

**Fairfax Juvenile and Domestic Relations District Court
Family Abuse Protective Order Filing Information**

ALERTS:

- **If you are in immediate danger call 911.**
- **PLEASE remember that having a protective order does not guarantee that you will be safe. It is important that you take safety precautions before and after the order is issued.**

GETTING STARTED (Protective Order/Family Abuse Information):

1. In Virginia, there are three kinds of protective orders that can protect you and others in your family or home:
 - **Emergency Protective Orders** – Lasts 72 hours and are usually issued by a magistrate
 - **Preliminary Protective Orders** – Last 15 days or until the full hearing and require that you file a petition at court
 - **Protective Orders** – Last up to 2 years and are issued by the court after a full hearing
2. Fairfax Juvenile and Domestic Relations District Court services residents of Fairfax County, the City of Fairfax, and the towns of Herndon, Vienna, and Clifton.
 - a. **Who can file for a Protective Order?** Juvenile or Family/Household member
 - b. **How to file for a Protective Order?**
 - i. Call the Fairfax Domestic Relations Services Office at (703) 246-3040 for an appointment to file a petition for a Family Abuse Protective Order. (*A petition is a formal, written request asking the Court to take a certain action on a matter.*)
 - ii. There is no charge to file for a Family Abuse Protective Order. Their hours are from 8:00AM to 4:30PM.
 - iii. Later, after you have filed for a Family Abuse Protective Order, a full hearing (where both parties are before the Judge) will be scheduled.
 - iv. **Important: DO NOT leave the Courthouse without a copy of the order, if issued.**

3. **What should I bring with me to the Domestic Relations appointment?**

You must bring:

- a. 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 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.
- b. The name and **full address** of where the person from whom you are seeking protection can be found.

It would be helpful to bring:

- c. 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;
- d. The names and full addresses of anyone who witnessed the event,
- e. As much identifying and contact information as possible about the person from whom you are seeking protection – **this information is essential because the Sheriff must be able to find this person for the Protective Order to take effect. PLEASE PROVIDE:**
 - i. name, nicknames, aliases;
 - ii. date of birth;

**Fairfax Juvenile and Domestic Relations District Court
Family Abuse Protective Order Filing Information**

- iii. home, work, cell phone and pager numbers;
 - iv. addresses for home, work, friends, relatives and places frequented;
 - v. age, height, weight, eye color, hair color, distinguishing marks;
 - vi. social security number;
 - vii. tendencies toward violence;
 - viii. ownership or possession of weapons, especially firearms; and
 - ix. recent photograph of that person.
- f. A copy of an Emergency Protective Order if one was issued; and
- g. If possible, birth certificates and social security numbers for children for whom you may be seeking protection.
4. **When can I file a petition for a Family Abuse Protective Order?** (*A petition is a formal, written request asking the Court to take a certain action on a matter*)
- a. The Court is open Monday through Friday from 8:00 a.m. to 4:00 p.m. except for Federal holidays and bad weather. In the case of bad weather, call 703-246-3040 or check online at <https://www.fairfaxcounty.gov> to make sure the Courthouse is open.
 - b. You should call to make an appointment. The best time to call to make an appointment with the Domestic Relations Services Office and to come to the Court is as early in the day as possible.
 - c. The intake unit accepts appointments from 7:30a.m. until 2:00p.m. However, if you want to talk to the judge that day, the latest appointment is 12:00p.m.
 - d. We realize these are emergency situations, so if you don't have an appointment, we will try to fit you in. But it may not be possible that day.
5. **Where is the Court located?** Both the Juvenile and Domestic Relations District Court and Fairfax Domestic Relations Services Office are located at: **4110 Chain Bridge Road, Suite 202, Fairfax, VA 22030**
- a. It is at the corner of Chain Bridge Road (Rt. 123) & Main Street (Rt. 236)
 - b. Link to Fairfaxcounty.gov site for map:
<https://www.fairfaxcounty.gov/juveniledomesticrelations/court-complex-information>
6. **What are the driving directions to Fairfax Juvenile and Domestic Relations District Court?**
<https://www.google.com/maps/place/4110+Chain+Bridge+Rd,+Fairfax,+VA+22030/data=!4m2!3m1!1s0x89b64ef28276780d:0xcb0d62ea42c3b68f?sa=X&ved=2ahUKEwjRuu3EkL3cAhUIWN8KHdZmCegQ8gEwAHoECAUQAQ>
7. **Where can I park?**
- a. PUBLIC PARKING for visitors and jurors is **only in GARAGE B** located on PAGE AVENUE. Rates are \$2.50 per hour. The maximum height for the parking garage is 7' 2". ***Very tall and/or commercial vehicles that exceed 7' 2" will need to make other parking arrangements. The garage directly behind the Massey Building will have restricted access.*** Follow the public Parking signs on the streets around the court.
 - b. Plan to arrive at least **30 minutes** early to allow plenty of time to find a parking space and walk to the courthouse.
 - c. ACCESSIBLE PARKING FOR THE PUBLIC WITH DISABILITIES, with proper Division of Motor Vehicles designation, is available on the complex's SURFACE LOTS.

