

Prince William County Juvenile and Domestic Relations District Court Family Abuse Protective Order Filing Information

Family Abuse Protective Orders are legal documents issued by a judge or magistrate to protect the health and safety of someone who has been injured or threatened by a family or household member. In Virginia, there are 3 kinds of protective orders that can protect you and others in your family or home:

- **Emergency Protective Orders** – generally last only 72 hours and are usually issued by a magistrate.
- **Preliminary Protective Orders** – last 15 days or until a full hearing and require that you file a petition at court.
- **Permanent Protective Orders** – last up to 2 years and are issued by the court after a full hearing where both parties are before the judge.

Note: If a child is the victim of abuse you should contact the Department of Social Services at Woodbridge 703-792-4300, Manassas 703-792-7500, Manassas City 703-361-8277, Manassas Park 703-335-8880

ALERTS:

- You must first go to the Manassas Court Service Unit Intake Office to file for a Family Abuse Protective Order.
- You must file with the Court Service Unit between 8:00 AM and 10:00 AM to appear before the court on the same day. If you arrive after 10:00 AM, you may file the petition but it will be reviewed by the court at 1:30 PM the next day the court is in session.
- The court reviews Family Abuse Protective Order petitions at 1:30 PM each day. *(A petition is a formal written request asking the court to do something)*

1. Where is the Manassas Court Service Unit Intake Office located?

The Court Service Unit Intake Office is located on the second floor at:
9540 Center Street (Comcast Building)
Manassas, VA 22110

Phone: (703) 792-6210

Google map link to 9540 Center Street, Manassas:

http://maps.google.com/maps?f=q&source=s_q&hl=en&geocode=&q=9540+Center+Street+Manassas+VA&ll=38.752527,-77.478912&sspn=0.007681,0.019226&ie=UTF8&ll=38.753481,-77.479727&spn=0.007681,0.019226&z=16&iwloc=addr

To Zoom in or out:

- Click on the up or down arrow in the upper left corner

To Navigate closer to the location of choice:

- Click and drag your mouse on the map

For Driving Directions:

- Under the address text box click on [Get Directions](#)
- Type your address or starting point in the empty text box

- Click the “Get Directions” button.

2. Where is the Court located?

The Prince William County Juvenile and Domestic Relations District Court is located at:

9311 Lee Avenue
Manassas, VA 20110

Telephone number: (703)792-6160

Entrance to the Juvenile and Domestic Relations District Court is located in the front of the courthouse on the first floor. Courtrooms are located to the right after you pass through security.

Google map link to 9311 Lee Avenue, Manassas:

<http://maps.google.com/maps?sourceid=navclient&ie=UTF8&q=9311+Lee+Avenue+Manassas+VA&ll=38.752527,-77.478912&spn=0.007681,0.019226&z=16&iwloc=addr>

To Zoom in or out:

- Click on the up or down arrow in the upper left corner

To Navigate closer to the location of choice:

- Click and drag your mouse on the map

For Driving Directions:

- Under the address text box click on [Get Directions](#)
- Type your address or starting point in the empty text box
- Click the “Get Directions” button.

3. What are walking directions from the Court Service Unit to the Courthouse?

The Courthouse is located less than half a mile from the Court Service Unit and it takes approximately 10 minutes to walk.

Google walking map link:

http://maps.google.com/maps?f=d&source=s_d&saddr=9540+Center+Street+Manassas+VA&daddr=9311+Lee+Avenue+Manassas+VA&hl=en&geocode=&mra=cc&dirflg=w&sll=38.754234,-77.480907&sspn=0.007681,0.019226&ie=UTF8&z=16

4. What are the driving directions to Prince William Juvenile and Domestic Relations District Court?

VIA I-95 from the South:

Take Dumfries Exit # 152B onto Dumfries Road/Route 234 North towards Manassas. Continue on Dumfries Road/Route 234 North for 14.6 miles, past the intersection with Prince William Parkway/Brentsville Road. Turn right at the stoplight onto Dumfries Road Business Route 234. Continue on Dumfries Road Business Route 234 for 2.6 miles through the railroad underpass and two traffic lights. Turn left on Lee Avenue and proceed 0.2 miles to the Judicial Center at the end of the street.

