



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

COMMONWEALTH of VIRGINIA

Twelfth Judicial District

Juvenile and Domestic Relations District Court

for the City of Colonial Heights

550 Boulevard

Colonial Heights, VA 23834

PHONE: (804) 451-0213 FAX: (804) 479-3952

Evelyn Hall
CLERK OF COURT

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, Colonial Heights 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, Evelyn Hall at eahall@vacourts.gov. You may also call the Court at 804-451-0213. 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.

Colonial Heights 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	Abuse and Neglect cases will continue to be heard. Social Workers should continue to file new petitions through the Clerk's Office by emailing the Clerk.	N/A

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 Colonial Heights 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. Therefore, the Clerk's Office will not accept any attorney-filed support petitions until after April 6, 2020.</u></p> <p><u>Motions to amend</u> previous Colonial Heights 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 26, 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><u>Online payment website</u></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. 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. 	

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

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>

Additional Information:

All visitors to the courthouse will be screened by the Colonial Heights 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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