clerk	434/591-1970	Fax - 434/591-1971 8:00AM - 4:30PM	
				E-Mail:			
				ttreadway@vacourts.gov			

Asterisk (*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

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<u>CIRCUIT</u>	<u>COURT</u>	<u>ADDRESS</u>	<u>JUDGE</u>	<u>CLERK</u>	<u>PHONE #</u>	<u>HOURS</u>	<u>TERMS OF COURT AND GENERAL INFORMATION</u>
Franklin Circuit Court Twenty-second Judicial Circuit P. O. Box 567 275 South Main Street Suite 212 Rocky Mount, VA 24151 P. O. Box 601 (Judge)			<u>Hon. Clyde H. Perdue Jr.</u> Hon. James J. Reynolds* Hon. Joseph W. Milam Jr. Hon. Stacey W. Moreau Teresa J. Brown, Clerk 540/483-3065 Fax - 540/483-3042 8:30AM - 5:00PM E-Mail: tjbrown@vacourts.gov				Terms begin, 1st Monday, Feb., April, June, Aug., Oct., and Dec. All cases are set by the Court's Administrative Assistant, Lori Cundiff, and the dates coordinated with the attorneys involved. Criminal cases are set the week following the preliminary hearing. Civil Cases are set 90 days after filing. Criminal and misdemeanor appeals are set by the Clerk of the General District Court or the Juvenile and Domestic Relations District Court at the time the appeal is noted.
Frederick Circuit Court Twenty-sixth Judicial Circuit 5 North Kent Street Winchester, VA 22601			<u>Hon. Clifford Lynwood Athey Jr.</u> <u>Hon. Neil Randolph Bryant</u> <u>Hon. Alexander R. Iden</u> Hon. Bruce D. Albertson* Hon. Clark Andrew Ritchie Hon. Thomas J. Wilson IV Rebecca P. Hogan, Clerk 540/667-5770 9:00AM - 5:00PM E-Mail: rhogan@vacourts.gov				Terms begin, Thursday after the 1st Monday, Jan., April, July, & Oct. A mini-term day is held each month, Thursday after the 1st Monday. Motion Day, 1st Wed. after the 1st Monday of each month. Misdemeanor appeal days, 3rd Wed. after 1st Mon. each month. Grand Juries, 1st Thursday after the 1st Monday of each month. Praecipes must be filed not less than 7 days preceding Motion Day. Court convenes 9:00 a.m. Commissioners in Chancery are utilized in special instances. Local Rules adopted pursuant to § 8.01-4. Faxes from attorneys and litigants will NOT be accepted without prior approval. Frederick County Circuit Court either hand deliver the orders to the litigants/attorneys or if they are not available we will mail copies within 2 days.
Fredericksburg Circuit Court Fifteenth Judicial Circuit 701 Princess Anne Street, Suite 100 Fredericksburg, VA 22401 Judge's Chambers: 701 Princess Anne St. Suite 300 Fredericksburg, VA 22401			<u>Hon. Gordon F. Willis</u> Hon. Charles S. Sharp* Hon. Sarah L. Deneke Hon. Joseph J. Ellis Hon. J. Overton Harris Hon. Herbert M. Hewitt Hon. Patricia Kelly Hon. Michael E. Levy Hon. R. Michael McKenney Hon. Ricardo Rigual Hon. Victoria A. B. Willis Jeff Small, Clerk 540/372-1066 540/372-1171 - Judge's Chambers Fax - 540/372-1174 - Judge's Chambers 8:30AM - 4:30PM				Terms begin, 4th Monday, Jan., April, July, & Oct. Grand Juries convene 4th Monday of every month. Civil cases set on Term Day; criminal cases set upon indictment. Court convenes 9:00 a.m. Motion days are the 2nd & 4th Mondays of each month. Motions lasting longer than 20 minutes or on a day other than motions day must be scheduled with chambers. Notice of criminal motions must be received in the Clerk's office by noon 3 business days before hearing. Notice of civil motions must be received in Clerk's office by noon the Wednesday of the week preceding the week in which the motion is to be heard. Term day praecipes must be received in Clerk's office by 4:00 p.m. twelve (12) days before the requested term day. Estate matters are handled by appointment. VLRCS coversheets are required for all land recordings. Gpin numbers need to be noted on the first page of all recordings. The Gpin must be placed on both the parcel identification and tax map lines of the ILS coversheet.

Asterisk (*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

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CIRCUIT COURT ADDRESS JUDGE CLERK PHONE # HOURS

TERMS OF COURT AND GENERAL INFORMATION

Fredericksburg Circuit Court - Continu

Last recording is completed by 3:00 p.m.
All Civil filings require a Civil order cover sheet. (Form CC-1416)
Fredericksburg emails certified final orders. Please provide us with
a valid email address for all parties wishing to receive a copy.

Giles Circuit Court
Twenty-seventh Judicial Circuit
P. O. Box 502
501 Wenonah Avenue
Pearisburg, VA 24134

Hon. Josiah T. Showalter Jr.*
Hon. Bradley W. Finch
Hon. Brett L. Geisler
Hon. H. Lee Harrell
Hon. Marcus H. Long Jr.
Hon. Robert M. D. Turk

Terms begin, 2nd Tuesday, Jan., April, July, & Oct.
Grand Juries, 1st day of Term.
Cases set on docket calls or by agreement of counsel with consent of
court.
Court convenes 9:00 a.m.
Commissioners in Chancery are utilized in selection of jury,
partition suits, and other major contested chancery causes.
Docket calls are scheduled 10:00 a.m. on opening day of Term.
Giles County mails a certified copy to each party involved in the
case.

Sherry E. Gautier, Clerk
540/921-1722
Fax - 540/921-3825
8:30AM - 5:00PM

Gloucester Circuit Court
Ninth Judicial Circuit
7400 Justice Drive, Room 327
Gloucester, VA 23061

Hon. Jeffrey W. Shaw*
Hon. B. Elliott Bondurant
Hon. Michael E. McGinty
Hon. Richard H. Rizk

Terms begin, 1st Monday, Jan., March, May, July, Sept., & Nov.
Grand Juries, 1st day of term, 9:30 a.m.
Court convenes 9:30 a.m.; docket call at 10:00 a.m.
Should a Term Day fall on a legal holiday, the Term Day will be on
the following day.
Local rules adopted pursuant to Virginia Code § 8.01-4.
All civil cases shall be set prior to and outside of Docket Call
after praecipe is filed.
Pendente Lite and civil motions heard on motions day set by the judge
(804) 693-1358.
Ninth Circuit Domestic Relations Trial Forms required
(<http://yorkcounty.gov/CountyGovernment/Courts-Circuit.aspx>).

Margaret F. Walker, Clerk
804/693-2502
Fax - 804/693-2186
8:00AM - 4:30PM

E-Mail:
mwalker@vacourts.gov

Goochland Circuit Court
Sixteenth Judicial Circuit
P. O. Box 196
2938 River Road West
Goochland, VA 23063

Hon. Timothy K. Sanner*
Hon. Dale B. Durrer
Hon. Cheryl V. Higgins
Hon. Richard E. Moore
Hon. Susan L. Whitlock

Court convenes 9:30 a.m. except Motion Days which begins at 9:00 a.m.
Terms begin, 2nd Tuesday, Feb., April, June, Aug., Oct., & Dec.
Grand Juries, 1st day of Term.
Civil cases set on Term Day by praecipe.
Commissioners in Chancery are rarely utilized and only by agreement
of Counsel.
Local rules adopted pursuant to § 8.01-4.
Goochland Circuit Court sends copies of orders by regular mail.
Term day for December 2016 is on Tuesday, December 6, 2016.

Dale W. Agnew, Clerk
804/556-5353
Fax - 804/556-4962
8:30AM - 5:00PM

Asterisk (*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

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<u>CIRCUIT</u>	<u>COURT</u>	<u>ADDRESS</u>	<u>JUDGE</u>	<u>CLERK</u>	<u>PHONE #</u>	<u>HOURS</u>	<u>TERMS OF COURT AND GENERAL INFORMATION</u>
Grayson Circuit Court Twenty-seventh Judicial Circuit P. O. Box 130 129 Davis Street Independence, VA 24348-0130			<u>Hon. H. Lee Harrell</u> Hon. Josiah T. Showalter Jr.* Hon. Bradley W. Finch Hon. Brett L. Geisler Hon. Marcus H. Long Jr. Hon. Robert M. D. Turk				Terms begin 4th Friday, Oct., Jan., April, & July at 9:00 a.m. Grand Juries, 1st day of Term. All cases set on Docket calls on the opening day of each term, or by agreement of counsel with consent of court. Court convenes 9:00 a.m. Commissioners in Chancery utilized in partitions suits, not normally used in divorce cases.
				Susan M. Herrington, Clerk 276/773-2231 Fax - 276/773-3338 8:00AM - 5:00PM			
Greene Circuit Court Sixteenth Judicial Circuit P. O. Box 386 Stanardsville, VA 22973-0386			Hon. Timothy K. Sanner* Hon. Dale B. Durrer Hon. Cheryl V. Higgins Hon. Richard E. Moore Hon. Susan L. Whitlock				Terms begin 2nd Mon., Feb., April, June, Aug., Oct., & Dec. October Term: Tues. after 2nd Mon. as 2nd Mon. is a holiday Grand Juries, 1st day of Term, 9:00 a.m. Criminal cases set on Term Day. Civil cases set by praecipe on Term Day, 11:00 a.m. Court convenes 9:00 a.m. Commissioners in Chancery are utilized in some chancery causes. Motions Day, 3rd Tues. (Criminal 9:00 a.m.; Civil 1:30 p.m.) As soon as the Judge enters the final order it is processed and certified copies are distributed by mail.
22 Court Street			Brenda M. Compton, Clerk 434/985-5208 Fax - 434/985-6723 8:15AM - 4:30PM				
Greensville Circuit Court Sixth Judicial Circuit P. O. Box 631 337 South Main Street Emporia, VA 23847-0631			<u>Hon. W. Allan Sharrett*</u> Hon. William Edward Tomko III Robert C. Wrenn, Clerk 434/348-4215 Fax - 434/348-4020 8:30AM - 5:00PM				Terms begin, 1st Tuesday, Feb., April, June, Aug., Oct., & Dec. Motions Day, 1st and 3rd Friday, each month. Grand Juries, 1st day of Term. All cases set on Term Day. Civil cases set by court administrator. Court convenes 9:00 a.m. (criminal and civil) Commissioners in Chancery are utilized in chancery causes and some divorce cases. Instructions must be submitted 5 days prior to trial. Local rules adopted pursuant to § 8.01-4.
Halifax Circuit Court Tenth Judicial Circuit 1030 Mary Bethune Street Halifax, VA 24558 Note: The post office does not deliver to the physical address. Mailing Address: P.O. Box 729, Halifax, VA 24558			Hon. Leslie M. Osborn* Hon. Donald Carl Blessing Hon. S. Anderson Nelson Hon. Kimberley S. White Cathy M. Cosby, Clerk 434/476-6211 Judge's Office: 434-476-6114 Fax - 434/476-2890 Fax - Clerk's Office: 434-476-2890 8:30AM - 4:30PM				Grand jury meets 1st day of term & term days are the 1st Thursday of each month Docket call days will be the 1st Thurs. of every month beginning Feb. 5, 2015. If the docket call day falls on a legal holiday, then docket call shall occur the following Thursday. Civil cases set by written request (email is preferred). Send request to ptalbott@courts.state.va.us. Court convenes at 9:00 a.m. Commissioners in Chancery are utilized in general chancery causes, except divorce.

Asterisk (*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

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CIRCUIT COURT ADDRESS

JUDGE CLERK PHONE # HOURS

TERMS OF COURT AND GENERAL INFORMATION

Hampton Circuit Court
Eighth Judicial Circuit
P. O. Box 40
237 N. King Street
Hampton, VA 23669-0040

Hon. Christopher W. Hutton*
Hon. Bonnie L. Jones
Hon. Michael A. Gaten

Linda Batchelor Smith, Clerk
757/727-6105
Fax - 757/728-3505
Fax - Criminal: 757-728-3367
8:30AM - 4:00PM

Terms begin, 1st Monday, Feb., April, June, Aug., Oct., & Dec.
Criminal Term Grand Juries, 1st Monday, each month 9:00 a.m.
All cases set on Term Day.
Civil cases set by praecipe (Judges' secretary handles all scheduling issues).
Court convenes 9:00 a.m. - civil matters; 9:00 a.m., 10:30 a.m., and 2:00 p.m. - criminal matters.
Commissioners in Chancery are utilized in divorce and other cases for good cause shown.
Local rules adopted pursuant to § 8.01-4.
To set or cancel court hearing, contact Judges' office.
Faxes not accepted in civil matters.
Faxes only accepted in Criminal matters as set forth in the Docket Management & Continuance Policy, amended March 11, 2005.
Recordation cutoff time 3:30 p.m.