VIA I-95 from the North:

Take the Prince William Parkway Exit # 158B and continue along Prince William Parkway into Manassas. Pass the intersection of the Parkway with Liberia Avenue. Continue straight to the Richmond Avenue/Dumfries Road/Grant Avenue intersection. Turn right on Grant Avenue/Route 234 North. Pass through the railroad underpass and two traffic lights. Turn left on Lee Avenue and proceed 0.2 miles to the Judicial Center at the end of the street.

VIA I-66 from the West:

Take Manassas Exit # 47 and continue on Sudley Road/Route 234 South for 4.5 miles to Lee Avenue. Turn right on Lee Avenue and proceed 0.2 miles to the Judicial Center at the end of the street.

VIA I-66 from the East and Via Route 28 from the North:

Take the Dulles-Centreville Exit # 53 and continue along route 28 South for eight miles to Grant Avenue/Route 234. Turn right on Grant Avenue. Take the first left on Lee Avenue and proceed 0.2 miles to the Judicial Center at the end of the street.

VIA Route 28 from the South:

Proceed into the City of Manassas on Route 28 North. After Center Street becomes one way, continue two blocks to the intersection with Grant Avenue/Route 234. Take a left on Grant Avenue and go two blocks to the intersection with Lee Avenue. Take a left on Lee Avenue and proceed 0.2 miles to the Judicial Center at the end of the street.

VIA Route 234 By-Pass:

Take the 234 By-Pass to 28 North. Follow 28 North into the City of Manassas. After Center Street becomes one way, continue two blocks to the intersection with Grant Avenue/Route 234. Take a left on Grant Avenue and go two blocks to the intersection with Lee Avenue. Take a left on Lee Avenue and proceed 0.2 miles to the Judicial Center at the end of the street.

5. Where can I park at the Court Service Unit and Courthouse?

Parking for the Court Service Unit is readily available at the front and back entrances of the building. Handicap parking spaces are clearly marked.

Courthouse PUBLIC PARKING is located off of Peabody Street. From Lee Avenue follow the "Public Parking" signs around the courthouse. Plan to arrive at least **30 minutes early** to allow for time to find parking and walk to the courthouse.

Handicap parking (only for vehicles with handicap cards or plates issued by Division of Motor Vehicles) is located off Lee Avenue directly in front of the courthouse.

6. What bus transportation is available to the Courthouse and at what cost?

An OmniLink bus stop serves the Courthouse: Church & Center (Judicial Center) located on Rte 28. The bus stops approximately every 30 minutes beginning at 5:30 AM and ending at 8:30 PM.

Below is a link to the PRTC route map:

<http://www.prtctransit.org/tripplanner/PRTC-SysMap.pdf>

Exact cash, bus token or SmarTrip card are required. OmniLink drivers cannot make change. One way cash fare is \$1.10. Reduced fares are available. Contact OmniLink at Omni@OmniRide.com for reduced fare eligibility and application information.

7. What taxi service is available to the Courthouse?

Yellow Cab of Prince William County

Main Phone: (703) 491-2222 or (703) 369-2100

Stafford Area: (540) 659-1200

Quantico Area: (703) 640-6464

Manassas Cab Company (703) 361-8614

8. What other assistance is there for transportation?

ACTS Turning Points may have tokens for people to travel to the courthouse on PRTC buses. Those in need of such assistance should call 703-221-4460 or 703-221-4951 for information about Turning Point services and the availability of tokens. If available, the tokens can be picked up at the Dumfries office (3900 Acts Lane) or at the court advocacy office (4950 Center St.). Please call ahead to assure there are tokens available.

9. What should I do if I do not understand or speak English well?

The Court Service Unit cannot guarantee any interpreter will be present to assist you but may use a Language Line to complete your paperwork and help explain the Court Process. You are welcome to bring a family member or friend to accompany you that speaks English to assist you in the process.

