

<u>CIRCUIT</u>	<u>COURT</u>	<u>ADDRESS</u>	<u>JUDGE</u>	<u>CLERK</u>	<u>PHONE #</u>	<u>HOURS</u>	<u>TERMS OF COURT AND GENERAL INFORMATION</u>
Accomack	Circuit Court Second Judicial Circuit	P. O. Box 126 23316 Courthouse Avenue Accomac, VA 23301-0126	Hon. Glenn R. Croshaw*	Hon. Steven C. Frucci			Terms begin, 1st Monday, Feb., Apr., June, Aug., Oct. & Dec. Grand Juries, 1st day of Term. Docket call held the 1st Mon. in Feb., April, June, Aug., Oct. & Dec. at 10:00 a.m. Court convenes at 9:30 a.m. Cases set by written request prior to term or at docket call held Monday (or Tuesday) preceding Term Day. Commissioners in Chancery are utilized.
						Samuel H. Cooper Jr., Clerk 757/787-5776 Fax - 757/787-1849 9:00AM - 5:00PM	
						E-Mail: SHCooper@vacourts.gov	
Albemarle	Circuit Court Sixteenth Judicial Circuit	Albemarle County Courthouse Court Square 501 East Jefferson Street Charlottesville, VA 22902	<u>Hon. Cheryl V. Higgins</u>	Hon. Timothy K. Sanner*			Criminal Terms begin, 1st Monday, Feb., Apr., June, Aug., Oct., & Dec. Civil Terms begin, last Thursday of each month except Nov. and Dec. which is the 3rd Thursday. Grand Juries, 1st day of Term. All criminal cases set on Term Day. Court has adopted procedures of Rule 1:20 (a) and (e) for scheduling civil cases for trial, and either civil cases set by praecipe received through Wednesday preceding docket call on last Thursday of each month, or upon agreement of counsel with approval of court. Court convenes 9:00 a.m. Commissioners in Chancery are utilized in some contested chancery causes. <a href="https://www.albemarle.org/department.asp?department=circuitcourt">https://www.albemarle.org/department.asp?department=circuitcourt</a>
						Jon R. Zug, Clerk 434/972-4083 Criminal Division: 434/972-4085 Civil Division: 434-972-4086 Fax - 434/293-0298 8:30AM - 4:30PM	
Alexandria	Circuit Court Eighteenth Judicial Circuit	Courthouse 520 King Street Alexandria, VA 22314 Website: <a href="https://www.alexandriava.gov/clerkofcourt/">https://www.alexandriava.gov/c lerkofcourt/</a>	<u>Hon. Lisa Bondareff Kemler*</u>	<u>Hon. James C. Clark</u>	<u>Hon. Nolan B. Dawkins</u>		Terms begin, 2nd Monday, Jan., March, May, July, Sept., Nov.; at 9:00 a.m.; cases may also be set for trial by telephone (703/746-4123). Motions Day, 2nd & 4th Wednesday at 10:00 a.m. Grand Juries, 2nd Monday of each month. Court convenes 10:00 a.m. except traffic and misdemeanor appeals, Status Conferences and Term Day at 9:00 a.m.; also uncontested ore tenu divorces, appointment of guardians/conservators and other very short uncontested matters are heard at 9:00 a.m. Commissioners in Chancery used in divorce cases, mechanics' lien suits and other chancery causes only when requested. Status Conferences are noticed by the court four months after the suit is filed for the purpose of setting a trial date.
						Edward Semonian Jr., Clerk 703/746-4044 9:00AM - 5:00PM	
						E-Mail: ed.semonian@alexandriava.gov	

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

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CIRCUIT COURT ADDRESS

JUDGE CLERK PHONE # HOURS

TERMS OF COURT AND GENERAL INFORMATION

Alleghany Circuit Court  
Twenty-fifth Judicial Circuit  
P. O. Box 670  
Courthouse  
266 West Main Street  
Covington, VA 24426-0670  
Cell phones are not allowed  
in the Courthouse.

Hon. Charles L. Ricketts III\*  
Hon. Joel R. Branscom  
Hon. Paul A. Dryer  
Hon. W. Chapman Goodwin  
Hon. Edward K. Stein  
  
Debra N. Byer, Clerk  
540/965-1730  
540/965-1738 Judges' Chambers  
Fax - 540/965-1732  
Fax - 540/965-1737 (Judges'  
Chambers)  
8:30AM - 4:30PM  
  
E-Mail:  
dbyer@vacourts.gov

Terms begin, 2nd Monday, Jan., Apr., July, and 1st Tuesday after 2nd  
Monday in October.  
Grand Juries, 1st day of Term.  
Cases set on Term Day, cases also set between docket calls by  
agreement of counsel.  
Court convenes 9:30 a.m.  
Commissioners in Chancery are utilized in general chancery causes  
when needed.