Hanover Circuit Court
Fifteenth Judicial Circuit
P. O. Box 39
7530 County Complex Road
Hanover, VA 23069

Hon. J. Overton Harris
Hon. Patricia Kelly
Hon. Charles S. Sharp*
Hon. Sarah L. Deneke
Hon. Joseph J. Ellis
Hon. Herbert M. Hewitt
Hon. Michael E. Levy
Hon. R. Michael McKenney
Hon. Ricardo Rigual
Hon. Gordon F. Willis
Hon. Victoria A. B. Willis

Frank D. Hargrove Jr., Clerk
804/365-6150
Fax - Civil Cases Fax -
804/365-6278
Fax - Criminal Cases Fax -
804/365-7148
8:00AM - 4:30PM

E-Mail:
FHargrove@vacourts.gov

Terms begin, 3rd Tuesday, Jan., March, July, Sept., & Nov.
May Term Day is May 22, 2018 at 2:00 p.m.
Grand Juries, 1st day of Term and as otherwise called.
Criminal cases set at preliminary hearing, when appealed or at the convening of a grand jury.
Civil cases set on Term Day at 2:00 p.m., by appearance or by contacting Judge's chambers at 804/365-6161.
Court convenes 9:00 a.m.
Commissioners in Chancery are utilized in partition suits.

Asterisk (*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

CIRCUIT COURT ADDRESS

JUDGE CLERK PHONE # HOURS

TERMS OF COURT AND GENERAL INFORMATION

Henrico Circuit Court
Fourteenth Judicial Circuit
P. O. Box 90775
4301 East Parham Road
Henrico, VA 23273

Hon. Richard S. Wallerstein Jr.*
Hon. Lee A. Harris Jr.
Hon. Gary A. Hicks
Hon. John Marshall
Hon. James Stephen Yoffy

Heidi S. Barshinger, Clerk
804/501-4202
8:00AM - 4:00PM

Criminal Terms begin, 2nd Monday, Jan., March, May, July, Sept., & Nov.
Grand Juries, 1st day of Term, 9:00 a.m.
Civil cases set 2nd Monday, July, Oct., Jan., & April (2:00 p.m.) or may be set by telephone.
Criminal cases set when appealed or at preliminary hearing.
Court convenes 9:00 a.m.; 10:00 a.m. for jury trials.
Commissioners in Chancery are utilized in unusual causes; accountings; suits by creditors; suits on mechanic's lien; partition suits; sale of land of persons under disability, some divorce cases.
Instructions must be submitted 2 days prior to trial.
Effective May 1, 2016, the Henrico Circuit Court will no longer be holding civil docket calls.

Henry Circuit Court
Twenty-first Judicial Circuit
Suite B
3160 Kings Mountain Rd.
Martinsville, VA 24112-3966

Hon. David V. Williams*
Hon. Martin F. Clark Jr.
Hon. G. Carter Greer

Jennifer R. Ashworth, Clerk
276/634-4880
9:00AM - 5:00PM
Deed recording hours 9:00 a.m. - 4:30 p.m.
Passport acceptance hours 9:00 a.m. - 4:00 p.m.

Terms begin, 3rd Monday, 9:00 a.m., in July, Sept., Nov., Mar., & May; 1st Tuesday after 3rd Monday, 9:00 a.m., in Jan.
Grand Juries, 1st day of Term.
Pursuant to Rule 1:20, counsel of record may agree to a trial date as a part of a written plan prepared and submitted to the court for approval pursuant to Rule 1:18, after obtaining a trial date from the court's administrative assistant.
Court convenes 9:00 a.m.
Commissioners in Chancery are utilized in partition suits, creditors suits, etc.
Distribution of Final Orders Procedures:; Civil: send copies as directed by order. ; ; J&DR Civil appeals: Copy to attorneys of record, parties pro se, DCSE and CASA when appropriate; ; Criminal: Upon request.

Highland Circuit Court
Twenty-fifth Judicial Circuit
P. O. Box 190
Monterey, VA 24465-0190
Physical Address: 165 W. Main Street, Monterey, VA 24465

Hon. Charles L. Ricketts III*
Hon. Joel R. Branscom
Hon. Anita D. Filson
Hon. W. Chapman Goodwin
Hon. Victor V. Ludwig

Judy W. Hupman, Clerk
540/468-2447
Fax - 540/468-2047
8:30AM - 4:30PM
Passport Issuance Times: 8:30 a.m. - 4:00 p.m.

Terms Dates: March, June, Sept., & Dec. - *Please contact court for specific designated date until further notice.*
Grand Juries, 1st day of Term.
Court convenes 9:00 a.m.
Commissioners in Chancery are utilized.
The Highland Circuit Court uses regular mail to distribute final orders and appreciate, but do not require, self addressed stamped envelopes.

E-Mail:
jhupman@vacourts.gov

Asterisk (*) Denotes Chief Judge.
Underscoring Denotes Judge Presiding in this Court.
For Judge's Home Court, see Virginia Judges 6-1.

<u>CIRCUIT</u>	<u>COURT</u>	<u>ADDRESS</u>	<u>JUDGE</u>	<u>CLERK</u>	<u>PHONE #</u>	<u>HOURS</u>	<u>TERMS OF COURT AND GENERAL INFORMATION</u>
	Hopewell Circuit Court Sixth Judicial Circuit P. O. Box 310 100 E. Broadway Room 251 Hopewell, VA 23860		<u>Hon. W. Allan Sharrett*</u> Hon. William Edward Tomko III	Tamara J. Ward, Clerk 804/541-2239 Fax - 804/541-2438 8:30AM - 4:00PM			Terms begin, 2nd Tuesday, Feb., Apr., June, Aug., Oct., & Dec. Motions Day, 2nd and 4th Fridays. Grand Juries, 1st day of Term. Civil cases set by praecipe. Civil Court convenes 9:00 a.m. Criminal Court convenes 9:00 a.m. Commissioners in Chancery are utilized in partition suits. Instructions must be submitted 5 days prior to trial. Local rules adopted pursuant to § 8.01-4. Final Orders will be mailed to all counsel of record and any unrepresented party as soon as they have been entered by the Judge. The preferred practice is to submit self-addressed, stamped envelopes for the return of the certified copies of the Final Order. However, this office will always mail and provide certified copies to all parties whether an envelope has been provided to us or hasn't been provided to us.
	Isle of Wight Circuit Court Fifth Judicial Circuit 17000 Josiah Parker Circle P. O. Box 110 Isle of Wight, VA 23397		<u>Hon. Carl Edward Eason Jr.*</u> Hon. Lawson Wayne Farmer Hon. Robert H. Sandwich Jr.	Sharon N. Jones, Clerk 757/365-6233 9:00AM - 5:00PM E-Mail: snjones@vacourts.gov			Terms begin, 2nd Monday, Jan., March, May, July, Sept., & Nov. Motion Day, every Tues.. 9:00 a.m., in Suffolk. Civil cases set by civil court administrator. Grand Juries, 1st day of Term. Court convenes 9:30 a.m. Commissioners in Chancery are utilized for divorce, annulments, and depositions if an affidavit conducted before a notary is filed. Instructions must be submitted seven days prior to trial. Local rules adopted pursuant to § 8.01-4. Civil final orders are certified and mailed to attorneys; and any other pertinent orders (such as temporary custody orders etc) are certified and mailed. All others orders during the course of the case are emailed to attorneys. The same is done if dealing with pro se parties.
	James City County/Williamsburg Circuit Court Ninth Judicial Circuit 5201 Monticello Avenue Suite Six Williamsburg, VA 23188-8218 Judge's Address: 5201 Monticello Avenue, Suite One, Williamsburg, VA 23188-8218		Hon. Jeffrey W. Shaw* Hon. B. Elliott Bondurant Hon. Michael E. McGinty Hon. Richard H. Rizk	Mona A. Foley, Clerk 757/564-2242 Judge's Chambers: 757/564-2300 8:30AM - 4:30PM			Terms begin, 3rd Wednesday, Jan., March, May, July, Sept., & Nov. Grand Juries, 1st day of Term. All cases set on Term Day or by pre-trial order, no appearance required. Grand Juries at 9:00 a.m. Criminal docket calls at 9:00 a.m. Civil docket calls at 11:00 a.m. Commissioners in Chancery are utilized generally in chancery cases. Instructions must be submitted prior to trial. Local rules adopted pursuant to § 8.01-4. Should term day fall on a legal holiday as set forth in § 2.2-3300, Code of Virginia (1950), as amended, the term day will be rescheduled.

Asterisk (*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

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<u>CIRCUIT</u>	<u>COURT</u>	<u>ADDRESS</u>	<u>JUDGE</u>	<u>CLERK</u>	<u>PHONE #</u>	<u>HOURS</u>	<u>TERMS OF COURT AND GENERAL INFORMATION</u>
King and Queen Circuit Court Ninth Judicial Circuit P. O. Box 67 234 Allen's Circle King and Queen Court House King And Queen, VA 23085			<u>Hon. B. Elliott Bondurant</u> Hon. Jeffrey W. Shaw* Hon. Michael E. McGinty Hon. Richard H. Rizk				Terms begin, 2nd Tuesday, Feb., Apr., June, Aug., Oct., & Dec. Grand Juries, 1st day of Term. Should a Term Day fall on a legal holiday as set forth in § 2.1-21, Code of Virginia (1950), as amended, the Term Day will be on the following day. Praecipies must be filed seven days preceding Civil Term Day. Civil cases set for trial by conference call with the judge. Instructions must be submitted 2 days prior to trial. Commissioners in Chancery are rarely used and only at request of attorneys. Local Rules adopted pursuant to § 8.01-4 for divorce cases. King and Queen Circuit Court mails orders through the postal service to the attorneys and pro se litigants within 5 business days of the orders being signed by the Judge.
King George Circuit Court Fifteenth Judicial Circuit 9483 Kings Highway, Suite 3 King George, VA 22485-3444			<u>Hon. Herbert M. Hewitt</u> Hon. Charles S. Sharp* Hon. Sarah L. Deneke Hon. Joseph J. Ellis Hon. J. Overton Harris Hon. Patricia Kelly Hon. Michael E. Levy Hon. R. Michael McKenney Hon. Ricardo Rigual Hon. Gordon F. Willis Hon. Victoria A. B. Willis				Terms begin, 2nd Thursday, Jan., Apr., July, & Oct. at 10:00 a.m. Grand Juries, 1st day of Term. Cases set on Term Day by praecipe. Court convenes 9:00 a.m. Commissioners in Chancery are utilized in general chancery causes, i.e., partition suits, etc. Term Day Convenes 10:00 a.m.
				Charles V. Mason, Clerk 540/775-3322 Fax - 540/775-5466 7:30AM - 4:30PM			
				E-Mail: vmason@vacourts.gov			
King William Circuit Court Ninth Judicial Circuit 351 Courthouse Lane, Suite 130 King William, VA 23086			<u>Hon. B. Elliott Bondurant</u> Hon. Jeffrey W. Shaw* Hon. Michael E. McGinty Hon. Richard H. Rizk				Terms begin, 1st Monday, Feb., Apr., June, Aug., Oct., & Dec. Grand Juries, 1st day of Term. Grand Juries will meet at 9:00 a.m. Criminal docket will be held at 9:00 a.m. Civil docket will be held at 11:00 a.m. Commissioners in Chancery are utilized. Instructions must be submitted 2 days prior to trial. Should a Term Day fall on a legal holiday as set forth in § 2.1-21, Code of Virginia (1950), as amended, the Term Day will be on the following day. Praecipies must be filed seven days preceding Civil Term Day.
				Patricia M. Norman, Clerk 804/769-4936 804/769-4937 804/769-4938 Fax - 804/769-4991 8:30AM - 4:30PM			

Asterisk (*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

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CIRCUIT COURT ADDRESS JUDGE CLERK PHONE # HOURS

TERMS OF COURT AND GENERAL INFORMATION

King William Circuit Court - Continued E-Mail:

pnorman@vacourts.gov

Lancaster Circuit Court
Fifteenth Judicial Circuit
Post Office Box 99
Lancaster, VA 22503
Physical Address: 8265 Mary
Ball Road, Lancaster, VA
22503
MAIL IS NOT DELIVERABLE TO
THE PHYSICAL ADDRESS. Please
use the P.O. Box.

