



D. GREGORY CARR
JUDGE

DAVID RIGLER
JUDGE

SCOTT D. LANDRY
CHIEF JUDGE

JAYNE A. PEMBERTON
JUDGE

VANESSA L. JONES
JUDGE

M. DUNCAN MINTON, JR.
JUDGE

LAURA G. GRIFFIN
CLERK OF COURT

COMMONWEALTH of VIRGINIA

Twelfth Judicial District

Juvenile and Domestic Relations District Court

for the County of Chesterfield

7000 LUCY CORR BOULEVARD

CHESTERFIELD, VIRGINIA 23832

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

March 20, 2020

PUBLIC NOTICE

Effective March 16, 2020, the Chief Justice of the Supreme Court of Virginia declared a Judicial Emergency for the Commonwealth of Virginia. Under the provisions of the Order Declaring a Judicial Emergency, Chesterfield Juvenile and Domestic Relations District Court is unable to provide non-essential, non-emergency services for a period of twenty-one (21 days); therefore, all civil, traffic, and criminal matters, are generally continued. In order to provide as much public information and guidance as possible, the Clerk's Office has developed the following guidelines for the types of cases we process and the impact the Judicial Emergency has on our service delivery.

- All inquiries should be directed to the Clerk of Court, Laura G. Griffin at lgriffin@vacourts.gov. You may also call the Court at 804-748-1379, but please expect longer than usual wait times. We encourage all to use email, where possible.
- **The Court will continue to accept non-essential, non-emergent filings, where noted below, by U.S. Mail or email, but they will not be processed until April 6, 2020 (or later if the Order Declaring a Judicial Emergency is continued another twenty-one (21) days by the Chief Justice.)**
 - Non-essential and non-emergent filings are governed by the Service Delivery Table, below.
- Emergency filings must be filed in accordance with the Service Delivery Table, below. They may be emailed to the Clerk in order to facilitate timely processing.

CHESTERFIELD J&DR DISTRICT COURT SERVICE DELIVERY GUIDELINES THROUGH APRIL 6, 2020:

Case Type	Emergency Status	Instructions and Guidelines	Website and other Information
Abuse & Neglect cases	Emergency	<p>Abuse and Neglect cases will continue to be heard.</p> <p>Social Workers should continue to file new petitions through the Clerk's Office by emailing the Clerk.</p>	N/A

Case Type	Emergency Status	Instructions and Guidelines	Website and other Information
Adult Criminal Cases	Non-Emergency	<p>All adult criminal pretrials and trials have been continued generally. No witnesses or officers need to appear.</p> <p>If you have a pending criminal matter that was scheduled between March 16, 2020, and April 6, 2020, your matter will be continued by the Clerk's Office and you will be notified of your new trial date after April 6, 2020.</p> <ul style="list-style-type: none"> • If your address has changed, please email the Clerk of Court. 	The Court will continue to hear bond hearings and pretrials for those in custody.
Appeals	Emergency	<p>If you need to note an appeal of a final order of the Court, please come to the Clerk's Office in person.</p>	N/A
<p>Civil Custody & Visitation Cases</p> <p>(Includes other civil petitions such as paternity, relief of custody, or relief from legal determination of paternity.)</p>	Non-Emergency or may be an emergency in some situations	<p>All civil custody and visitation cases have been continued generally, unless emergency relief had been sought prior to March 16, 2020. No parties need to appear.</p> <p>If you have a <u>pending custody or visitation case</u> that was scheduled between March 16, 2020, and April 6, 2020, your matter will be continued by the Clerk's Office and you will be notified of your new trial date after April 6, 2020.</p> <ul style="list-style-type: none"> • If your address has changed, please email the Clerk of Court. • If your situation has become an emergency and cannot wait until April 6, 2020, please file an Emergency Hearing Request. <p><u>New petitions for non-emergent child custody and visitation will neither be processed nor accepted during this time.</u></p> <ul style="list-style-type: none"> • If you have an <i>emergency</i> child custody/visitation situation that requires immediate attention (i.e. cannot wait 21 days), you may file a new petition in Intake (or through your attorney), accompanied by an Emergency Hearing Request. • Intake may be reached by calling 804-748-1372. • Note, a \$25 filing fee applies for non-indigent petitioners. • Form: Request for Emergency Hearing 	<p>Local website</p> <p>NOTE: Non-emergent new petitions will not be accepted by Intake until after April 6, 2020, due to DJJ policies; therefore, the Court will not accept any attorney-filed non-emergent civil custody/visitation petitions until after April 6, 2020.</p>