Amelia Circuit Court  
Eleventh Judicial Circuit  
P. O. Box 237  
Courthouse Square  
Amelia, VA 23002-0237

Hon. Paul W. Cella\*  
Hon. Dennis M. Martin Sr.  
Hon. Joseph M. Teefey Jr.  
  
Marilyn Wilson, Clerk  
804/561-2128  
Fax - 804/561-6364  
8:30AM - 4:30PM  
  
E-Mail:  
MWilson@vacourts.gov

Court convenes 9:00 a.m. normally.  
Terms Days: 1st Tuesday, Feb., Apr., June, Aug., Oct., & Dec. at  
10:00 a.m.  
Criminal days: 1st Thurs. & 3rd Fri. each month, 9:00 a.m.  
Grand Juries, 1st day of Term.  
All cases set on Term Day; cases also set between docket calls by  
agreement of court and counsel.  
Commissioners in Chancery are utilized in general chancery causes  
when needed.  
The Circuit Court of Amelia County uses regular mail to distribute  
orders to attorneys and to litigants, only if they are not  
represented by counsel. We do not require a self-addressed stamped  
envelope.

Amherst Circuit Court  
Twenty-fourth Judicial Circuit  
P. O. Box 462  
113 Taylor Street  
Amherst, VA 24521

Hon. F. Patrick Yeatts\*  
Hon. R. Edwin Burnette Jr.  
Hon. John T. Cook  
Hon. Michael T. Garrett  
Hon. James W. Updike Jr.  
Hon. James F. Watson  
  
Deborah Coffey Mazingo, Clerk  
434/946-9321  
Fax - 434/946-9323  
8:30AM - 5:00PM

Terms begin, 2nd Tuesday, Feb., Apr., June, Oct., & Dec.  
Grand Juries, 1st day of Term.  
Cases set on Term Day; cases also set between docket calls by  
agreement of court and counsel.  
Court convenes 9:30 a.m.  
Commissioners in Chancery are utilized.  
Amherst County distributes final orders in civil cases by regular  
mail to attorneys of record, or to pro se litigants, within two  
business days of receipt of the signed order in the Clerk's Office,  
from the Judge.

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

<u>CIRCUIT</u>	<u>COURT</u>	<u>ADDRESS</u>	<u>JUDGE</u>	<u>CLERK</u>	<u>PHONE #</u>	<u>HOURS</u>	<u>TERMS OF COURT AND GENERAL INFORMATION</u>
Appomattox	Circuit Court Tenth Judicial Circuit 297 Court Street, Suite B P. O. Box 672 Appomattox, VA 24522-0672	<u>Hon. S. Anderson Nelson</u> Hon. Kimberley S. White* Hon. Donald Carl Blessing Hon. J. William Watson Jr.  Janet A. Hix, Clerk 434/352-5275 Fax - 434/352-2781 8:30AM - 4:30PM  E-Mail: jhix@vacourts.gov					Court convenes 9:30 a.m. Terms begin Thursday after the first Monday Jan., April, June, Sept. & Nov. If the first day, known as Term Day, of any Term shall fall on a legal holiday, Term Day will be on the next day. Grand Juries, 1st day of Term. All criminal cases are to be set with the Office of the Commonwealth's Attorney. Civil cases are set by written request (email is preferred). Send request to pcolgate@vacourts.gov)
Arlington	Circuit Court Seventeenth Judicial Circuit 1425 North Courthouse Road Arlington, VA 22201 <a href="https://courts.arlingtonva.us/circuit-court/">https://courts.arlingtonva.us/circuit-court/</a>	<u>Hon. William T. Newman Jr.*</u> <u>Hon. Louise M. DiMatteo</u> <u>Hon. Daniel S. Fiore II</u> <u>Hon. Judith L. Wheat</u>  Paul F. Ferguson, Clerk 703/228-7010 8:00AM - 4:00PM					Terms begin the first Monday (or next business day if Monday falls on a holiday) of January, March, May, July, September and November at 2pm. Civil Motions Day - Every Friday, 10:00 a.m., fiduciary matters, appointment of guardians, and uncontested wills are set at 9:30 a.m. Evidentiary criminal motions are set at 9:30 a.m. on the 1st & 3rd Thurs. of each month and at 9:30 a.m. on Civil Term Day. Grand Jury is the last Monday of the month. December is subject to change due to holiday schedule. Court convenes 10:00 a.m. (civil) and 9:30 a.m. (criminal). Commissioners in Chancery are utilized in partition cases, and for judgment debtor interrogatories. They are no longer utilized in divorce cases. Ore tenus hearings are held Monday through Thursday at 9:30am. All bench warrant arraignments can be heard Monday through Friday at 9:30 am
Augusta	Circuit Court Twenty-fifth Judicial Circuit P. O. Box 689 Augusta County Courthouse 1 East Johnson Street Staunton, VA 24402-0689	<u>Hon. W. Chapman Goodwin</u> Hon. Charles L. Ricketts III* Hon. Joel R. Branscom Hon. Paul A. Dryer Hon. Edward K. Stein  Gina R. Coffey, Clerk 540/245-5321 Fax - 540/245-5318 8:30AM - 5:00PM					Terms begin, 4th Monday, Jan., Apr., July & Oct. Grand Juries, 4th Monday in January, March, May, July, September & November. Civil trials and motions hearings set by praecipe, filed by noon 7 days prior to civil docket call, held on the 1st and 3rd Monday of each month. (When civil docket call falls on a holiday, the docket call will be on Tuesday.) Court convenes 9:00 a.m. Commissioners in Chancery are utilized in limited instances. Civil Final Orders are mailed via regular mail. Criminal Final Orders are transported as follows: To Probation Officers, Court Service Units, Public Defenders, Commonwealth Attorneys and Attorneys who have provide email addresses, final orders are emailed. If there is no email address, we mail by regular mail. For Local Attorneys, we have a designated file tray from which they may pick up applicable orders.