For assistance in the courtroom, contact the Clerk's Office at (703)792-6160 as soon as your hearing is scheduled. The court has a Spanish interpreter available every day. For other languages the court will have to make arrangements or use a Language Line.

10. What should I do if I need help because of a physical challenge?

Both the front and rear entrances to the Court Service Unit are handicap accessible. There is an elevator in the lobby to bring you to the 2nd floor.

The courthouse is handicap accessible and the Juvenile and Domestic Relations court rooms are located on the ground floor (Lee Avenue entrance).

If you are in need of sign language interpretation or special accommodations because of a physical challenge, please call the Clerk's Office at (703)792-6160. You are welcome to bring a friend or family member to assist you.

11. Is there a fee for filing for a Family Abuse Protective Order?

There is no fee for filing a petition for a Family Abuse Protective Order. (*A petition is a formal written request asking the court to do something*)

12. What should I wear to Court?

You should dress in a respectful and appropriate manner. Dressing neatly with no revealing clothing, shows respect for the Court. The Court recognizes occasionally there are emergency situations when this is not possible.

13. What should I bring with me?

- You must have:
 - A full description of the event that led you to seek a protective order. If you used the I-CAN system, bring the Affidavit with you. **YOU WILL NEED THIS SAME INFORMATION FOR THE FULL HEARING (where both parties are before the judge) that will be scheduled if a Preliminary Order is issued.** You will be asked to testify at the full hearing (where both parties are before the judge) about the event that made you want to seek protection.
 - The name and **full address** of the person from whom you are seeking protection. A full and complete address of the person is required – including apartment number, unit number, not a PO Box.
 - Any prior or existing protective orders you have in your possession, even if from another state or Virginia jurisdiction.
- Other important information you should bring with you:
 - **Any photographs, medical records related to the event that led to the petition for a Family Abuse Protective Order or anything else you think will help prove your case;**
 - The names and full addresses of anyone who witnessed the event,
 - As much identifying and contact information as possible about the person from whom you are seeking protection – **this information is essential as law enforcement must be able to find this person for the Protective Order to take effect. PLEASE PROVIDE:**
 - name, nicknames, aliases;

- date of birth;
 - home, work, cell phone and pager numbers;
 - addresses for home, work, friends, relatives and places frequented;
 - age, height, weight, eye color, hair color, distinguishing marks;
 - social security number;
 - tendencies toward violence;
 - ownership or possession of weapons, especially firearms; and
 - recent photograph of that person.
- A copy of an Emergency Protective Order if one was issued; and
 - If possible, birth certificates and social security numbers for children for whom you may be seeking protection.

14. What should I NOT bring with me?

All persons entering the courthouse will be searched to include all bags and other items by passing through metal detectors and x-ray machines. Weapons such as guns, ammunition, (any items resembling a gun or ammo), handcuff key, all knives, razor blades, pepper gas, mace, studded belts and tools are prohibited inside the courthouse. All photographic and recording sound devices to include still cameras, video cameras, sound recording machines, cell phones with cameras and similar equipment are prohibited inside the courthouse. Advise security if any of the above listed items are needed as evidence in your case. If you have any additional questions, you may contact the Prince William County Sheriff Office 24 hours a day by calling (703) 792-6070.

15. Who should I bring with me to court?

You need only bring yourself to file for a Family Abuse Protective Order. Do bring the names and complete addresses for any witnesses (people who actually saw the event) with you. **You are discouraged from bringing young children with you to court.** If you must bring them to court, bring an adult to supervise the children.

16. What days can I file for a Family Abuse Protective Order at Prince William County Court Service Unit and Juvenile and Domestic Relations District Court?

The Court Service Unit and Juvenile and Domestic Relations District Court are open Monday through Friday except for holidays or inclement weather. If the Court Service Unit is closed due to inclement weather a message will be left on the telephone number for the Court Service Unit (703) 792-6200. If the Court is closed due to inclement weather a message will be left on the telephone number for the

Court (703) 792-6160. All day closings will also be announced on local news channels ABC 7 WJLA-TV and News Channel 8.

