

**Memorandum Regarding**  
**Richmond Circuit Court Ordered COVID-19 Temporary Procedures**  
**Updated NOTICE TO BAR and PUBLIC**

Pursuant to the Chief Justice's Declaration of a Judicial Emergency, and consistent with the President's Declaration of a National Emergency, and the Governor's Declaration of an Emergency for the Commonwealth of Virginia and this Court, effective March 20, 2020 to April 6, 2020, until further notice or revision, please be advised of the following.

**CIVIL**

All civil bench and jury trials are suspended until April 6, 2020. To reschedule, contact the administrative assistant for each judge or the Richmond Circuit Court Clerk's Office after April 6, 2020. Emergency motions are permitted and must be filed with the Clerk of Court with a copy to Judge's Chambers via email. When submitting the motion, provide sufficient detail for the court to determine whether to docket the matter. See Judicial Declaration of Emergency for examples of emergency matters. The assigned Judge will determine whether the matter meets the criteria of an emergency and schedule the matter as deemed appropriate.

All civil appeals from the JDR Court and GDC shall be scheduled after April 6, 2020 by the Clerk of Court unless the assigned Judge has designated the matter as an emergency in which case the matter will be scheduled as deemed appropriate.

**CRIMINAL**

All criminal trials, both jury and bench, are suspended until April 6, 2020. Witnesses are released from subpoena. Parties who have a jury trial scheduled during this period should contact Judge's Chambers to reschedule the trial or seek relief from the suspension. Otherwise, the matter will be continued to April docket call to be set. All criminal motions are suspended through April 6, 2020 with the exception of bond motions, bond appeals and arraignments which shall be held via video conferencing to the extent possible. These matters will be scheduled through Judge's Chambers.

Criminal term day is set for Monday, April 6, 2020 and will go forward subject to availability of Grand Jurors.

Parties having an emergency matter should contact Judge's Chambers. These matters may be heard telephonically if approved by the assigned Judge.

The Richmond Adult Drug Treatment Court with hearings set for each Friday at 10:00 a.m. will proceed as scheduled.