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

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CIRCUIT COURT ADDRESS

JUDGE CLERK PHONE # HOURS

TERMS OF COURT AND GENERAL INFORMATION

Bath Circuit Court  
Twenty-fifth Judicial Circuit  
P. O. Box 180  
Courthouse  
Warm Springs, VA 24484-0180

Hon. Edward K. Stein  
Hon. Charles L. Ricketts III\*  
Hon. Joel R. Branscom  
Hon. Paul A. Dryer  
Hon. W. Chapman Goodwin  
  
Annette T. Loan, Clerk  
540/839-7226  
Fax - 540/839-7248  
8:00AM - 4:00PM  
Last Recording time is 3:30 p.m.  
Passports accepted 8:30 a.m. -  
3:00 p.m. Mon.-Fri.

Terms begin 3rd Monday (or Tuesday if holiday falls on Monday), Jan.,  
June, Sept.; 1st Monday April.  
Grand Juries, 1st day of Term.  
Cases set on Term Day. Cases also set between docket calls by  
agreement of counsel with approval of court.  
If the attorney cannot appear on term day to set cases, call the  
Judge's secretary, Brenda Lemons, at 540-965-1738.  
Court convenes 9:00 a.m.  
Commissioners in Chancery are utilized in general chancery except  
divorce.  
Local rules adopted pursuant to § 8.01-4.

Bedford Circuit Court  
Twenty-fourth Judicial Circuit  
123 East Main St.  
Suite 201  
Bedford, VA 24523  
Judges' Address: 123 East  
Main St. Suite 301

Hon. James W. Updike Jr.  
Hon. F. Patrick Yeatts\*  
Hon. R. Edwin Burnette Jr.  
Hon. John T. Cook  
Hon. Michael T. Garrett  
Hon. James F. Watson  
  
Cathy C. Hogan, Clerk  
540/586-7632  
Fax - 540/586-6197  
8:30AM - 5:00PM  
  
E-Mail:  
chogan@vacourts.gov

Terms begin, 1st Tuesday, Jan., March, May, July, Sept. & Nov.  
Grand Juries, 1st day of Term and 1st Friday, Feb., Apr., Jun., Aug.,  
Oct., & Dec.  
Term Dates and Grand Jury dates are subject to changes created by  
State holiday schedules. Contact the Clerk of Court for questions.  
All cases set on Term Day.  
Court convenes 9:00 a.m.  
Civil docket called at 10:00 a.m. on Term Day.  
Commissioners in Chancery not utilized.  
Misdemeanor appeals pre-set for 3rd & 4th day of Term.  
Bedford County Circuit sends (either via email or in/house) every  
order, final or otherwise) to anyone or entity mandated in the order  
and/or the attorney of record or any unrepresented party. We do not  
charge a fee or require envelopes.