NOTE: The 4th Tuesday of each month is an Administrative Day for the J&DR court. Protective Order petitions filed with the Court Service Unit that can be filed with the Clerk's Office by 10:00 a.m. will be heard that day. Protective Order petitions that cannot meet the cut-off will be heard by the court the next day at 1:30PM. (*A petition is a formal written request asking the court to do something*)

17. How early can I arrive to file for a Family Abuse Protective Order?

You must arrive at the Court Service Unit between 8:00 AM and 10:00AM if you wish to have the petition heard by the court that same day. (*A petition is a formal written request asking the court to do something*)

The Manassas Court Service Unit Intake office opens at 8:00 AM. If you arrive at the Court Service Unit after 10:00 AM but before 3:00 PM, the intake officer will complete the paper work but the petition will be heard by the court at 1:30 PM the next day court is in session.

18. How late can I arrive to file for a Family Abuse Protective Order and have the petition heard the same day?

You must arrive at the Court Service Unit and have all paperwork completed by 10:00 AM in order to have the petition reviewed by the court that same day. (*A petition is a formal written request asking the court to do something*)

NOTE: The 4th Tuesday of each month is an Administrative Day for the J&DR court. Protective Order petitions filed with the Court Service Unit that can be filed with the Clerk's Office by 10:00 a.m. will be heard that day. Protective Order petitions that cannot meet the cut-off will be heard by the court the next day at 1:30PM.

19. How long should I expect to spend at the Courthouse in order to file the petition for a Family Abuse Protective Order and have the petition heard the same day?

You should arrive at the Court Service Unit between 8:00 AM and 10:00 AM. You will meet with an intake officer who will interview you, assist in preparing an affidavit describing the abusive event and answer questions about the court process. You will also meet with a representative of the Turning Points program who will provide information about safety planning and community resources. They are also available to accompany you to court.

You must appear at the court at 1:30 PM that same day. Expect to spend at least 2 hours at the Court Service Unit and up to 2 hours at the Courthouse depending on the number of cases to be heard that day.

20. Where should I go after passing through the security check at the door of the Courthouse?

The Juvenile and Domestic Relations District Court is through the first door on the right, after entering the Courthouse and passing through the security check point. The courthouse and courtrooms are handicap accessible. The 1:30 PM hearings for the Preliminary Protective Order are usually held in courtroom number 2. Wait near courtroom number 2 and the case will be called using the name of the person from whom you are seeking protection. A Turning Points staff person is usually available at the courthouse to assist you.

21. How do I contact the Court Service Unit and Court for more information?

The Court Service Unit Manassas Intake Office's telephone number is (703) 792-6210. Additional information may be obtained at www.pwcgov.org find the link for government agencies and scroll down to Juvenile Court Service Unit.

The court Clerk's Office can be reached at (703)792-6160.

22. What should I do if I feel I am in immediate danger?

If you feel you are in immediate danger call 911 for law enforcement assistance.

You can also call the 24 HOUR CRISIS HOTLINE (703) 221-4951 for information about safety planning and local resources.

23. What should I do if an Emergency Protective Order that was issued expires before I am able to have a petition for the Family Abuse Protective Order filed and heard? (*Emergency Protective Orders are most often issued by Magistrates and may last only 72 hours*)

You may go to the Magistrate's office and testify under oath as to why you were unable to petition for the Preliminary Protective Order and why a protective order is still necessary. You will be asked to fill out a written affidavit (statement).