**Fairfax Juvenile and Domestic Relations District Court
Family Abuse Protective Order Filing Information**

Overflow accessible parking spaces are in Garage B on floors 1-4. There is an elevated walkway from the 4th floor.

- d. **Parking in lots marked with blue "Decal Only Parking" signs or other reserved lots Monday through Friday between 8:00 am and 4:00 pm will result in a \$25.00 fine and possible towing.**

8. **How do I get from the Parking Garage B to the Juvenile and Domestic Relations District Court?**
 - a. Link to Fairfaxcounty.gov site for map:
<http://www.fairfaxcounty.gov/courts/jdr/jdrDirections.htm>

9. **What bus transportation is available to the Courthouse and at what cost?**
 - a. Metro Bus. For Schedules and routes go to: <http://www.wmata.com/>
 - b. Fairfax Connector. For Schedules and routes go to:
<http://www.fairfaxcounty.gov/connector/>
 - c. Both the Green and Gold CUE buses serve the Courthouse. There are handicapped-accessible buses on every route. For schedules, fares and routes go to:
<http://www.fairfaxva.gov/CUEBus/CUEBus.asp>

10. **What taxi service is available to the Courthouse?**
 - a. Many taxi companies serve the Washington metropolitan area. For more information go to <http://commuterpage.com/taxi.htm>

11. **What Metro stop serves the Courthouse?**
 - a. The Vienna/Fairfax/GMU stop on the Orange Line is located 3.8 miles from the Courthouse and is served by the CUE, Fairfax Connector and Metro Bus systems. For more information go to www.wmata.com.

12. **What should I do if I don't understand or speak English well?**
 - a. You can call 703-246-3040. Tell the Domestic Relations Services Office when you call for your appointment that you will need an interpreter.
 - b. I-CAN! Virginia is a free online program that helps a person complete the forms necessary to ask the court for a protective order. It is available in English and Spanish. Go to: <https://www.vacourtformhelp.courts.state.va.us/> and follow the prompts. For additional information about I-CAN! Virginia and how it works, go to: <http://www.ican.courts.state.va.us> and click on the I-CAN! Virginia Frequently Asked Questions link.

13. **What should I do if I need help because of a physical challenge?**
 - a. If you need assistance getting into the building, you can call 703-246-3040 or TTY: 703-273-3713 to make arrangements. The courthouse is handicap accessible; there is an elevator on the first floor near the entrance and information desk.
 - b. Fastran provides door-to-door transportation service for people with a disability or disabling health condition who are unable to use public transportation (703) 222-9764. (M – F available during the day).

**Fairfax Juvenile and Domestic Relations District Court
Family Abuse Protective Order Filing Information**

14. What should I wear to Court?

- a. To file, it doesn't matter. Just dress appropriately. Dressing neatly shows respect for the Court. Please try not to wear: halter or tank tops, shorts, sandals, hats (unless it is a religious covering), and sunglasses unless you have a medical condition/sensitivity to light. You should not chew gum or bring any food or drinks into the courtroom. If you have a cell phone, be sure to turn it off before you enter the courtroom. Cell phones are allowed, but taking photos are prohibited.
- b. It is very important to arrive at the Courthouse at least 30 to 60 minutes earlier than your scheduled appointment or hearing. Like the airport, security lines are long, and you will have to take off belts and shoes.

15. What should I NOT bring with me?

- a. **All persons entering a county courthouse will be searched and all bags and other items will be passed through an x-ray machine.** Weapons such as knives and guns are prohibited inside the courthouse. Cameras, video cameras, photographic, recording or similar equipment is prohibited inside the courthouse. Advise security if the above listed items are needed as evidence in your case. You can bring a cell phone, but if you take pictures, it will be confiscated.