Hon. R. Michael McKenney
Hon. Charles S. Sharp*
Hon. Sarah L. Deneke
Hon. Joseph J. Ellis
Hon. J. Overton Harris
Hon. Herbert M. Hewitt
Hon. Patricia Kelly
Hon. Michael E. Levy
Hon. Ricardo Rigual
Hon. Gordon F. Willis
Hon. Victoria A. B. Willis

Diane H. Mumford, Clerk
804/462-5611
Fax - 804/462-9978
8:30AM - 4:30PM

Terms begin, 4th Friday, Jan., Apr., July, & Oct.
All cases set by agreement with Commonwealth's Attorney at
preliminary hearing, on Term Day, or by agreement of counsel and the
Court. The latter may be done by a telephone call to the Judge's
office.
Court convenes 9:00 a.m.
In civil jury trials, instructions must be submitted to the Court and
opposing counsel 5 days prior to trial.
Commissioners in Chancery are utilized in general civil causes and
divorces.

Lee Circuit Court
Thirtieth Judicial Circuit
P. O. Box 326
Main Street
Jonesville, VA 24263-0326

Hon. Tammy S. McElyea
Hon. Jeffrey Hamilton*
Hon. Chadwick S. Dotson
Hon. John C. Kilgore

Rene Lamey, Clerk
276/346-7763
Fax - 276/346-3440
8:00AM - 4:30PM

E-Mail:
rlamey@vacourts.gov

Terms begin, 1st Monday, March, June, & Dec.; 2nd Monday, Sept.
Grand Juries, 1st day of Term and 1st Friday of each month.
Cases set on Term Day. Civil cases set by praecipe.
Court convenes 9:00 a.m.
Commissioners in Chancery are utilized.
Motion day at discretion of Chief Judge.

Loudoun Circuit Court
Twentieth Judicial Circuit
P. O. Box 550
18 E. Market St., 3rd floor
Leesburg, VA 20178

Hon. Stephen E. Sincavage*
Hon. Douglas L. Fleming Jr.
Hon. Jeanette A. Irby
Hon. Jeffrey W. Parker

Gary M. Clemens, Clerk
703/777-0270
Fax - 703/777-0376
8:00AM - 4:00PM

Term of Court begins on the second Monday in February, April, June,
August and December; and the Tuesday following the second Monday in
October.
Grand Jury convenes on the second Monday of each month. However, in
October Grand Jury will convene on October 16th.
Civil cases are scheduled on Monday mornings, except Court holidays.
A praecipe must be filed for scheduling purposes.
Criminal cases are scheduled the day following term day at 9:00 a.m.
or may be scheduled by praecipe.
Court convenes at 9:00 a.m. sharp unless the Court has designated an
earlier time as noted in the case management system.
A list of Appointees for Commissioners in Chancery can be found at:
<https://www.loudoun.gov/DocumentCenter/View/102951>.

Asterisk (*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

1-21

CIRCUIT COURT ADDRESS JUDGE CLERK PHONE # HOURS

TERMS OF COURT AND GENERAL INFORMATION

Loudoun Circuit Court - Continued

Civil Motions Day occurs on the first Friday of each month with the following schedule: Scheduling, 9:00 a.m.; Ore Tenus Hearings, 9:00 a.m.; Domestic cases, 10:00 a.m.; and Civil Law cases, 2:00 p.m. Civil Motions in July will be held on the 2nd Friday of the month. Criminal Motions Day occurs on the fourth Friday of each month at 9:00 a.m. except for November and December. Praecipes must be filed at least seven (7) calendar days in advance of a requested court docket with appropriate notice to the opposing party. Praecipes must be filed at least fourteen (14) calendar days in advance of a requested court docket if the motion requires the filing of a brief or memorandum. See Va. Sup. Ct. R. 4:15 (c) for filing deadlines of briefs. Recordation of deeds is available, in person, Monday through Friday from 8:00 a.m. to 4:00 p.m. Electronic recording is available 24/7 but will be processed during normal business hours. Misdemeanor appeals occur on the 2nd Friday of each month and on the 3rd Friday in July. (except court holidays) Financial transactions are accepted by the Clerk's Office Monday through Friday from 8:00 a.m. to 4:00 p.m. Online payment of criminal fines and costs can be made 24/7 but will be processed during normal business hours. All visitors to the Court Complex are subject to security screening by Sheriff's deputies upon entering the facility. Mobile devices and cellphones with cameras are not permitted in the Courts Complex by order of the Court. Attorneys who are members of the State Bar are permitted to bring one cellphone with camera functionality in the Courts Complex and the Sheriff's deputies may request bar identification. Otherwise, no cameras are permitted in the Courts Complex. Please follow this link to the Order of the Court Concerning the use of cameras. A list of the civil celebrants who are authorized by the Circuit Court to officiate the rites of civil marriage in Loudoun County can be found at: <https://www.loudoun.gov/DocumentCenter/Home/View/33283>.

Louisa Circuit Court
Sixteenth Judicial Circuit
Box 37
100 W. Main Street
Louisa, VA 23093-0037

Hon. Timothy K. Sanner*
Hon. Dale B. Durrer
Hon. Cheryl V. Higgins
Hon. Richard E. Moore
Hon. Susan L. Whitlock

Patty Madison, Clerk
540/967-5312
Judges: 540/967-5300
Fax - 540/967-2705
8:30AM - 5:00PM

Terms begin, 2nd Monday, Jan., March, July, Sept. & Nov.
Due to the mandatory Judicial Conference, the May Term Day will be May 7, 2018.
Due to the Veterans Day holiday, the November Term Day will be November 5, 2018.
Grand Juries, 1st day of Term.
All cases set on Term Day by praecipe filed 7 days prior.
Court convenes 9:30 a.m., except for Motions Day which begins at 9:00 a.m.
Commissioners in Chancery are rarely utilized and generally only by agreement of counsel.
Local rules adopted pursuant to § 8.01-4.

Asterisk (*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

1-22

<u>CIRCUIT</u>	<u>COURT</u>	<u>ADDRESS</u>	<u>JUDGE</u>	<u>CLERK</u>	<u>PHONE #</u>	<u>HOURS</u>	<u>TERMS OF COURT AND GENERAL INFORMATION</u>
Lunenburg Circuit Court Tenth Judicial Circuit 11435 Courthouse Road Lunenburg, VA 23952 Physical address: 11413 Courthouse Rd., Lunenburg, VA 23952			<u>Hon. S. Anderson Nelson</u> Hon. Leslie M. Osborn* Hon. Donald Carl Blessing Hon. Kimberley S. White				Court convenes 9:30 a.m. Terms begin, 1st Monday, Feb., Apr., June, Aug., Oct., & Dec. If the first day, known as Term Day, of any Term as scheduled above shall fall on a legal holiday, then such Term shall commence and its Term Day be on the following day. All criminal cases are to be preset with the office of the Commonwealth's Attorney before Term Day. Civil cases are set by written request. (Email is preferred.) anelson@courts.state.va.us with a copy to pcolgate@courts.state.va.us. Final Orders are disbursed through the mail or by fax.
Lynchburg Circuit Court Twenty-fourth Judicial Circuit P. O. Box 4 900 Court Street Lynchburg, VA 24505 Please send all mail to P.O. Box 4, Lynchburg, VA 24505. Mail addressed to the street address may not be delivered in a timely manner.			<u>Hon. F. Patrick Yeatts*</u> <u>Hon. R. Edwin Burnette Jr.</u> Hon. John T. Cook Hon. Michael T. Garrett Hon. James W. Updike Jr.	Eugene C. Wingfield, Clerk 434/455-2620 Judge's Office: 434-455-2600 Fax - 434/847-1864 8:30AM - 4:30PM			Criminal Terms begin, 1st Monday every month. Civil Terms begin, 1st Monday monthly. Grand Juries, 1st day of Term. All cases set on Term Day; Criminal - 9:00 a.m., Civil - 1:30 p.m. Civil cases can be set outside of Civil Docket call by contacting the Judicial Assistant to the Judges. Court convenes 9:00 a.m. Commissioners in Chancery are utilized in limited instances. Motion Day, 2nd & 4th Fri. after Term day, 9:00 a.m. - 4:30 p.m. by appointment. Misdemeanor appeals - 1st two days after opening day of Term.
Madison Circuit Court Sixteenth Judicial Circuit 1 Main Street P. O. Box 220 Madison, VA 22727			Hon. Timothy K. Sanner* Hon. Dale B. Durrer Hon. Cheryl V. Higgins Hon. Richard E. Moore Hon. Susan L. Whitlock	Leeta D. Louk, Clerk 540/948-6888 Fax - 540/948-3759 8:30AM - 4:30PM			Terms begin, 1st Monday, Jan., March, May, July, Sept., & Nov. Grand Juries, 1st day of Term. Cases set on Term Day; 9:30 a.m. (Criminal), 11:00 a.m. (Civil) Motion Day, 2nd Wednesday, 9:00 (Criminal), 1:30 (Civil) Court convenes 9:30 a.m. Commissioners in Chancery are utilized in limited instances. Madison County Circuit Court mails the Final Order in Civil and Criminal Cases.
Martinsville Circuit Court Twenty-first Judicial Circuit P. O. Box 1206 55 W. Church Street Martinsville, VA 24114-1206 P. O. Box 1347 (Judges)			<u>Hon. G. Carter Greer</u> Hon. David V. Williams* Hon. Martin F. Clark Jr.	Ashby R. Pritchett, Clerk 276/403-5106 Fax - 276/403-5232 9:00AM - 5:00PM			Criminal Terms begin, 1st Monday, Nov.; 2nd Monday, Feb.; 1st Mon., May; 4th Monday, July. Grand Juries, 1st day of Term. Civil cases set by Pretrial Scheduling Order. Criminal cases are set on Misdemeanor Appeal Day for Misdemeanor Trial Day; felony cases are set on Term Day, or on Felony Disposition Day #1 or #2, or on Return on Indictments Day. Court convenes 9:00 a.m. Commissioners in Chancery are utilized in divorce proceedings,

Asterisk (*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

1-23

CIRCUIT COURT ADDRESS JUDGE CLERK PHONE # HOURS

TERMS OF COURT AND GENERAL INFORMATION

Martinsville Circuit Court - Continued E-Mail:
APritchett@vacourts.gov

partition suits, creditors suits, etc.
Distribution of Final Orders - Civil Case: Once received from the Judge's Office, certified copies of final orders are distributed to attorneys of record and to other persons identified in the Order to receive a copy. Certified copies are mailed to the recipient's address appearing in the file or provided in the final order. If attorneys request an immediate copy, an uncertified copy is sent by electronic transmission.
Distribution of Final Orders - Criminal Case: The Clerk's Office prepares final orders. Once endorsed by the Judge, copies are transmitted by electronic transmission, by fax and by mail to parties required by law to receive them.

Mathews Circuit Court
Ninth Judicial Circuit
P. O. Box 463
10622 Buckley Hall Road
Mathews, VA 23109

Hon. Jeffrey W. Shaw*
Hon. B. Elliott Bondurant
Hon. Michael E. McGinty
Hon. Richard H. Rizk

Angela Ingram, Clerk
804/725-2550
Fax - 804/725-7456
8:00AM - 4:00PM

Terms begin, 3rd Monday, Jan., March, May, July, Sept., & Nov.
Grand Juries, 1st day of term, 9:30 a.m.
Court convenes at 9:30 a.m.; docket call at 10:00 a.m.
Court convenes 9:30 a.m.
Should a Term Day fall on a legal holiday, the Term Day will be on the following day.
Local rules adopted pursuant to Virginia Code § 8.01-4.
All civil cases shall be set prior to and outside of Docket Call after praecipe is filed.
Pendente Lite and civil motions heard on motions day set by the judge (804) 693-1358.
Ninth Circuit Domestic Relations Trial Forms required
(<http://yorkcounty.gov/CountyGovernment/Courts-Circuit.aspx>).

Mecklenburg Circuit Court
Tenth Judicial Circuit
393 Washington Street
P. O. Box 530
Boydton, VA 23917-0530
Street Address:393 Washington
Street, Boydton, VA 23917

Hon. Leslie M. Osborn*
Hon. Donald Carl Blessing
Hon. S. Anderson Nelson
Hon. Kimberley S. White

Michelle Gordon, Clerk
434/738-6191
434/738-6191 Ext. 5113
Fax - 434/738-6861
8:30AM - 5:00PM

Court convenes 9:30 a.m.
Terms begin, 3rd Monday, Jan., Feb., March, April, May, June, July, Aug., Sept., Oct., & Nov. 2nd Monday, Dec.
Should a Term Day fall on a legal holiday, the Term Day will be on the following day.
Grand Juries, 1st day of Term.
Commissioners in Chancery are utilized.
All criminal cases are to be preset with the office of the Commonwealth's Attorney before Term Day.
Civil cases are set by written request (email is preferred). Send request to anelson@courts.state.va.us with copy to pcolgate@courts.state.va.us.