Bland Circuit Court  
Twenty-seventh Judicial Circuit  
612 Main Street, Suite 104  
P. O. Box 295  
Bland, VA 24315

Hon. H. Lee Harrell  
Hon. Josiah T. Showalter Jr.  
Hon. Marcus H. Long Jr.\*  
Hon. Bradley W. Finch  
Hon. Brett L. Geisler  
Hon. Robert M. D. Turk  
  
Rebecca I. Johnson, Clerk  
276/688-4562  
Fax - 276/688-2438  
8:00AM - 5:00PM  
  
E-Mail:  
rijohnson@vacourts.gov

Criminal Term begins, 2nd Monday, March, June, Sept. & Dec.  
Grand juries, 1st day of Term.  
Civil cases set by contacting Circuit Court Clerk's Office by  
agreement of counsel or on 1st day of Term.  
Criminal cases pre-set with Commonwealth's Attorney's Office.  
Court convenes 9:00 a.m.  
Commissioners in Chancery are utilized only in certain cases.

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

<u>CIRCUIT</u>	<u>COURT</u>	<u>ADDRESS</u>	<u>JUDGE</u>	<u>CLERK</u>	<u>PHONE #</u>	<u>HOURS</u>	<u>TERMS OF COURT AND GENERAL INFORMATION</u>
Botetourt	Circuit Court	Twenty-fifth Judicial Circuit P. O. Box 219 Courthouse Main Street Fincastle, VA 24090-0219	Hon. Charles L. Ricketts III*	Hon. Joel R. Branscom Hon. Paul A. Dryer Hon. W. Chapman Goodwin Hon. Edward K. Stein			Terms begin, 1st Monday, March, June, August, Oct. & Dec. Grand Juries, 1st day of Term. Court convenes 9:30 a.m. Motion Day 1st Thursday of each month. Commissioners in Chancery are utilized upon request.
				Tommy L. Moore, Clerk	540/473-8274 Fax - 540/473-8209	8:30AM - 4:30PM	
Bristol	Circuit Court	Twenty-eighth Judicial Circuit Courthouse 497 Cumberland Street Bristol, VA 24201	<u>Hon. Sage B. Johnson*</u> Hon. C. Randall Lowe Hon. Fredrick A. Rowlett Hon. Deanis L. Simmons				Docket calls will no longer be used. The Court will proceed with the Praecipe System to be called on the opening day of the term as set forth in Rule 1:15 of the Supreme Court of Virginia. Terms begin, 1st Monday, Aug., Nov., Feb., May. Grand Juries, 1st day of Term. Civil cases are set on Term Day or through contact with the Judge's office. Criminal cases set by Court upon receipt of record in Circuit Court from District Court. Court convenes 9:00 a.m. Commissioners in Chancery are used only to review accountings of Special Commissioners.
				Kelly F. Duffy, Clerk	276/645-7321 Fax - 276/821-6097	9:00AM - 5:00PM	
				E-Mail: kduffy@vacourts.gov			
Brunswick	Circuit Court	Sixth Judicial Circuit 216 North Main Street Lawrenceville, VA 23868-0160	<u>Hon. W. Allan Sharrett*</u> Hon. Carson E. Saunders Jr. Hon. William Edward Tomko III				Terms of Court begin the 4th Tuesday of February, April, June, August, October, and the 3rd Tuesday of December. Grand Juries, 1st day of Term. All cases are set on Term Day. Civil Court convenes 9:00 a.m.; Criminal court convenes at 9:00 a.m. Commissioners in Chancery are utilized as determined by court. Instructions must be submitted 5 days prior to trial. Local rules adopted pursuant to § 8.01-4. Brunswick Circuit Court requires a self-addressed, stamped envelope to send a copy of a final order to counsel or a litigant.
				V. Earl Stanley Jr., Clerk	434/848-2215 Fax - 434/848-4307	8:30AM - 5:00PM	
				E-Mail: vesjr@telpage.net			
Buchanan	Circuit Court	Twenty-ninth Judicial Circuit Post Office Box 929 Grundy, VA 24614 Temporary Physical Address: 4447 Slate Creek Road, Grundy, VA 24614	<u>Hon. Patrick R. Johnson</u> Hon. Richard C. Patterson* Hon. Jack S. Hurley Jr. Hon. Michael Lee Moore Hon. Brian K. Patton				Terms begin, 2nd Monday, Jan., April, July, & Oct.* *Court term begins on Tuesday in October due to the Monday holiday. Criminal Term begins, 4th Monday, Jan., April, July & Oct. Civil Term begins, 2nd Tuesday Jan., April, July, & Oct. Grand Juries, 2nd Monday, Jan., April, July, & Oct. All Cases set at early docket call on 4th Thursday preceding Term and on Term Day. Court convenes 9:00 a.m. Commissioners in Chancery are utilized primarily in cases dealing with partition suits.
				Beverly S. Tiller, Clerk	276/935-6567 Fax - 276-935-7086	8:30AM - 5:00PM	

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

CIRCUIT      COURT      ADDRESS      JUDGE   CLERK   PHONE #   HOURS

TERMS OF COURT AND GENERAL INFORMATION

Buchanan Circuit Court - Continued

Normal practice is to send final orders by regular mail. Upon request other arrangements can be made.