16. Who should I bring with me to the Courthouse?

- a. **For the Domestic Relations Services Office appointment**, you need only bring yourself because you will be interviewed by an intake worker, talk to an advocate, and tell your story to the judge. If you have pictures, warrants, other Protective Orders or other documentation that may be helpful, but not required.
- b. **For the Full hearing in two weeks (where both parties are before the Judge)** bring yourself and any witnesses who saw the abusive incident.
- c. You are discouraged from bringing young children with you to court. ***If you must bring them to court, bring diapers, bottles, food, and toys with which they can play quietly.*** We encourage you to bring an adult to supervise the children. ***There is very little space for children to run around in, and*** you may be at the courthouse for several hours.

17. How long should I expect to spend at the Courthouse?

- a. **To file the petition for a Family Abuse Protective Order** (*A petition is a formal, written request asking the Court to take a certain action on a matter*): Expect to spend 3 hours (it will take longer if an interpreter is present) with the Domestic Relations Services Office for your appointment and to have the petition reviewed, but it will take longer for the ex parte hearing. If you talk to the Judge, it will take until about 4:30p.m.

18. Where should I go after passing through the security check at the door?

- a. **To file the petition for a Family Abuse Protective Order** (*A petition is a formal, written request asking the Court to take a certain action on a matter*): From the lobby, go up the escalator and make a left, or take the elevator to the 2nd floor.
- b. **For the 2nd hearing (where both parties are before the judge)**: Go to the 3rd floor and check your paperwork or the monitor for information on which courtroom your case will be heard. You must wait in the hallway outside the courtroom until your name is called.

**Fairfax Juvenile and Domestic Relations District Court
Family Abuse Protective Order Filing Information**

19. How do I contact the Court for more information?

- a. Fairfax Domestic Relations Services Office: 703-246-3040.

20. 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 reviewed?

- a. (*Emergency Protective Orders are issued by Magistrates and may last only 72 hours*)
b. The Magistrate's Office issues Warrants and Emergency Protective Orders relating to domestic assault, family abuse and stalking crimes. You can also call The Domestic Violence Action Center and speak to an advocate about other options available to you for safety.

21. How do I contact the Magistrate's Office for more information?

- a. There are three Magistrate Offices in Fairfax County that are open 24 hours a day, 7 days a week. **NO APPOINTMENTS ARE NECESSARY.**
b. If you are the victim of domestic assault, family abuse, or a stalking crime and you wish to file for a Warrant or an Emergency Protective Order or both, please come to one of the following Magistrate Office locations **in person.**

22. Do I need a lawyer to file a petition for a Preliminary Protective Order? (*A petition is a formal, written request asking the Court to take a certain action on a matter.*) **You do not need a lawyer to file for a preliminary protective order.** The Domestic Relations Service Office intake counselor will provide assistance to help you complete the petition/necessary paperwork and will provide basic information about preparing for your court hearing. The counselor, however, **cannot give you legal advice.** [You may want to consult 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 question 25).]

23. What should I do if the Judge does not issue the preliminary protective order? You will still have a hearing in 15 days, where you can ask a different Judge.

24. When does a protective order take effect? A Sheriff's deputy or court official must give the Protective Order to the person from whom you want protection. This is called "personal service." A Protective Order is not valid until the Respondent is personally served. **DO NOT LEAVE THE COURTHOUSE** without a copy of the order. The order will go into a statewide database that the police can see.

25. How will I know when the protective order is served on the person from whom I want protection? If the person is served in Fairfax, you should get a call from the Sheriff. You can contact the Sheriff's Office at 703-246-3237. If the person is out of Fairfax, you will need to contact the clerk's office

26. 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 (703) 246-3040 or return to Room 202 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. If children are on it, you must

**Fairfax Juvenile and Domestic Relations District Court
Family Abuse Protective Order Filing Information**

give a copy of the order to the children's school, daycare provider, and anyone else named in or protected by the order.

27. **What should I do if the protective order is violated?** If your protective order is violated and you are in immediate danger, you should immediately call 911 and tell the officers that you have a protective order and the abuser is violating it. They may direct you to file a criminal complaint at the magistrate or a RTSC. You should notify your attorney, if you have one.