Asterisk (*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

1-24

<u>CIRCUIT</u>	<u>COURT</u>	<u>ADDRESS</u>	<u>JUDGE</u>	<u>CLERK</u>	<u>PHONE #</u>	<u>HOURS</u>	<u>TERMS OF COURT AND GENERAL INFORMATION</u>
Middlesex Circuit Court Ninth Judicial Circuit P. O. Box 158 Routes 17 & 33 Courthouse Saluda, VA 23149			<u>Hon. Jeffrey W. Shaw*</u> Hon. B. Elliott Bondurant Hon. Michael E. McGinty Hon. Richard H. Rizk				Terms begin, 4th Monday, Jan., March, May, July, Sept., Nov. Grand Juries, 1st day of term, 9:30 a.m. Court convenes at 9:30 a.m.; docket call at 10:00 a.m. Should a Term Day fall on a legal holiday, the Term Day will be on the following day. Local rules adopted pursuant to Virginia Code § 8.01-4. All civil cases shall be set prior to and outside of Docket Call after praecipe is filed. Pendente Lite and civil motions heard on motions day set by the judge (804) 693-1358. Ninth Circuit Domestic Relations Trial Forms required (http://yorkcounty.gov/CountyGovernment/Courts-Circuit.aspx).
Montgomery Circuit Court Twenty-seventh Judicial Circuit 55 East Main Street, Suite 1 Christiansburg, VA 24073			<u>Hon. Marcus H. Long Jr.</u> <u>Hon. Robert M. D. Turk</u> Hon. Josiah T. Showalter Jr.* Hon. Bradley W. Finch Hon. Brett L. Geisler Hon. H. Lee Harrell	Erica W. Conner, Clerk 540/382-5760 Judges' Chambers: 540/382-5754 Fax - Clerk's Office: 540/382-6937 Fax - Judges' Chambers: (540) 382-6922 8:30AM - 4:30PM			Terms begin, 2nd Tuesday, Jan., April, July, & Oct. Grand Juries, 1st day of Term and 4th Tues. of each Term. Court convenes 9:00 a.m. Commissioners are utilized in equitable distribution matters; not divorce. Civil cases set by praecipe received 10 days prior to Term, by agreement of court and counsel. Criminal and traffic misdemeanor appeals pre-set with Commonwealth's Attorney's secretary for 2nd day of Term. Civil misdemeanor appeals set with Judge's secretary. Recordation cut off time 4:00 p.m.
Nelson Circuit Court Twenty-fourth Judicial Circuit P. O. Box 10 84 Courthouse Square, 1st Floor Lovingsston, VA 22949-0010			Hon. F. Patrick Yeatts* Hon. R. Edwin Burnette Jr. Hon. John T. Cook Hon. Michael T. Garrett Hon. James W. Updike Jr.	Lisa Dugan Bryant, Clerk 434/263-7020 Fax - 434/263-7027 8:00AM - 5:00PM			Terms begin, 4th Tuesday, Jan, March, May, Sept , & Nov. Grand Juries, 1st day of Term. All cases set on Term Day or directly through Judge at other times. Court convenes 9:30 a.m. Commissioners in Chancery are utilized in general chancery causes. Divorce cases not usually referred. The Clerk of the Nelson County Circuit Court provides copies of Orders to local attorneys (within the Court square)and the Probation Officer by placing certified copies in their mailbox in the Clerk's Office. Certified copies of Orders for Attorneys outside the local area, to agencies (i.e. DMV, VASAP, DOC, etc.) are mailed by regular mail. This is the practice in both civil and criminal cases.

Asterisk (*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

1-25

CIRCUIT COURT ADDRESS

JUDGE CLERK PHONE # HOURS

TERMS OF COURT AND GENERAL INFORMATION

New Kent Circuit Court
Ninth Judicial Circuit
P. O. Box 98
Courthouse
12001 Courthouse Circle
New Kent, VA 23124-0098

Hon. B. Elliott Bondurant
Hon. Jeffrey W. Shaw*
Hon. Michael E. McGinty
Hon. Richard H. Rizk

Amy P. Crump, Clerk
804/966-9520
Fax - 804/966-9528
8:30AM - 4:30PM

Court convenes: 9:00 a.m.
Terms begin, 2nd Monday Jan; 3rd Monday Mar., May, July, Sept., & Nov.
Grand Juries, 1st day of Term at 9:00 a.m.
Praecipis must be filed by seven days preceding civil term day.
Civil cases are set for trial by conference call with the Judge.
Instructions must be submitted 2 days prior to trial.
Commissioners in Chancery are rarely used and only at request of attorneys.
Local Rules adopted pursuant to § 8.01-4 for divorce cases.
Final civil orders are distributed using regular mail with postage paid self addressed envelopes provided by the parties.

Newport News Circuit Court
Seventh Judicial Circuit
2500 Washington Avenue
Courthouse Building
Newport News, VA 23607-4307

Hon. Gary A. Mills*
Hon. Timothy S. Fisher
Hon. Bryant L. Sugg
Hon. C. Peter Tench
Hon. Christopher R. Papile

Gary S. Anderson, Clerk
757/926-8561
8:00AM - 4:30PM

Criminal term begins, 2nd Monday monthly; Docket call 1:30 p.m.
Felony cases trial dates initially set in District Court, thereafter at docket call 1:30 p.m. 1st day criminal term.
Civil term begins, 2nd Mon., Jan., March, July, Sept., & Nov.
Due to the mandatory Judicial Conference, May Term Day may be changed to the following Friday. Please contact the Clerk's Office for further information. Grand Jury: 9:30 a.m., Courtroom No. 3; Civil Docket Call: 10:00 a.m., Courtroom No. 2; Criminal Docket Call: 1:30 p.m., Courtroom No. 3.
Civil docket call 10:00 a.m.
Grand Juries, 1st day of Criminal Term at 9:30 a.m.
Praecipis must be filed by ten days preceding Civil Term Day.
Court convenes 10:00 a.m.
Commissioners in Chancery are not utilized in divorce cases.
If any Monday is a State holiday, docket call will be the following day.
Scheduling orders are not mandatory, but pre-trial conferences are.
Local rules can be found on the Internet at www.nngov.com/circuit-court
Order to Meet and Confer must be completed and filed with the Court three days prior to each pendente lite hearing. Form Pendente Lite Order must be completed after each pendente lite hearing.

Norfolk Circuit Court
Fourth Judicial Circuit
150 St. Paul's Boulevard
7th Floor
Norfolk, VA 23510

Hon. Jerrauld C. Jones*
Hon. Michelle J. Atkins
Hon. John R. Doyle III
Hon. Junius P. Fulton III
Hon. Mary Jane Hall
Hon. David W. Lannetti
Hon. Everett A. Martin Jr.
Hon. Joseph A. Miglioizzi Jr.

George E. Schaefer, Clerk
757/769-8539
Toll Free (877) 643-6741

Terms begin the first day of the month
Grand Juries, 1st and 3rd Wednesday of each month
Civil cases set by agreement of counsel and consent of the court; scheduling orders are mandatory in most cases.
Civil and Criminal trials begin at 9:30 a.m.
Commissioners in Chancery are appointed in suits for accounting, partition, delinquent taxes, and judgment debtor interrogatories, and in other suits by order of the Court.
Local rules are adopted pursuant to 8.01-4; they can be found at <http://www.norfolkcircuitcourt.us/civil/civil-plan>
Uncontested divorces are heard Monday through Thursday from 9:00 a.m. to 11:50 a.m. and set through the Clerk

gschaefer@circuitcourtva.us

Asterisk (*) Denotes Chief Judge.
Underscoring Denotes Judge Presiding in this Court.
For Judge's Home Court, see Virginia Judges 6-1.

<u>CIRCUIT</u>	<u>COURT</u>	<u>ADDRESS</u>	<u>JUDGE</u>	<u>CLERK</u>	<u>PHONE #</u>	<u>HOURS</u>	<u>TERMS OF COURT AND GENERAL INFORMATION</u>
Norfolk Circuit Court - Continued						8:45AM - 4:45PM	Final orders are sent to counsel by email and by regular mail to pro se parties and counsel for whom the Clerk has no email address. Self-addressed stamped envelopes are appreciated but not necessary.
						E-Mail: gschaefer@circuitcourtva.us	
Northampton Circuit Court Second Judicial Circuit P. O. Box 36 5229 The Hornes Eastville, VA 23347-0036			Hon. William R. O'Brien*	Hon. Glenn R. Croshaw Hon. Steven C. Frucci Hon. W. Revell Lewis III Hon. James Clayton Lewis Hon. Leslie L. Lilley Hon. Stephen C. Mahan Hon. H. Thomas Padrick Jr. Hon. A. Bonwill Shockley			Terms begin, 2nd Monday, Jan., March, May, July, Sept., & Nov. Grand Juries, 1st day of Term. Docket call held the 2nd Monday in Jan., March, May, July, Sept., & Nov. at 10:00 a.m. Court convenes 9:30 a.m. Motions and other pretrial hearings will be heard on the 2nd Friday of each month at 9:30 a.m. by scheduling a hearing with Court's Judicial Assistant to be placed on the motions docket for that day. Cases set by writtten request submitted one (1) business day previous to docket call, or by praecipe, followed by appearance at docket call held on 2nd Monday (Term Day) of odd months at 10:00 a.m. Commissioners in Chancery are utilized. Supreme Court Deed Calculation Page is required as the cover sheet for all land recordings. Tax Map Numbers are required. All civil filings require a (Form CC-1416) Cover Sheet for Filing Civil Actions. Arraignments: Tuesday at 1:30 p.m. by the General District Court; Mondays at 11:30 a.m. by the J&DR Court (domestic and juvenile related indictments only).
						Traci L. Johnson, Clerk 757/678-0465 Fax - 757/678-5410 9:00AM - 5:00PM	
						E-Mail: tljohnson@vacourts.gov	
Northumberland Circuit Court Fifteenth Judicial Circuit P. O. Box 217 220 Judicial Place Heathsville, VA 22473			<u>Hon. R. Michael McKenney</u>	Hon. Charles S. Sharp* Hon. Sarah L. Deneke Hon. Joseph J. Ellis Hon. J. Overton Harris Hon. Herbert M. Hewitt Hon. Patricia Kelly Hon. Michael E. Levy Hon. Ricardo Rigual Hon. Gordon F. Willis Hon. Victoria A. B. Willis			Terms begin, 4th Tuesday, Jan., Apr., July & Oct. All cases set by agreement with Commonwealth's Attorney at preliminary hearing, on Term Day, or by agreement of counsel and the Court. The latter may be done by a telephone call to the Judge's office. Court convenes at 9:00 a.m. In civil jury trials, instructions must be submitted to the Court and opposing counsel 5 days prior to trial. Commissioners in Chancery are utilized in general chancery causes and divorces. Distribution of final orders are done through regular mail.
						Deborah Bingham, Clerk 804/580-3700 Fax - 804/580-2261 8:30AM - 4:45PM	