24. How do I contact the Magistrate's Office for more information? (*include TTY number*)

Magistrates are available 24 hours per day, seven days per week. There are two Magistrate's Offices in Prince William County:

Manassas Office:

9320 Lee Avenue

Manassas, VA 20110

Phone: (703) 729-6260

Google map link to 9320 Lee Avenue, Manassas, VA:

http://maps.google.com/maps?f=q&source=s_q&hl=en&geocode=&q=9320+Lee+Avenue,+Manassas+VA&ll=37.0625,-95.677068&sspn=31.977057,78.75&ie=UTF8&ll=38.752577,-77.480307&spn=0.007681,0.019226&z=16&iwloc=addr

To Zoom in or out:

- Click on the up or down arrow in the upper left corner

To Navigate closer to the location of choice:

- Click and drag your mouse on the map

For Driving Directions:

- Under the address text box click on [Get Directions](#)
- Type your address or starting point in the empty text box
- Click the “Get Directions” button.

Garfield Office:

15948 Donald Curtis Drive

Woodbridge, VA 22191

Phone: (703) 792-7360

Google map link to 15948 Donald Curtis Drive, Woodbridge VA:

http://maps.google.com/maps?f=q&source=s_q&hl=en&geocode=&q=15948+Donald+Curtis+Drive,+Woodbridge+VA&ll=38.752577,-77.480307&sspn=0.007681,0.019226&ie=UTF8&ll=38.60847,-77.294097&spn=0.007696,0.019226&z=16&iwloc=addr

To Zoom in or out:

- Click on the up or down arrow in the upper left corner

To Navigate closer to the location of choice:

- Click and drag your mouse on the map

For Driving Directions:

- Under the address text box click on [Get Directions](#)
- Type your address or starting point in the empty text box
- Click the “Get Directions” button.

25. Do I need a lawyer to file for a Family Abuse Protective Order?

You do not need a lawyer to file for a preliminary protective order. The Court Service Unit Intake Officer will provide assistance to help you complete the necessary paperwork and will provide basic information about preparing for your court hearing. The Unit, however, cannot give you legal advice. You may want to hire a lawyer to represent you at your full hearing (where both parties are before the judge), especially if the person from whom you want protection will have a lawyer (See also question 27).

26. What should I do if I am the person named as a “respondent” in a Family Abuse Protective Order? (A “respondent” is the person against whom the order is issued)

You will receive a copy of the order from the Sheriff. Read the order carefully. Strict compliance with the order will avoid additional problems that can result in criminal penalties.

You may ask the court to dismiss or change the terms of the order. **ONLY a judge** may dismiss or change the terms.

The order will have a date and time for a hearing, arrive at the Courthouse at least 30 minutes ahead to allow time for parking. You or your lawyer may tell your side of the case at the hearing.

The location of the court and other information about the court’s policies are contained in this document under separate questions.

27. How can I find a lawyer to help me?

Prince William County Bar Associations Lawyer Referral Service M-F 9AM – 1PM (can provide a 30 minute consultation for \$35): 703-393-2306, <http://www.pwcba.org/info.asp>

The Prince William County Bar Association also has a “pro bono” program that provides legal services for low income individuals which may be able to assist you.

Northern Virginia Legal Aid Services (for low income eligible persons) 703- 368-5711

Further assistance may be available through ACTS Turning Points at 703-792-4782 (Spanish 703-792-6232)

Virginia Lawyer Referral Service: 1-800-552-7977

28. How will I know when the Protective Order is served on the person from whom I want protection? (“Served” means the order is delivered and given in person to the person named in the document. A sheriff or other law enforcement officer most often serves protective orders.)

Preliminary Protective Orders are sent to law enforcement for service. Call the non-emergency warrant desk to find out if the Protective Order has been served.

Prince William County Police Department: (703) 792-6516. After 11:00PM and weekends: (703) 792-6500

City of Manassas: (703) 257-8000

Manassas Park: (703) 361-1136

You may also contact the Clerk’s Office at (703) 792-6160 to verify service. Protective Orders are served on the respondent in the courtroom by the Sheriff’s

Deputy. If the respondent is not present in court and the court enters a Protective Order, it is sent to law enforcement for service.