Fairfax County Adult Detention Center

10520 Judicial Drive
Fairfax, Virginia 22030
(703) 246-2178

Mount Vernon Governmental Center

2511 Parkers Lane
Alexandria, Virginia 22306
(703) 780-8580

Fairfax County Resources

Hotlines & Helplines

Fairfax County 24-Hour Domestic & Sexual Violence Hotline: 703-360-7273; TTY 711
Virginia Statewide Domestic & Sexual Violence Assault Hotline: 1-800-838-8238
Adult Protective Services 24-hr Hotline: 703-324-7450
Child Protective Services 24-hr Hotline: 703-324-7400

Basic Needs Helpline (8 am – 4:30 pm, M – F):

Coordinated Services Planning (CSP) 703-222-0880 English/Spanish/Multiple Other Languages; (TTY - 8 am - 4:30 pm) 703-803-7914 (TTY - after hours) 711

For emergency food, clothing, furniture, transportation to medical appointments, screening for emergency shelter, housing, utility, and other social services assistance. Social workers will assess individual caller and family's situations, develop an integrated service plan, and coordinate the connection to available programs and services to assist residents in addressing their immediate and long-term needs. Staff members also will provide information, referral, and linkage to public and private human services available to Fairfax County residents. CSP multilingual social workers are available to assist callers in the following languages: Spanish, Korean, Vietnamese, Urdu, Farsi, Somali, Arabic, and Amharic. Services are available in multiple other languages through the use of interpreter services.

Legal Assistance/Representation for Civil Protective Orders and Related Family Law Matters:

Legal Services of Northern Virginia (LSNV) 703-778-6800
Fairfax County Bar Association Lawyer Referral Service 703-246-3780
Virginia Lawyer Referral 1-800-552-7977

**Fairfax Juvenile and Domestic Relations District Court
Family Abuse Protective Order Filing Information**

Advocacy, Counseling & Support Services

- **Domestic Violence Action Center (DVAC) 703-246-4573**
DVAC is a comprehensive, co-located services center staffed by county agency and community non-profit partner. Victim advocates provide culturally responsive information and support services to victims of domestic and sexual violence, stalking and their families.
- **Victim Services Section (VSS) of Fairfax County Police Department 703-246-2141**
The Victim Services Section of the Fairfax Police Department provides help to victims of all the major crime categories to include but not limited to domestic violence, sexual assault, stalking, malicious wounding, financial crimes, victims of trafficking, robbery, and burglary. The VSS service provision for victims includes crisis intervention, safety planning and 24 hour victim assistance, counseling referrals, telephone outreach, support groups, court advocacy and escort, transportation, safe-shelter, witness preparation, victim impact statements, crime victim compensation assistance, educational programs for schools and community groups, community resources, and 24 hour safe haven for victims of domestic violence.
- **Multicultural Human Services, Northern Virginia Family Services (NVFS) 703-533-3302.**
The Multicultural Center program of NVFS is staffed by multi-ethnic, multilingual social workers, psychologists, psychiatrists, counselors, education specialists, art therapists, and graduate interns from local universities. NVFS facilitates English and Spanish-speaking women's support groups and children's play therapy groups. Services are provided free of charge, according to a sliding scale, or through insurance, depending upon individual circumstances.
- **Asian/Pacific Islander Domestic Violence Resource Project (DVRP) 202-464-4477.**
DVRP provides free and confidential services, in over 20 Asian/Pacific Islander languages. DVRP advocates work one-on-one with women who are in past or present abusive relationships to ensure they are informed about their rights and the available resources. The overall goal of the program is to increase access to resources and improve the safety of A/PI survivors of domestic violence, regardless of income level, immigration status, and English language proficiency. DVRP advocates can provide peer support, assistance with safety planning, interpretation and translation services, court accompaniment, emergency transportation, financial empowerment and life skills development, assistance in applying for public benefits, shelter, legal and social services referrals, and other supportive services.
- **Boat People SOS (BPSOS) 703-538-2190.**
BPSOS assists local Vietnamese community members who are victims of domestic violence. Among the services offered are supportive counseling services, accompaniment to court, assistance in accessing benefits, assistance in accessing legal, immigration, and social services, and support and advocacy throughout legal and other proceedings. BPSOS staff members also provide translation/interpretation services, cultural sensitivity training and community outreach and education to inform the Vietnamese community about the effects of domestic violence and child abuse on the family and about services available to domestic violence victims.
- **The Women's Center 703-281-2657**
This organization offers safety planning assistance, psychological, legal, financial and career resources and related services to help individuals and families who are impacted by domestic violence and abuse. Staff members provide a wide variety of on-site programs covering issues related to domestic violence and abuse, including workshops and support groups. In addition to on-site programs, the Women's Center houses a domestic violence resource room that provides information in a safe, confidential setting. Available in multiple languages, the resource

**Fairfax Juvenile and Domestic Relations District Court
Family Abuse Protective Order Filing Information**

materials cover such topics as recognizing signs of abuse, teen and dating violence, legal and immigration issues, information on protective orders, and developing a safety plan. Community resource information is also available, as well as a computer with links to domestic violence web sites.