Asterisk (*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

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<u>CIRCUIT</u>	<u>COURT</u>	<u>ADDRESS</u>	<u>JUDGE</u>	<u>CLERK</u>	<u>PHONE #</u>	<u>HOURS</u>	<u>TERMS OF COURT AND GENERAL INFORMATION</u>
Nottoway	Circuit Court	Eleventh Judicial Circuit 328 West Courthouse Road P.O. Box 25 Nottoway, VA 23955	Hon. Paul W. Cella*	Hon. Dennis M. Martin Sr. Hon. Joseph M. Teefey Jr.			Court convenes 9:00 a.m. unless otherwise notified. Term Days: 1st Tuesday, Jan., March, May, July, Sept., & Nov., 10:00 a.m. Criminal Days: 2nd, 3rd & 4th Mon. each month, 9:00 a.m. Grand Juries, 1st day of Term. Cases set on Term Day or by agreement of counsel and consent of court. Commissioners in Chancery are utilized in general chancery causes. Certified copies of orders are mailed, via US mail, to counsel/moving litigants. Certified copies of orders are mailed to all other parties upon request or as directed by a Court order. It is requested that counsel/litigants provide a self-addressed stamped envelope.
			Jane L. Brown, Clerk		434/645-9043	Fax - 434/645-2201 8:30AM - 4:30PM	
			E-Mail:		jlbrown@vacourts.gov		
Orange	Circuit Court	Sixteenth Judicial Circuit 110 North Madison Road, Suite 300 P. O. Box 230 Orange, VA 22960	Hon. Timothy K. Sanner*	Hon. Dale B. Durrer Hon. Cheryl V. Higgins Hon. Richard E. Moore Hon. Susan L. Whitlock			Terms begin, 4th Monday, Jan., March, May, July, Sept., & Nov. Grand Juries, 1st day of Term. Cases set on Term Day. Motion day, 4th Monday Feb., Apr., June, Aug., Oct., Dec.; on Monday following Term Day Jan., March, May, July, Sept., & Nov. (Criminal motions day docket begins at 9:00 a.m.) Court convenes 9:30 a.m. Commissioners in Chancery are utilized.
			Teresa T. Carroll, Clerk		540/672-4030	Fax - 540/672-2939 8:30AM - 4:30PM	
Page	Circuit Court	Twenty-sixth Judicial Circuit 116 South Court Street Suite A Luray, VA 22835	<u>Hon. Bruce D. Albertson*</u> <u>Hon. Clark Andrew Ritchie</u> <u>Hon. Thomas J. Wilson IV</u>	Hon. Clifford Lynwood Athey Jr. Hon. Neil Randolph Bryant Hon. Alexander R. Iden			Terms begin, 4th Monday, Jan., Apr., July, & Oct. Motion Day, Tuesday after 2nd Monday, each month. Misdemeanor appeal days, Tuesday following fourth Monday, Jan. to Nov.; 3rd Tuesday in December Grand Juries, 4th Monday, each month; none in December Praecept must be filed not less than 7 days preceding Motion Day nor more than 30 days. Court convenes 9:00 a.m. Commissioners in Chancery are utilized. Local rules adopted pursuant to § 8.01-4.
			C. Grayson Markowitz, Clerk		540/743-4064	540/743-6902 Fax - 540/743-2338 9:00AM - 5:00PM	
Patrick	Circuit Court	Twenty-first Judicial Circuit P. O. Box 148 101 Blue Ridge Street Stuart, VA 24171-0148	<u>Hon. Martin F. Clark Jr.</u>	Hon. David V. Williams* Hon. G. Carter Greer			Terms begin, 1st Monday, March, June, Sept., & Dec. Grand Juries, 1st day of Term. Court convenes at 9:00 a.m. Civil cases utilize scheduling procedures set out in Rules of Court 1:18 - 1:20. Commissioners in Chancery are utilized in general chancery causes.
		P. O. Box 762 (Judge)	Sherri M. Hazlewood, Clerk		276/694-7213	276/694-3775 (Judge) Fax - 276/694-6943 9:00AM - 5:00PM	

Asterisk (*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

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<u>CIRCUIT</u>	<u>COURT</u>	<u>ADDRESS</u>	<u>JUDGE</u>	<u>CLERK</u>	<u>PHONE #</u>	<u>HOURS</u>	<u>TERMS OF COURT AND GENERAL INFORMATION</u>
Petersburg Circuit Court Eleventh Judicial Circuit 7 Courthouse Avenue Petersburg, VA 23803 Judge's Chambers: 1 Courthouse Avenue			Hon. Paul W. Cella*	Hon. Dennis M. Martin Sr. Hon. Joseph M. Teefey Jr.			Criminal term begins, 3rd Thursday, each month. Civil term begins, 3rd Thursday, each month. Grand Juries, 1st day of criminal term. Criminal cases set through Commonwealth's Attorney on designated days. Civil cases, and hearings in civil cases, set through the Court Administrator, Tamera Wilson (804)733-2423 or twilson@courts.state.va.us, or on term days in matured cases. Court convenes 9:00 a.m. Criminal bench days every Tuesday and every Thursday, except term days.
			Shalva J. Braxton, Clerk 804/733-2367 Fax - 804/732-5548 8:00AM - 4:00PM				
			E-Mail: sbraxton@vacourts.gov				
Pittsylvania Circuit Court Twenty-second Judicial Circuit One North Main Street P.O. Box 31 Chatham, VA 24531			<u>Hon. Stacey W. Moreau</u> Hon. James J. Reynolds* Hon. Joseph W. Milam Jr. Hon. Clyde H Perdue Jr.				Terms begin, 3rd Monday, Feb., Apr., June, Aug., Oct., & Dec. Grand Juries, 1st day of Term. All criminal and civil cases are set by the court's administrative assistant, Ms. Angie Harris, and the dates are coordinated with the attorneys involved. Court convenes 8:30 a.m. Commissioners in Chancery are utilized in Decrees of Reference. Instructions must be submitted prior to trial. This office requires a self address envelope for the distribution of final orders.
			Mark W. Scarce, Clerk 434/432-7887 Fax - 434/432-7913 8:30AM - 4:30PM				
			E-Mail: CMorrison@vacourts.gov				
Portsmouth Circuit Court Third Judicial Circuit 1345 Court Street P. O. Box 1217 Portsmouth, VA 23705			<u>Hon. Kenneth R. Melvin*</u> <u>Hon. Joel P. Crowe</u> <u>Hon. William S. Moore Jr.</u> <u>Hon. Johnny E. Morrison</u>				Terms begin, 1st Thursday, each month Criminal docket call, 2:15 p.m.; 1st day of Term. Grand Juries, 1st day of Term. Civil cases set by agreement of counsel after consultation with the docket clerk (757-393-5373). Scheduling order required for civil cases. Motions heard daily between 9:00 a.m. & 10:00 a.m. & every Friday, 10:00 a.m. Court convenes 10:00 a.m. Docket control procedures adopted pursuant to § 8.01-4 and available on the website (http://va-portsmouth.civicplus.com/651/Circuit-Court).
			Cynthia P. Morrison, Clerk 757/393-8671 Fax - 757/393-2024 8:30AM - 4:30PM				
			E-Mail: CMorrison@vacourts.gov				
Powhatan Circuit Court Eleventh Judicial Circuit 3880 Old Buckingham Road Suite C Powhatan, VA 23139 Recording Times: 8:30 a.m.-4:30 p.m. daily			Hon. Paul W. Cella* Hon. Dennis M. Martin Sr. Hon. Joseph M. Teefey Jr.				Court convenes at 9:00 a.m. and 1:00 p.m., unless otherwise notified Term Days: 2nd Tuesday of February, April, June, August, October & December at 10:00 a.m. Criminal Cases set through Commonwealth's Attorney on designated days Grand Juries, 1st day of Term. Civil cases, hearings in civil cases, set through the Court Administrator, Tamera Wilson (804) 733-2423 or twilson@vacourts.gov. Certified copies of orders are mailed, via US mail, to counsel/moving litigants. Certified copies of orders are mailed to all other parties upon request or as directed by a Court order.
			Teresa Hash Dobbins, Clerk 804/598-5660 Fax - 804/598-5608 8:30AM - 5:00PM				
			E-Mail:				

Asterisk (*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

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<u>CIRCUIT</u>	<u>COURT</u>	<u>ADDRESS</u>	<u>JUDGE</u>	<u>CLERK</u>	<u>PHONE #</u>	<u>HOURS</u>	<u>TERMS OF COURT AND GENERAL INFORMATION</u>
Powhatan Circuit Court - Continued			tdobbins@vacourts.gov				Counsel/litigants shall provide a self-addressed, stamped envelope. Commissioners in Chancery are used in general chancery causes.
Prince Edward Circuit Court Tenth Judicial Circuit Courthouse Building P. O. Box 304 North Main Street Farmville, VA 23901-0304			<u>Hon. Donald Carl Blessing</u> Hon. Leslie M. Osborn* Hon. S. Anderson Nelson Hon. Kimberley S. White				Court convenes 9:30 a.m. or as otherwise set. Terms begin, Tuesday after 3rd Monday, Jan., Apr., June, Sept., & Nov. Grand Juries, 1st day of Term. All criminal cases are to be set with the office of the Commonwealth's Attorney. Court orders are distributed within 30 days. If additional information is needed please advise. Civil cases are set by written request (email is preferred). Send request to ajamerson@courts.state.va.us with copy to dblessing@courts.state.va.us .
Prince George Circuit Court Sixth Judicial Circuit P. O. Box 98 6601 Courts Drive Prince George, VA 23875-0098			<u>Hon. W. Allan Sharrett*</u> Hon. William Edward Tomko III				Terms begin, 3rd Tuesday, Jan., March, May, July, Sept., & Nov. Grand Juries, 1st day of Term. All cases set on Term Day. Civil cases set by calling court administrator 804/733-2623. Civil court convenes 9:00 a.m.; criminal court convenes 9:00 a.m. Commissioners in Chancery are utilized in execution of Decrees of Reference in general chancery causes, except divorce. Praecipe filed through Wednesday preceding Term Day. Instructions must be submitted 5 days prior to trial. Local rules adopted pursuant to § 8.01-4. The policy of the Prince George Circuit Court office concerning the distribution of Civil Court (Final) Orders is that the documents are certified and are mailed to the litigant and/or their counsel in a timely manner. A self addressed/stamped envelope is preferred in order to necessitate a timely turnaround but orders will be mailed to the addressed provided. The Criminal Court (Final) Orders are forwarded by fax or mailed to counsel.
P. O. Box 280 (Judges)							
Prince William Circuit Court Thirty-first Judicial Circuit 9311 Lee Avenue Manassas, VA 20110			<u>Hon. Carroll A. Weimer Jr.</u> Hon. Tracy Calvin Hudson* Hon. Kimberly A. Irving Hon. Steven S. Smith Hon. James A. Willett				Court convenes 10:00 a.m. Terms begin, 1st Monday, Feb., April, June; 1st Tuesday, July - December. Grand Jury meets 1st Monday of each month unless 1st Monday is a holiday then following Tuesday. 8:45 a.m. Criminal Term Day at 10:00 a.m. on 1st Tuesday following the 1st Monday of each month. Civil Term Day at 2:00 p.m. on 1st Tuesday following the 1st Monday of each month. Praecipe filed through Wednesday preceding Civil Term Day. Cases may be set on term day or by calling chambers at 703/792-6010.
circuitcourt@pwcgov.org			Jacqueline C. Smith, Clerk				
www.pwcgov.org/ccourt			703/792-6015 Civil: 703/792-6029 Fines/Costs: 703-792-6031 Criminal/Courtroom Support: 703-792-6025				

Asterisk (*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

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CIRCUIT COURT ADDRESS JUDGE CLERK PHONE # HOURS

TERMS OF COURT AND GENERAL INFORMATION

Prince William Circuit Court - Continu Fax - Criminal Fax: 703-792-5746
Fax - Civil Fax: 703-792-7750
8:30AM - 5:00PM

Pulaski Circuit Court
Twenty-seventh Judicial Circuit
45 Third Street, NW
Suite 101
Pulaski, VA 24301

Hon. Josiah T. Showalter Jr.*
Hon. Bradley W. Finch
Hon. Brett L. Geisler
Hon. H. Lee Harrell
Hon. Marcus H. Long Jr.
Hon. Robert M. D. Turk

Maetta H. Crewe, Clerk
540/980-7825
Fax - 540/980-7835
8:30AM - 4:30PM

Terms will begin the 2nd Monday of July, October, January and April.
Grand Juries, 1st day of Term.
Court convenes 9:30 a.m.
Civil actions are scheduled directly through the judge's office.
Clerk is notified of hearing by letter from counsel.
Orders are received by court and legal through the RMS system. All
other distributions are faxed unless otherwise requested

Radford Circuit Court
Twenty-seventh Judicial Circuit
619 Second Street, West
Radford, VA 24141

Hon. Josiah T. Showalter Jr.*
Hon. Bradley W. Finch
Hon. Brett L. Geisler
Hon. H. Lee Harrell
Hon. Marcus H. Long Jr.
Hon. Robert M. D. Turk

Ann Howard, Clerk
540/731-3610
Fax - 540/731-3612
8:30AM - 5:00PM
(no machine receipts after 4:30
p.m.)

