

# Temporary Procedures for How to File with the Court During COVID-19 Emergency

## DO NOT APPEAR IN PERSON AT THE COURT

The Clerk's Office window will be closed to in-person service.

The Clerk's Office will be accepting ALL filings via mail or email at  
BedfordJDRCourt@gmail.com.

**\*\*\*** The following **MUST** be legibly written (or typed); signed; photographed and attached to your email for each filing:

**DECLARATION: (8.01-4.3) I declare under penalty of perjury that the submitted information is true and correct.**

**Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

For those with access to a printer, you may complete forms on-line at [www.courts.state.va.us](http://www.courts.state.va.us) under FORMS and JUVENILE & DOMESTIC RELATIONS DISTRICT COURTS.

- To file a request to change a custody order, you will need to complete forms 630, 620, and 418.
- To file a request to change a visitation order, you will need to complete forms 630, 620, and 418.
- To file a request to change a support order, you will need to complete forms 630 and 418.
- To file a violation of a custody and/or visitation, you will need to complete form 635 (circling code section 18.2-456 and explain) and form 418.
- To file a violation of a support, you will need to complete form 635 (circling code section 16.1-278.16 and complete) and form 418.
- Instructions on how to complete each form are listed on the website under each form for your assistance.

For those who are unable to complete and print the forms to email, you may also Text/Email to [BedfordJDRCourt@gmail.com](mailto:BedfordJDRCourt@gmail.com) information to the Court without a form.

If you want to change an order, please provide the following information:

1. Your name, address, and cell phone # (and email address, if you have one)
2. The opposing party's name, address, and cell phone # (and their email address, if you know it) *\*\*If you or the opposing party is not a parent, you must provide information for both parents.*
3. All matters that you want the Court to address: Custody, Visitation, and/or Support.
4. If you are filing regarding Custody and/or Visitation, provide the name of all children to which you want the new order to apply.
5. The current address where the child(ren) is(are) living; how long they've lived there; if less than 6 months, the prior address.
6. The date the order you want changed was entered
7. What do you want changed about the prior order?
8. What has changed since the last order or why do you want the prior order to be changed?
9. Has this case ever been heard in another Court (*like Lynchburg JDR Court*)?
10. Are there any criminal cases or protective orders, against any of the parties listed, pending in our court or another court? What type of case? When is the pending hearing going to be?
11. Are any of the parties in active military? How do you know?
12. A picture of your driver's license or a picture ID

If you want to file a violation of a Custody/Visitation Order, please provide the following information:

1. Your name, address, and cell phone # (and email address, if you have one)
2. The name, address, and cell phone # of the person who violated the order
3. The name of the children on the order that was violated
4. The date of the order they violated
5. Write in code section 16.1-292A
6. How did they violate the order? And what date?
7. A picture of your driver's license or a picture ID

If you want to file a violation of a Support Order, please provide the following information:

1. Your name, address, and cell phone # (and email address, if you have one)
2. The name, address, and cell phone # of the person who violated the order.
3. The date the order they violated
4. Write in code section 16.1-278.16
5. How much were they ordered to pay?
6. How much are they behind in paying? As of what date?
7. A picture of your driver's license or a picture ID