Case Type	Emergency Status	Instructions and Guidelines	Website and other Information
<p>Civil Custody & Visitation Cases</p> <p>(Includes other civil petitions such as paternity, relief of custody, or relief from legal determination of paternity.)</p> <p>CONTINUED</p>	<p>Non-Emergency or may be an emergency in some situations</p>	<p><u>Motions to amend</u> previous Chesterfield J&DR District Court custody/visitation Orders can be filed by emailing the Clerk of Court. If the matter is an emergency, you should also file for an emergency hearing. The following forms should be used to file a Motion to Amend:</p> <ul style="list-style-type: none"> • DC-630; Instructions • DC-418; Instructions • DC-620; Instructions • Request for Emergency Hearing <p><u>Motions to Show Cause (for violations of Court Orders)</u> can be filed by emailing the Clerk of Court. The following forms should be used to file a Motion to Show Cause:</p> <ul style="list-style-type: none"> • DC-635; Instructions • DC-418; Instructions • DC-620; Instructions 	<p>Local website</p> <p>Non-emergent Motions to Amend will be processed after April 6, 2020.</p> <p>Motions to Show Cause will be processed after April 6, 2020.</p>
<p>Child & Spousal Support</p>	<p>Non-Emergency</p>	<p>All child and spousal support cases have been continued generally. This includes child support cases involving the Division of Child Support Enforcement (DCSE). No parties need to appear.</p> <p>If you have a pending child or spousal support case that was scheduled between March 16, 2020, and April 6, 2020, your matter will be continued by the Clerk’s Office and you will be notified of your new trial date after April 6, 2020.</p> <ul style="list-style-type: none"> • If your address has changed, please email the Clerk of Court. <p><u>Intake will not be processing support petitions until after April 6, 2020.</u> Therefore, the Clerk’s Office will not accept any attorney-filed support petitions until after April 6, 2020.</p> <p><u>Motions to amend</u> previous Chesterfield J&DR District Court support Orders can be filed by emailing the Clerk of Court. The following forms should be used to file a Motion to Amend:</p> <ul style="list-style-type: none"> • DC-630; Instructions • DC-418; Instructions • DC-620; Instructions <p><u>Motions to Show Cause (for violations of Court Orders)</u> can be filed by emailing the Clerk of Court. The following forms should be used to file a Motion to Show Cause:</p> <ul style="list-style-type: none"> • DC-635; Instructions • DC-418; Instructions 	<p>Local website</p> <p>Motions to Amend will be processed after April 6, 2020.</p> <p>Motions to Show Cause will be processed after April 6, 2020.</p>

Case Type	Emergency Status	Instructions and Guidelines	Website and other Information
Foster Care Cases	Non-Emergency or Emergency	<p>All foster care cases will be reviewed on a case-by-case basis. If your case will be going forward as scheduled between March 19, 2020 and April 6, 2020, your attorney will contact you.</p> <p>If your case is not going forward, your matter will be continued by the Clerk’s Office and you will be notified for your new trial date after April 6, 2020.</p> <ul style="list-style-type: none"> • If your address has changed, please email the Clerk of Court. 	N/A
Juvenile Traffic cases	Non-Emergency	<p>All juvenile traffic cases have been continued generally. No witnesses or officers need to appear.</p> <p>If you have a traffic case that was scheduled between March 16, 2020, and April 6, 2020, your matter will be continued by the Clerk’s Office and you will be notified of your new trial date after April 6, 2020.</p> <ul style="list-style-type: none"> • If your address has changed, please email the Clerk of Court. • Any driver’s school certificates can be emailed to the Clerk of Court. • You may call the Court at 804-748-1379 to make payments by phone for your traffic case. • Law enforcement should not schedule traffic cases any sooner than May 1, 2020, and should consult the void date list sent from the Clerk’s Office. 	N/A
Juvenile Driver’s License Ceremonies	Non-Emergency	<p>The driver’s license ceremony scheduled for March 30, 2020, has been cancelled.</p> <p>The Court will notify all families once a new date has been scheduled.</p>	Local website
Juvenile Delinquency (criminal) cases	Non-Emergency	<p>All juvenile delinquency trials have been continued generally. No witnesses or officers need to appear.</p> <p>If you have a juvenile delinquency (criminal) case that was scheduled between March 16, 2020, and April 6, 2020, your matter will be continued by the Clerk’s Office and you will be notified of your new trial date after April 6, 2020.</p> <ul style="list-style-type: none"> • If your address has changed, please email the Clerk of Court. 	<p>N/A</p> <p>The Court will continue to hear detention hearings, detention reviews, and any Post-Dispositional reviews.</p>

Case Type	Emergency Status	Instructions and Guidelines	Website and other Information
Payments	N/A	<p>You may pay by check via U.S. Mail. The Clerk's Office will mail you a receipt.</p> <p>You may pay by cash in person, although during this time, you may wish to pay by a method that does not require your physical appearance in the Clerk's Office.</p> <p>You may make payments by credit card by phone and the Clerk's Office will mail you a receipt.</p> <p>You may also pay online.</p>	<p>Online payment website</p> <p>NOTE: all credit card payments require an additional 4% convenience fee.</p>
Protective Orders	Emergency	<p>Anyone seeking a family abuse or acts of violence protective order should come to the courthouse to file a petition with an Intake Officer.</p> <p>If you have a protective order that was scheduled between <u>March 19, 2020, and April 6, 2020</u>, you should appear for your scheduled hearing.</p> <p>If you had a protective order that was scheduled to be heard March 16-18, 2020, your protective order was reissued and continued for 30 days.</p> <p>If you have not already been served with a new Order, please contact the Clerk's Office.</p> <ul style="list-style-type: none"> If your address has changed, please email the Clerk of Court. 	<p>Local website</p> <p>If you have a final Protective Order and would like a HOPE Card, please fill out this application and email it to the Clerk.</p>

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Additional Information:

All visitors to the courthouse will be screened by the Chesterfield Sheriff's Office prior to entry. Please expect longer than normal wait times. The Court *strongly encourages* you to email the Clerk if you need assistance.

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