E-Mail:
ann.howard@radfordva.gov

Terms begin, 2nd Friday, Mar., June, & Sept. and Dec.
Grand Juries, 1st day of Term.
Civil cases set by contacting Judge's Office by agreement of counsel.
Criminal cases pre-set with Commonwealth's Attorney's office.
Court convenes 9:00 a.m.
Commissioners in Chancery are utilized only in certain cases

Rappahannock Circuit Court
Twentieth Judicial Circuit
238 Gay Street
P. O. Box 517
Washington, VA 22747-0517

Hon. Jeffrey W. Parker
Hon. Stephen E. Sincavage*
Hon. Douglas L. Fleming Jr.
Hon. Jeanette A. Irby

Margaret Ralph, Clerk
540/675-5350
Fax - 540/675-5351
8:30AM - 4:30PM

Terms begin, 2nd Monday, Jan., March, May, July, Sept., & Nov.
Grand Juries, 1st day of Term.
All cases set on Term Day.
Court convenes 9:00 a.m.
Commissioners in Chancery are utilized in partition and other
complicated chancery causes.
Civil Trial Scheduling: all counsel must appear to set a trial date.
Recordation cutoff time: 4:00 p.m.
Faxes not accepted.
All final orders are mailed via USPS.

Asterisk (*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

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<u>CIRCUIT</u>	<u>COURT</u>	<u>ADDRESS</u>	<u>JUDGE</u>	<u>CLERK</u>	<u>PHONE #</u>	<u>HOURS</u>	<u>TERMS OF COURT AND GENERAL INFORMATION</u>
	Richmond City Circuit Court Thirteenth Judicial Circuit 400 North Ninth Street John Marshall Courts Building Richmond, VA 23219	<u>Hon. C. N. Jenkins Jr.*</u> <u>Hon. Bradley B. Cavedo</u> <u>Hon. Phillip L. Hairston</u> <u>Hon. William R Marchant</u> <u>Hon. Gregory L. Rupe</u> <u>Hon. Beverly W. Snukals</u> <u>Hon. Joi Jeter Taylor</u>		Edward F. Jewett, Clerk 804/646-6505 Fax - 804/646-6562 Fax - Law: 804/646-7274 Fax - Criminal: 804/646-6562 8:30AM - 4:30PM			Civil Terms begin, 4th Monday, Jan., April, July, & Oct. Criminal Terms begin, 1st Monday, monthly. Grand Juries, 1st Monday monthly. Docket call on Term Day, 9:00 a.m. (criminal), Commissioners in Chancery are not utilized in uncontested divorces. Court convenes 9:00 a.m.
	Richmond County Circuit Court Fifteenth Judicial Circuit P. O. Box 1000 101 Court Circle Warsaw, VA 22572	Hon. Charles S. Sharp* Hon. Sarah L. Deneke Hon. Joseph J. Ellis Hon. J. Overton Harris Hon. Herbert M. Hewitt Hon. Patricia Kelly Hon. Michael E. Levy Hon. R. Michael McKenney Hon. Ricardo Rigual Hon. Gordon F. Willis Hon. Victoria A. B. Willis		Cheryl B. Pierson, Clerk 804/333-3781 Fax - 804/333-5396 9:00AM - 5:00PM			Terms begin on the 4th Monday of January, April, July and October. All cases set by agreement with Commonwealth's Attorney at preliminary hearing, on Term Day, or by agreement of counsel and the Court. The latter may be done by a telephone call to the Judge's office @ 804-333-5568. Court convenes 9:00 a.m. In civil jury trials, instructions must be submitted to the Court and opposing counsel 5 days prior to trial. Commissioners in Chancery are utilized in general chancery causes and divorces.
	Roanoke City Circuit Court Twenty-third Judicial Circuit P. O. Box 2610 315 West Church Avenue Roanoke, VA 24010-2610 E-mail Address: Brenda.Hamilton@roanokeva.gov	<u>Hon. William D. Broadhurst*</u> <u>Hon. David B. Carson</u> <u>Hon. Charles N. Dorsey</u> Hon. J. Christopher Clemens Hon. James R. Swanson		Brenda S. Hamilton, Clerk 540/853-6702 Judge Carson's Office: 540/853-2436 Judge Broadhurst's Office: 540/853-2051			Civil and criminal terms begin 1st Monday of each month. Grand Juries, 1st Monday, monthly. Civil cases set by praecipe received by clerk 7 days preceding civil docket call, 1st Monday, and by agreement of counsel, by docket judge and secretary. Court convenes 8:30 a.m. Commissioners in Chancery are utilized on petition of counsel or by order of court. The process for distributing of Criminal Orders are either put in attorney's box located in the Clerk's Office, mail via USPS or fax. The process for distributing of Civil Orders are put in attorney's

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Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

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<u>CIRCUIT</u>	<u>COURT</u>	<u>ADDRESS</u>	<u>JUDGE</u>	<u>CLERK</u>	<u>PHONE #</u>	<u>HOURS</u>	<u>TERMS OF COURT AND GENERAL INFORMATION</u>
Roanoke City Circuit Court - Continued			Judge Dorsey's Office: 540/853-2437				box located in the Clerk's Office. If they do not have a box, they are mailed via USPS.
			Judge Weckstein's Office: 540/853-2435				
			Judge Swanson's Office: 540/387-6270				
			Fax - 540/853-1024				
			8:15AM - 4:45PM				
			Hours for Judges: 8:30 AM - 5:00 PM				
			E-Mail: brenda.hamilton@roanokeva.gov				
Roanoke County Circuit Court			<u>Hon. David B. Carson</u>				Criminal term begins, 1st Friday, Feb., Apr., June, Oct., & Dec.; 2nd Friday, Aug.
Twenty-third Judicial Circuit			<u>Hon. Charles N. Dorsey</u>				Civil term begins, 1st Friday, Jan., Feb., Apr., June, Oct., & Dec.; 2nd Friday, Aug.
P. O. Box 1126			<u>Hon. James R. Swanson</u>				Grand Juries, 1st day of criminal term, 9:00 a.m.
305 E. Main Street			Hon. William D. Broadhurst*				Criminal docket call immediately following Grand Jury convening, criminal probation reporting at 9:30 a.m., followed by civil docket call at 11:00 a.m.
Salem, VA 24153-1126			Hon. J. Christopher Clemens				All cases set on Term Day.
			Steven A. McGraw Sr., Clerk				Court convenes 8:30 a.m.
			540/387-6205				Commissioners in Chancery are utilized at request of counsel or by order of court.
			Fax - 540/387-6145				Civil cases set by praecipe received by clerk 7 days prior to docket call, by agreement of counsel, by docket judge and secretary.
			8:30AM - 4:30PM				
			E-Mail: smcgraw@roanokecountyva.gov				
Rockbridge Circuit Court			<u>Hon. Anita D. Filson</u>				Court convenes 9:30 a.m.
Twenty-fifth Judicial Circuit			Hon. Charles L. Ricketts III*				Terms begin, 1st Monday, Feb., May, & Nov.; 2nd Monday in July; Tuesday following Labor Day in Sept.
Rockbridge County Courthouse			Hon. Joel R. Branscom				Grand Juries, 1st day of Term.
20 South Randolph Street, Suite 101			Hon. W. Chapman Goodwin				Criminal cases set on first day of each Term
Lexington, VA 24450			Hon. Victor V. Ludwig				Misdemeanor Appeals Days, 1st Wednesday of each month.
			Michelle M. Trout, Clerk				Motions Day and Divorce/Equity Day: 3rd Wednesday of each month.
			540/463-2232				Civil cases set on Motions Day by praecipe received 10 days in advance or by agreement and set by judge's secretary.
			Fax - 540/463-3850				Commissioners in Chancery are utilized in limited cases except divorce.
			8:30AM - 4:30PM				Rockbridge Circuit Court's policy is to provide copies of final civil orders to local attorneys by placing the copy in their mailbox in our office and to mail copies to out-of-town attorneys and pro se litigants within two days of entry. We do not require a self-addressed stamped envelope.

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Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

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<u>CIRCUIT</u>	<u>COURT</u>	<u>ADDRESS</u>	<u>JUDGE</u>	<u>CLERK</u>	<u>PHONE #</u>	<u>HOURS</u>	<u>TERMS OF COURT AND GENERAL INFORMATION</u>
Rockingham Circuit Court Twenty-sixth Judicial Circuit 80 Court Square Courthouse Harrisonburg, VA 22802			<u>Hon. Bruce D. Albertson*</u> <u>Hon. Thomas J. Wilson IV</u> Hon. Clifford Lynwood Athey Jr. Hon. Neil Randolph Bryant Hon. Alexander R. Iden Hon. Clark Andrew Ritchie				Criminal terms begin, 3rd Monday, Jan., Apr., Jul., & Oct. Motion Day, 1st Mon. and 3rd Wed. after 1st Mon. each month Misdemeanor appeals days, 2nd Mon. each month. Grand Juries, 3rd Monday each month. Praecipe must be filed not less than 7 days preceding Motion Day nor more than 30 days. Court convenes 9:00 a.m. Commissioners in Chancery are utilized. Local Rules adopted pursuant to § 8.01-4.
				Chaz W. Haywood, Clerk 540/564-3111 Fax - 540/564-3127 8:30AM - 4:30PM			
				E-Mail: clerkchaz@rockinghamcountyva.gov			
Russell Circuit Court Twenty-ninth Judicial Circuit P. O. Box 435 53 East Main Street Lebanon, VA 24266			<u>Hon. Michael Lee Moore</u> Hon. Richard C. Patterson* Hon. Jack S. Hurley Jr. Hon. Patrick R. Johnson Hon. Brian K. Patton				Terms begin, 2nd Monday, Feb., May (see note), Aug., & Nov. **May term date will be Monday, May 2, 2016, due to the 2016 Mandatory Judicial Conference for Circuit Court judges.** Grand Juries, 1st day of Term. All cases set on Term Day. Court convenes 9:00 a.m.
				Ann Sword McReynolds, Clerk 276/889-8023 Fax - 276/889-8003 8:30AM - 4:30PM			
Salem Circuit Court Twenty-third Judicial Circuit 2 East Calhoun Street Salem, VA 24153			<u>Hon. David B. Carson</u> Hon. William D. Broadhurst* Hon. J. Christopher Clemens Hon. Charles N. Dorsey Hon. James R. Swanson				Terms begin, 3rd Friday, Feb., May, July, Sept.; 2nd Fri., Dec. Grand Juries, 1st day of Term. Civil cases set by praecipe received by clerk 7 days preceding docket call. Criminal cases set on Term day. Court convenes 8:30 a.m. Commissioners in Chancery are utilized on petition of counsel.
				Chance Crawford, Clerk 540/375-3067 Fax - 540/375-4039 8:30AM - 4:30PM			
				E-Mail: CCrawford@vacourts.gov			

Asterisk (*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

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<u>CIRCUIT</u>	<u>COURT</u>	<u>ADDRESS</u>	<u>JUDGE</u>	<u>CLERK</u>	<u>PHONE #</u>	<u>HOURS</u>	<u>TERMS OF COURT AND GENERAL INFORMATION</u>
Scott Circuit Court	Thirtieth Judicial Circuit	202 West Jackson Street, Suite 102 Gate City, VA 24251	<u>Hon. John C. Kilgore</u>	Hon. Jeffrey Hamilton*			Terms begin, 1st Monday, Feb., May, Aug., Nov. Grand Juries, 1st day of Term. Criminal cases set on Term Day, cases set by agreement of counsel and consent of court between docket calls. Civil cases set by praecipe filed with court. Court convenes 9:00 a.m.
					Mark A. (Bo) Taylor, Clerk 276/386-3801 Fax - 276/386-2430 8:30AM - 4:55PM		
Shenandoah Circuit Court	Twenty-sixth Judicial Circuit	P. O. Box 406 112 South Main Street Woodstock, VA 22664	<u>Hon. Clifford Lynwood Athey Jr.</u>	Hon. Bruce D. Albertson* Hon. Neil Randolph Bryant Hon. Alexander R. Iden Hon. Clark Andrew Ritchie Hon. Thomas J. Wilson IV			Terms begin, Wednesday after 2nd Monday, Jan., Apr., July, & Oct. Motions Day, Second Thurs. of the month, 8:30 a.m. Grand Juries, 1st day of Term and on additional days as needed. Misdemeanor appeals days, Wed. after 1st Mon., Feb., Apr., June, Aug., Oct., & Dec. Praecipe must be filed 7 days preceding Motion Day. Court convenes 9:00 a.m. Commissioners in Chancery are utilized only in certain cases. Local Rules adopted pursuant to § 8.01-4. Instructions must be submitted prior to trial.
					Sarona S. Irvin, Clerk 540/459-6150 Fax - 540/459-6155 9:00AM - 5:00PM		
Smyth Circuit Court	Twenty-eighth Judicial Circuit	109 West Main Street, Suite 1081 Marion, VA 24354 http://www.smythcounty.org/circuit_court/circuit_court.htm	<u>Hon. Deanis L. Simmons</u>	Hon. Sage B. Johnson* Hon. C. Randall Lowe			For civil cases, instead of a "docket call", the Court now employs the praecipe system to be called on the opening day of the term as set forth in Rule 1:15 of the Supreme Court of Virginia. Terms begin, 4th Tuesday, March, June, September, and 2nd Tuesday in December. Grand Juries are empaneled on the 1st day of each term. Criminal cases are set by the Judicial Assistant. Court convenes 9:00 a.m. Commissioners in Chancery may be utilized at the discretion of the Court. Final orders are sent via email when an email address is known for attorneys. The Court recommends that attorneys provide an email address when documents are filed.
					John H. Graham, Clerk 276/782-4044 Fax - 276/782-4045 9:00AM - 5:00PM		
Southampton Circuit Court	Fifth Judicial Circuit	P. O. Box 190 22350 Main Street Courtland, VA 23837	Hon. Carl Edward Eason Jr.*	Hon. Lawson Wayne Farmer Hon. Robert H. Sandwich Jr.			Terms begin, 3rd Monday, Jan., March, May, July, Sept., & Nov. Motion Day, every Tuesday, 9:00 a.m., in Suffolk Grand Juries, 1st day of Term. Civil cases set by civil court administrator. Court convenes 9:30 a.m. Commissioners in Chancery are utilized for divorce annulments and depositions. Instructions must be submitted 7 days prior to trial. Local rules adopted pursuant to § 8.01-4.
					Richard L. Francis, Clerk 757/653-2200 Fax - 757/653-2547 8:30AM - 5:00PM		
					E-Mail:		