29. Where else can I get help?

ACTS (Action in the Community Through Service) offers a number of services:

- Emergency Assistance (food, shelter, clothing): (703) 221-3186 (Eastern Prince William County)
- 24-hour Domestic Violence Crisis hotline: (703) 221-4951
- Court Advocacy (information, support and accompaniment to court): 703-792-4782; Spanish: (703) 792-6232
- Support Groups for Women (small groups focus on safety, stress, self-esteem, goal setting, healthy relationships, parenting and resources): (703) 221-4460
- Support Groups for Children (individual and group support to children who have witnessed abuse): (703) 221-4460
- Programs for Men (support and counseling to help take control of emotions and responsibility for behaviors): (703) 221-4460

SERVE (emergency food, clothing and shelter) (703) 368-2979 (Western Prince William County)

The Women's Center (support, self-sufficiency education, legal information): (703) 281-2657

Department of Social Services (food stamps, Medicaid, Temporary Assistance to Needy Families for those eligible):

Woodbridge (703) 792-4300
Manassas (703) 792-7500
Manassas City (703) 361-8277
Manassas Park (703) 335-8880

SAVAS (Sexual assault victims' advocacy service): (703) 497-1192

ALANON and ALATEEN: (703) 764-0476

Alcoholics Anonymous: (800) 208-8649

Narcotics Anonymous: (703) 532-1255

Community Services Board (mental health and substance abuse services for those eligible): Manassas (703) 792-7800; Woodbridge (703) 792-4900

Asian Pacific Legal Resource Center (legal resource for those of Asian Pacific island descent): (202) 393-3572

Northern Virginia Legal Services (legal services for low income eligible persons) (703) 368-5711

Potomac Legal Services (703) 532-2525

Prince William County Lawyer Referral Service (30-minute consultation for \$35)
(703) 393-2306

Tahirih Justice Center (provides assistance to immigrant women) (703) 575-0070

30. What should I do at the full hearing (where both parties are before the judge)?

When your name is called go into the courtroom. Only you or your lawyer, if you hired one, can speak for you. The judge will ask you questions. Listen carefully, answer them completely, tell the truth and speak slowly. The person from whom you want protection or that person's lawyer may ask you questions. **DO NOT** interrupt the judge, lawyers or the person from whom you are seeking protection. If you have any questions or do not understand something, ask the judge **BEFORE** you leave the courtroom.

31. What should I do if the Judge does not issue a Protective Order?

You can file an appeal with the clerk in the Clerk's Office located on the first floor of the courthouse within 10 days of the hearing. You may also want to contact some of the other services available to citizens in Prince William County. See question 29 for a listing of services available in Prince William County.

32. When does a Protective Order take effect?

A law enforcement officer will serve the Protective Order to the person from whom you want protection. (*"Served" means the order is delivered and given in person to the person named in the document. A sheriff or other law enforcement officer most often serves protective orders.*) A Protective order is not valid until that person gets a copy. This is called "personal service." At the full hearing (where both parties are before the judge) the order will be given to both you and the other person in the courtroom. **DO NOT LEAVE THE COURTHOUSE** without a copy of the order.

33. What should I do with the order?

Once you have a copy of the order, keep the order in a safe place. You should carry a copy of the order with you at all times. You will have to show it to the police or the Court if there is a violation. If you cannot read the order or do not understand it, call the Clerk's Office at telephone number (703) 792-6160 for help.

Make several photocopies of the order as soon as possible and keep the original order in a safe place. You may want to give a copy of the order to your employer, school, children's school, daycare provider, and anyone else named in or protected by the order.

34. What should I do if the protective order is violated?

If your protective order is violated, you should immediately call 911 and tell the officers that you have a protective order and the abuser is violating it. You should also notify your attorney and/or the court.

35. What if I need to move or travel after my protective order is issued?

If you move or travel within the state or anywhere else in the country including U.S. territories and Indian tribal lands, your protective order will still be valid and good. If you are thinking about moving or traveling you may want to contact the National Center on Full Faith and Credit at (800) 903-0111 for more information.

PLEASE notify the clerk of the court at (703) 792-6160 if you move or have a change of address.