Emergency Shelter

- **Artemis House** 703-435-4940.
This program, open 24 hours a day, offers a safe confidential location and supportive counseling to those who are fleeing physical violence from an intimate partner. Services include crisis intervention, safety planning, domestic violence education, and emotional support to clients and their children. For shelter residents, the program offers assistance in obtaining resources for legal services, employment, housing, food, medical and other needs.
- **Bethany House of Northern Virginia (BHNV)** 703-658-9500. This non-profit, ecumenical program provides temporary shelter for battered and abused spouses and their children, who find themselves in homeless and destitute circumstances. Among other services provided are safety planning, intermediate shelter and transitional housing services, case management, counseling and support groups for adults, counseling services for children, vocational and financial management training/referrals, transportation assistance, childcare referrals, and a thrift store for clothing and furniture. Staff members can provide services in languages other than English, including Spanish, French, and some African and Arabic dialects.

Counseling and Supportive Services:

- **Fairfax County Office for Women & Domestic and Sexual Violence Services (OFWDVS)** 703-324-5730. OFWDVS offers compassionate and comprehensive state-accredited programs for women, men, teens, and children who have been affected by domestic and sexual violence and stalking. Services include counseling and advocacy, community outreach and education, access to safe shelter and other resources, including programs for offenders.
- **The Domestic Violence Program of the Korean Community Services Center (KCSC)** 703-354-6345. This program offers a range of linguistically competent and culturally sensitive services to victims of domestic violence by providing direct services and collaborating with other service providers to develop and create solutions to stop domestic violence. Among the services provided are free legal counseling, individual counseling, case management, support groups, emergency shelter placement, outreach, referral and job skill development, and awareness building workshops.
- **The Safe and Peaceful Families Project of the Foundation for Appropriate and Immediate Temporary Help (FAITH)** 571-323-2198. This non-profit organization's mission is to provide humanitarian aid to individuals and families in need who are living in Northern Virginia. FAITH serves people of all faiths and ethnicities and, more specifically, supports domestic violence survivors by providing safety planning assistance, education and individual counseling. In addition, program staff can connect victims to county and private resources, provide financial assistance and transportation to safe shelters, and provide court advocacy and translation services. FAITH also has researched domestic violence issues in the context of the Islamic faith and has published the book, What Islam Says About Domestic Violence.
- **Hispanic Committee of Virginia (HCV)** 703-671-5666 HCV is a community-based, non-profit organization working in Northern Virginia to provide support services to Hispanic immigrants. Among the services offered are case management, job matching, and immigration consultations.

**Fairfax Juvenile and Domestic Relations District Court
Family Abuse Protective Order Filing Information**

HCV has a bilingual, bicultural staff of 35, representing over 14 Spanish-speaking countries throughout Latin America and the United States and counts on the help of a diverse group of volunteers in running the many programs. Though the organization specializes in Hispanic services because of the background and training of staff, services are not denied to anyone in need.

- **Kurdish Human Rights Watch, Inc (KHRW)** 703-385-3806. KHRW's mission is to enable Iraqi, Kurdish, Iranian, and other refugees and homeless persons to achieve self- sufficiency and human rights. Among the services offered are transitional housing and support services, financial literacy and management assistance, translation and interpretation services, family wellness programs, community organizing and assistance in addressing social services needs.

State Certified Batterer Intervention Programs:

- **Anger and Domestic Abuse Prevention & Treatment (A.D.A.P.T)** 703-968-4052. ADAPT offers domestic abuse intervention and anger management to voluntary and court-referred men and women who have been physically, verbally or emotionally abusive. Services include individual screening and evaluation, professional counseling services, intervention groups to learn safe ways of regulating anger, and referral and linkage to other service providers.
- **Batterer Intervention Program of the Center for Multicultural Human Services** 703-533-3302. NVFS runs a batterer's program that provides court-ordered psycho-educational group classes to men who have physically abused their partners. The groups are offered in English, Spanish and Vietnamese. NVFS also offers a group for Muslim males.
- **Violence Intervention Program (VIP) of Opportunities, Alternatives and Resources** 703-246-3033. VIP is a referral-based intervention program designed to aid in the reduction and elimination of domestic violence in Northern Virginia. OAR will attempt to achieve this goal by increasing batterer's accountability, general understanding of the impact of their behavior, and self-regulation skills. VIP is offered both in English and Spanish.