Asterisk (*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

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CIRCUIT COURT ADDRESS JUDGE CLERK PHONE # HOURS

Southampton Circuit Court - Continued
Spotsylvania Circuit Court
Fifteenth Judicial Circuit
P. O. Box 96
9107 Judicial Center Lane
Spotsylvania, VA 22553-0096

Combined Chambers Address:

9107 Judicial Center Lane,
Spotsylvania, VA 22553-2627
Inclement Weather/Emergency
Closing Number:
540-507-7498; Enter Mailbox
3960#

rfrancis@vacourts.gov
Hon. Joseph J. Ellis
Hon. Ricardo Rigual
Hon. Charles S. Sharp*
Hon. Sarah L. Deneke
Hon. J. Overton Harris
Hon. Herbert M. Hewitt
Hon. Patricia Kelly
Hon. Michael E. Levy
Hon. R. Michael McKenney
Hon. Gordon F. Willis
Hon. Victoria A. B. Willis

Christalyn M. Jett, Clerk
540/507-7600
Phone: Judge Rigual (Courtroom 1):
540-507-7623
Phone: Judge Ellis (Courtroom 2):
540-507-7624
Fax - 540/582-2169
Fax - Judge Rigual (Courtroom 1):
540-582-7973
Fax - Judge Ellis (Courtroom 2):
540-507-4056
8:00AM - 4:30PM

Stafford Circuit Court
Fifteenth Judicial Circuit
P. O. Box 69
1300 Courthouse Road
Stafford, VA 22555
Judge Levy (Courtroom One)
Phone: 540/658-4840, option 1
Fax: 540/658-4625
Judge Sharp (Courtroom Two)
Phone: 540/658-4840, option 2
Fax: 540/658-4625
Judge Willis (Courtroom

Hon. Charles S. Sharp*
Hon. Michael E. Levy
Hon. Victoria A. B. Willis
Hon. Sarah L. Deneke
Hon. Joseph J. Ellis
Hon. J. Overton Harris
Hon. Herbert M. Hewitt
Hon. Patricia Kelly
Hon. R. Michael McKenney
Hon. Ricardo Rigual
Hon. Gordon F. Willis

TERMS OF COURT AND GENERAL INFORMATION

Court convenes 9:00 a.m.
Criminal Term/Grand Jury, 3rd Monday of each month at 9:00 a.m.
Misdemeanor appeals are heard on the 3rd Friday of each month; 4th
Friday, if 3rd Friday is a holiday
Probation violation trials are heard on the 2nd and 4th Tuesday of
each month
Civil Term, 3rd Monday of Jan., April, July, and Oct. at 9:00 a.m.
Appearance is required at Term. Mature cases may be set by praecipe.
Praecipe must be filed ten (10) business days prior to Term.
Notice of criminal motions must be received in the Clerk's office by
3:00 p.m. the day before the hearing.
Arraignments are set on Tuesdays.
Depositions/affidavits are routinely accepted in uncontested divorce
cases. Ore tenus hearings may be set by praecipe on Civil Term day.
(Referral to Alternative Dispute Resolution may be required.)
Pendente lite motions are heard the 2nd Thursday of each month and
are set only through chambers. Pendente lite motions are limited to
30 minutes. Referral to parent education seminars required in all
contested custody, visitation or support cases pursuant to § 20-103.
Commissioners in chancery are utilized in accordance with § 8.01-607
and Rule 3:23, in appropriate cases.
Judicial Settlement Conferences are utilized in civil cases and
divorces. Please see the Supreme Court of Virginia's website at:
<http://www.courts.state.va.us/courts/scv/home.html> for all forms and
procedures.
Motion days are the 1st and 3rd Monday of each month for Courtroom #2
and the 2nd and 4th Monday of each month for Courtroom #1 at 9:00
a.m. Original motions should be filed with the Clerk's office seven
(7) days in advance of hearing; courtesy copies of notice and motion
should be faxed to chambers. Time estimates should be shown on all
notices. Motions exceeding 30 minutes must be scheduled through
chambers.
If any term/motion day is a holiday, pursuant to § 2.2-3300,
term/motion day will be held the following day.

Court convenes at 9:00 a.m; jury trials convene at 10:00 a.m.
Criminal Term/Grand Jury, First Monday of each month at 9:00 a.m.
Civil Term, First Monday of Jan., April, July and Oct. at 11:00 a.m.
Mature cases set by praecipe only. Appearance required for Term Day.
Motion Days, 1st and 3rd Mondays, Criminal motions at 9:00 a.m.,
civil motions at 11:00 a.m. Originals of Motions should be filed
with the Clerk seven days in advance; advance courtesy copies of
motions should be faxed to chambers. If necessary, alternative
motion dates may be obtained through chambers. Motions over 20
minutes must be scheduled through chambers.
If any Monday is a State holiday, pursuant to § 2.2-3300,
Term/Motions will be held the following day.

Asterisk (*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

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<u>CIRCUIT</u>	<u>COURT</u>	<u>ADDRESS</u>	<u>JUDGE</u>	<u>CLERK</u>	<u>PHONE #</u>	<u>HOURS</u>	<u>TERMS OF COURT AND GENERAL INFORMATION</u>
		Three) Phone: 540/658-4840, option 3 Fax: 540/658-4625 Combined Chambers Address: P.O. Box 895, Stafford, VA 22555-0895 No financial payments are taken after 4:30 p.m.	Kathy M. Sterne, Clerk 540/658-8750 Fax - 540/658-4653 8:00AM - 4:30PM Open to the public: 8:00AM - 4:00PM				Commissioners in Chancery utilized in accordance with § 8.01-607 et seq. and Rule 3.23. Depositions are routinely accepted in uncontested divorce cases. Ore tenus hearings may be set by praecipe on Civil Term Day. Appearance required. Judicial Settlement Conferences are utilized in civil cases & divorces. Hearing dates for motions to suppress must be coordinated through chambers. Notices for hearings must contain time estimates for argument. Stafford Circuit court mails (regular mail) Certified copies back as soon as possible to the parties of the case. Return envelopes moves them a little faster and we have a pick-up box here in the office for attorneys who are here daily.
		Staunton Circuit Court Twenty-fifth Judicial Circuit 113 East Beverley Street 2nd Floor Staunton, VA 24401 Clerk's Office - Third Floor	<u>Hon. Charles L. Ricketts III*</u> Hon. Joel R. Branscom Hon. Anita D. Filson Hon. W. Chapman Goodwin Hon. Victor V. Ludwig Thomas E. Roberts, Clerk 540/332-3874 Judges' Chambers: 540/332-3870 Fax - 540/332-3970 Fax - Judges' Chambers Fax: 540/332-3873 8:30AM - 5:00PM				Terms begin, 3rd Monday, Jan., April, July, & Oct. Motion Day, 2nd Tuesday, monthly, 9:00 a.m. Grand Juries, 1st day of Term. Civil cases set by praecipe submitted not more than 28, or less than 7 days preceding Motion Day. Cases set by agreement of counsel and consent of court between Motion Days. Commissioners in Chancery are utilized in some matters.
		Suffolk Circuit Court Fifth Judicial Circuit P. O. Box 1604 Mills E. Godwin, Jr. Courts Bldg. 150 North Main Street Suffolk, VA 23439-1604 http://www.suffolkva.us/citygo/vt/co/clrk.html	<u>Hon. Carl Edward Eason Jr.*</u> Hon. Lawson Wayne Farmer Hon. Robert H. Sandwich Jr. W. R. Carter Jr., Clerk 757/514-7800 Fax - 757/514-7103 8:30AM - 5:00PM Registers close at 4:30 p.m. No monetary transactions handled after 4:30 p.m. Passport & Marriage License Applications accepted 8:30AM - 3:30PM. E-Mail: WRCarter@vacourts.gov				Terms begin, 4th Monday, Jan., March, May, July, Sept. & Nov. Motion Day, every Tuesday, 9:00 a.m. Grand Juries, 1st day of Term and 4th Wed in Feb., April, June, Aug., & Oct.; 2nd Wed. in Dec. Civil cases set by civil court administrator. Court convenes 9:30 a.m. Commissions in Chancery are utilized in divorce, annulments, and depositions. Instructions must be submitted prior to trial. Local rules adopted pursuant to § 8.01-4. Freedom of Information Act & Important Information In accordance with Virginia Code §§ 2.2-3704.1 and 2.2-3704.2, the following information is provided: Suffolk Circuit Court Clerks' Office FOIA Officer: W. Randolph Carter, Clerk. Telephone contact (757) 514-7800 All requests for documents should be requested through the Freedom of Information Act Office (FOIA) at: http://www.suffolkva.us/foia/ or via email at: foia@suffolkva.us

Asterisk (*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

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CIRCUIT COURT ADDRESS JUDGE CLERK PHONE # HOURS

TERMS OF COURT AND GENERAL INFORMATION

Suffolk Circuit Court - Continued

Note: Please review entire Chapter 37 of Title 2.2 of the Code of Virginia for exclusions related to records maintained by the Clerk of Circuit Court.

Surry Circuit Court
Sixth Judicial Circuit
28 Colonial Trail, East
Surry, VA 23883

Hon. W. Allan Sharrett*
Hon. William Edward Tomko III

Gail P. Clayton, Clerk
757/294-3161
Fax - 757/294-0471
9:00AM - 5:00PM

E-Mail:
gclayton@vacourts.gov

Terms begin, 4th Tuesday, Jan., March, May, July, Sept., & Nov.
Grand Juries, 1st day of Term.
Cases set on Term Day.
Civil cases set by praecipe submitted through Wednesday preceding docket call.
Court for Term Day begins at 10:00 a.m.
Criminal Court is held the first Wednesday of every month at 9:00 a.m.
Commissioners in Chancery are utilized to take evidence in partition suits; injunctions; interrogatories.
Instructions must be submitted 7 days prior to trial.
Local rules adopted pursuant to § 8.01-4.

Sussex Circuit Court
Sixth Judicial Circuit
P. O. Box 1337
15088 Courthouse Road
Route 735
Sussex, VA 23884

Hon. W. Allan Sharrett*
Hon. William Edward Tomko III

Gary M. Williams, Clerk
434/246-1012
434/246-5511 Ext. 1012
Fax - 434/246-2203
9:00AM - 5:00PM

Terms begin, 2nd Tuesday, Jan., Mar., July, Sept., & Nov.
The May term is usually scheduled to begin at an alternate date, due to a mandated judicial conference the 2nd week in May.
Civil cases set by praecipe submitted through Wednesday preceding docket call. An attorney must appear at docket call, unless arrangements have been made through the court administrator, Ms. Sallie Neblett at 804-733-2623.
Grand Juries, 1st day of Term.
All Cases set on Term Day.
Court convenes 9:00 a.m. (except first day of term which is 10:00 a.m.)
Commissioners are utilized in partition matters, interrogatories and drawing of juries.
Instructions must be submitted 5 days prior to trial.
Local Rules adopted pursuant to § 8.01-4.
The Sussex Circuit Court will forward final orders by regular mail, or by hand on the day of entry, certified copies of the final order to counsel or pro se parties once we receive the judge's signature. There is not a significant time lapse once the order has been entered, unless there is an untimely delay in receiving it by mail.

Tazewell Circuit Court
Twenty-ninth Judicial Circuit
135 Court Street, Suite 202
Circuit Court Clerk's office
Tazewell, VA 24651

Hon. Richard C. Patterson*
Hon. Jack S. Hurley Jr.
Hon. Patrick R. Johnson
Hon. Michael Lee Moore
Hon. Brian K. Patton

Tammy B. Allison, Clerk
276/385-1222
Fax - 276/988-7501

Terms begin, 2nd Tuesday, Jan., Mar., May, July, Sept., & Nov.
Grand Juries, 1st day of Term.
Court convenes 9:00 a.m. unless presiding Judge shall designate some other hour.
Commissioners in Chancery utilized in land title cases only.
Misdemeanor appeal day begins the day following Term Day.
Normal procedure dictates that Final Orders are certified and mailed to the attorney(s) of record, or mailed to the individual(s), if pro se. For local attorneys, we utilize the "mailbox" in our office, and

Asterisk (*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

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CIRCUIT COURT ADDRESS

JUDGE CLERK PHONE # HOURS

TERMS OF COURT AND GENERAL INFORMATION

Warren Circuit Court
Twenty-sixth Judicial Circuit
1 East Main Street
Front Royal, VA 22630

Hon. Clifford Lynwood Athey Jr.
Hon. Bruce D. Albertson*
Hon. Neil Randolph Bryant
Hon. Alexander R. Iden
Hon. Clark Andrew Ritchie
Hon. Thomas J. Wilson IV

Daryl L. Funk, Clerk
540/635-2435
Fax - 540/636-3274
9:00AM - 5:00PM

Terms begin, 1st Monday, Jan., Apr., July, & Oct.
Civil Motion Day, 3rd Thursday of each month.
Misdemeanor appeals days, 2nd Friday of each month.
Grand Juries, 1st day of Term and other days as needed.
Praecepte must be filed 7 days preceding Motion Day.
Court convenes 9:00 a.m.
Commissioners in Chancery are utilized only in certain cases.
Pretrial conference required in most civil cases.
Local Rules adopted pursuant to § 8.01-4.

Washington Circuit Court
Twenty-eighth Judicial Circuit
Courthouse
189 East Main Street
Abingdon, VA 24210

Hon. C. Randall Lowe
Hon. Sage B. Johnson*
Hon. Deanis L. Simmons

Tricia S. Moore, Clerk
276/676-6224
276/676-6226
Fax - 276/676-6218
8:00AM - 5:00PM

Docket calls will no longer be used. The Court will proceed with the Praecepte System to be called on the opening day of the term as set forth in Rule 1:15 of the Supreme Court of Virginia.
Terms begin, 4th Tuesday, Jan., Apr., July, & Oct.
Grand Juries, 1st day of Term.
All cases set on Term Day or through contact with the Judge's office.
Court convenes 9:00 a.m.
Commissioners in Chancery are used only to review accountings of Special Commissioners.

Waynesboro Circuit Court
Twenty-fifth Judicial Circuit
250 South Wayne Avenue, Suite 202
P. O. Box 910
Waynesboro, VA 22980
Mailing address: P.O. Box
910, Waynesboro, VA
22980-0910

Hon. Charles L. Ricketts III*
Hon. Joel R. Branscom
Hon. Anita D. Filson
Hon. W. Chapman Goodwin
Hon. Victor V. Ludwig

Nicole A. Briggs, Clerk
540/942-6616
Fax - 540/942-6774
8:30AM - 5:00PM

Terms begin, 2nd Monday, Jan., March, May, Sept., & Nov.
Motion Day, 1st Wednesday each month, 9:00 a.m.
Grand Juries, 1st day of Term and 2nd Monday in July.
Criminal cases set on Term Day.
Civil cases set by praecepte submitted by noon 7 days prior to Motion Day.
Misdemeanor cases heard on 3rd Wednesday in each Term and in July.
Court convenes 9:00 a.m.
Commissioners in Chancery are utilized in general civil causes; usually not divorce.

E-Mail:
briggsna@ci.waynesboro.va.us

Westmoreland Circuit Court
Fifteenth Judicial Circuit
175 Polk Street
P. O. Box 307
Courthouse
Montross, VA 22520-0307

Hon. Charles S. Sharp*
Hon. Sarah L. Deneke
Hon. Joseph J. Ellis
Hon. J. Overton Harris
Hon. Herbert M. Hewitt
Hon. Patricia Kelly
Hon. Michael E. Levy
Hon. R. Michael McKenney
Hon. Ricardo Rigual
Hon. Gordon F. Willis

All court convenes at 9:00 criminal and civil.
Criminal cases are set by agreement with Commonwealth's Attorney at preliminary hearing, on Term Day, or by agreement of counsel and the Court.
Terms are the 4th Friday of January, April, July and October.
In civil jury trials, instructions must be submitted to the Court and opposing counsel 5 days prior to trial.
Civil cases are set by the Clerk's Office.
Commissioners in Chancery are utilized in general chancery causes and divorces.

Asterisk (*) Denotes Chief Judge.
Underscoring Denotes Judge Presiding in this Court.
For Judge's Home Court, see Virginia Judges 6-1.

CIRCUIT COURT ADDRESS JUDGE CLERK PHONE # HOURS

TERMS OF COURT AND GENERAL INFORMATION

Westmoreland Circuit Court - Continued Hon. Victoria A. B. Willis

Gwynne J. Chatham, Clerk
804/493-0108
Fax - 804/493-0393
9:00AM - 5:00PM

Williamsburg/James City County
Circuit Court
Ninth Judicial Circuit
5201 Monticello Avenue
Suite Six
Williamsburg, VA 23188-8218
Judge's address: 5201
Monticello Avenue, Suite One,
Williamsburg, VA 23188-8218

Hon. Michael E. McGinty
Hon. Jeffrey W. Shaw*
Hon. B. Elliott Bondurant
Hon. Richard H. Rizk

Mona A. Foley, Clerk
757/564-2242
Criminal Supervisor: 757-564-2350
Fines/Costs/Restitution:
757-564-2351
Concealed Handgun Permits:
757-564-2360
Jury Administrator: 757-564-2353
Marriage license, Judgments:
757-564-2360
Name changes, Expungements:
757-564-2360
Divorces/adoptions: 757-564-2354
Law suits/ministers: 757-564-2352
Recording Department: 757-564-2355
8:30AM - 4:00PM
Recordation cut off time: 4:00PM

Winchester Circuit Court
Twenty-sixth Judicial Circuit
The Judicial Center
5 North Kent Street
Winchester, VA 22601

Hon. Clifford Lynwood Athey Jr.
Hon. Neil Randolph Bryant
Hon. Alexander R. Iden
Hon. Bruce D. Albertson*
Hon. Clark Andrew Ritchie
Hon. Thomas J. Wilson IV

Terry H. Whittle, Clerk
540/667-5770
Fax - 540/667-6638
9:00AM - 5:00PM

E-Mail:
twhittle@vacourts.gov

Terms begin, 3rd Wednesday, Jan., March, May, July, Sept., & Nov.
Term day for the month of May, 2017, is set on Friday, May 19, 2017.
Term day for the month of November 2018, is set as November 14, 2018.
Grand Juries, 1st day of Term.
Civil trials are set by praecipe submitted seven days preceding Term
Day. Setting of trials without appearance at docket call will be at
the Judge's discretion. (Judge's administrator handles all scheduling
of civil cases.)
Grand Juries at 9:00 a.m.
Criminal docket calls at 9:00 a.m.
Civil docket calls at 11:00 a.m.
Instructions must be submitted prior to trial.
Local rules adopted pursuant to § 8.01-4.
Should term day fall on a legal holiday as set forth in § 2.2-3300,
Code of Virginia (1950), as amended, the term day will be
rescheduled.
Recordation cutoff time is 3:30 p.m.
Faxes from attorneys and litigants will NOT be accepted for any civil
cases.
The criminal division emails the final court orders to the attorneys
upon request. We also have quite a few attorneys that use the OCRA
system to obtain their own copies. We strongly encourage attorneys to
provide a self-addressed, stamped envelope for return of their
certified orders.

Term begins the 3rd Tuesday in January, April, July, and October
unless changed by Court order. Grand Jury meets every month on the
3rd Tuesday of each month unless changed by Court order. Check our
website for Court calendar and changes to the calendar.
Website: www.winfredclerk.com
Civil Motions Day is the Thursday after Term Day or when the Grand
Jury meets. Check Court calendar on our website for changes. To have
matter placed on Civil Motions Day docket, a praecipe must be filed
not less than 7 days preceding the Motion Day.
Misdemeanor Appeals Day is the Friday after Civil Motions Day, Check
Court calendar on our website for changes.
Court has a Probation day each month. Check Court calendar on our
website for Probation Day,
Court convenes at 9:00 AM.
Local Rules adopted pursuant to § 8.01-4.

Asterisk (*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

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CIRCUIT COURT ADDRESS JUDGE CLERK PHONE # HOURS

TERMS OF COURT AND GENERAL INFORMATION

Winchester Circuit Court - Continued

NOTE: CHECK OUR WEBSITE FOR COURT CALENDAR AND ANY UPDATES OR CHANGES TO THE CALENDAR.

Wise/Norton Circuit Court
Thirtieth Judicial Circuit
P. O. Box 1248
206 East Main Street
Wise, VA 24293-1248

Hon. Chadwick S. Dotson

Hon. Jeffrey Hamilton*

Hon. John C. Kilgore

Hon. Tammy S. McElyea

J. Jack Kennedy Jr., Clerk

276/328-6111

Fax - No faxes accepted (only PDF)

8:30AM - 4:00PM

E-Mail:

jack@jackkennedy.net

Terms begin, 1st Tues. after 3rd Mon. in Jan.; 3rd Monday, Apr., July, Oct.

Grand Juries, 1st day of Term, recalled once during the term.

Civil cases set by praecipe; criminal cases set in conference two weeks prior to beginning of Term.

Court convenes 9:00 a.m.

Commissioners in Chancery are utilized in general chancery causes, except divorce.

Local rules adopted pursuant to § 8.01-4.

homepage: www.courtbar.org

Wythe Circuit Court
Twenty-seventh Judicial Circuit
Circuit Court Building
225 S. Fourth Street
Room 105
Wytheville, VA 24382

Hon. Josiah T. Showalter Jr.*

Hon. Bradley W. Finch

Hon. Brett L. Geisler

Hon. H. Lee Harrell

Hon. Marcus H. Long Jr.

Hon. Robert M. D. Turk

Frances C. Akers, Clerk

276/223-6050

Fax - 276/223-6057

8:30AM - 5:00PM

Terms begin 3rd Monday, Jan., April, July & Oct.

Grand Juries 1st day of Term.

Civil cases set on 1st Tues., Jan., April, July & Oct. or by contacting Judge's legal assistant (276) 223-6113.

Criminal cases pre-set with Commonwealth's Attorney's Office.

Court convenes 9:30 a.m.

Commissioners in Chancery are utilized in some cases.

Misdemeanor appeals day, 4th Wed. at 9:00 a.m. of each month.

York County/Poquoson Circuit Court
Ninth Judicial Circuit
P. O. Box 371
300 Ballard Street
Yorktown, VA 23690-0371
Recordation cutoff time is
3:45 p.m.

Hon. Richard H. Rizk

Hon. Jeffrey W. Shaw*

Hon. B. Elliott Bondurant

Hon. Michael E. McGinty

Kristen N Nelson, Clerk

757/890-3350

Fax - 757/890-3364

8:00AM - 4:00PM

Terms begin, 3rd Tuesday, Jan., March, July, Sept., & Nov. 2018 May Term is May 22, 2018.

Grand Juries, 1st day of Term.

Grand Juries will meet at 9:00 a.m.

Criminal trials set on Term Day.

Civil trials set by telephone conference with Judicial Assistant 757/890-3367 after praecipe is filed.

Equitable distribution cases heard ore tenus.

Criminal docket calls will be held at 9:00 a.m.

Commissioners in Chancery are not utilized.

Should a term day fall on a legal holiday as set forth in § 2.1-21, Code of Virginia (1950), as amended, the term day will be on the following Tuesday.

Asterisk (*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

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