Buckingham Circuit Court  
Tenth Judicial Circuit  
13061 W. James Anderson Hwy.  
P. O. Box 107  
Buckingham, VA 23921-0107

Hon. Donald Carl Blessing  
Hon. Kimberley S. White\*  
Hon. S. Anderson Nelson  
Hon. J. William Watson Jr.  
  
Justin D. Midkiff, Clerk  
434/969-4734  
Fax - 434/969-2043  
8:30AM - 4:30PM

Terms begin, Tuesday after 2nd Monday, Jan., April, June, Sept., & Nov.  
Grand Juries, 1st day of Term.  
Court convenes 9:30 a.m.  
Commissioners in Chancery are utilized in chancery cases except divorce cases.  
Criminal cases are set on Term Day.  
Civil cases are set by written request (email is preferred). Send request to dblessing@courts.state.va.us with copy to ajamerson@courts.state.va.us.

Buena Vista Circuit Court  
Twenty-fifth Judicial Circuit  
Municipal Building  
2039 Sycamore Avenue  
Buena Vista, VA 24416

Hon. Charles L. Ricketts III\*  
Hon. Joel R. Branscom  
Hon. Paul A. Dryer  
Hon. W. Chapman Goodwin  
Hon. Edward K. Stein  
  
Christopher W. Coleman, Clerk  
540/261-8627  
Fax - 540/261-8625  
8:30AM - 4:30PM  
Passport Processing: Mon-Thurs  
8:30 a.m.-4:00 p.m.

Terms begin, 4th Wednesday, Jan., July; 1st Monday April; 4th Monday, September.  
Grand Juries, 1st day of Term.  
Felonies set on 1st day of Term.  
Misdemeanor appeals pre-set for afternoon of Motions Day.  
Court convenes 9:30 a.m.  
Motion Day, 1st Friday & 3rd Friday (if needed) of each month.  
Commissioners in Chancery are utilized for execution of decrees of reference.

E-Mail:  
ccoleman@vacourts.gov

Campbell Circuit Court  
Twenty-fourth Judicial Circuit  
732 Village Highway  
P. O. Box 7  
Rustburg, VA 24588

Hon. John T. Cook  
Hon. F. Patrick Yeatts\*  
Hon. R. Edwin Burnette Jr.  
Hon. Michael T. Garrett  
Hon. James W. Updike Jr.  
Hon. James F. Watson  
  
Valerie P. Younger, Clerk  
434/592-9517  
8:30AM - 4:30PM

Terms begin, 2nd Monday, Jan., March, May, July, Sept. & Nov.  
Grand Juries, on term day at 9:00 a.m.  
Criminal cases are set on term day at 2:00 p.m.  
Civil cases are set on term day at 10:00 a.m. or by pretrial hearing which may be by telephone.  
Court convenes 9:30 a.m.  
Commissioners in Chancery are utilized.  
Distribution of court orders is by regular mail or interoffice office mail for local attorneys. If possible, please provide a self-addressed stamped envelope.

E-Mail:  
vyounger@vacourts.gov

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

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<u>CIRCUIT</u>	<u>COURT</u>	<u>ADDRESS</u>	<u>JUDGE</u>	<u>CLERK</u>	<u>PHONE #</u>	<u>HOURS</u>	<u>TERMS OF COURT AND GENERAL INFORMATION</u>	
Caroline Circuit Court Fifteenth Judicial Circuit P. O. Box 309 112 Courthouse Lane, Suite A Bowling Green, VA 22427-0309			Hon. Charles S. Sharp*	Hon. Sarah L. Deneke Hon. William E. Glover Hon. J. Overton Harris Hon. Herbert M. Hewitt Hon. Patricia Kelly Hon. Michael E. Levy Hon. R. Michael McKenney Hon. Ricardo Rigual Hon. Gordon F. Willis Hon. Victoria A. B. Willis				Criminal court convenes 9:00 a.m., Wed. & Thurs. Civil court convenes 9:00 a.m., Fri. Terms begin 1st Wed. at 9:00 a.m., Jan., March, May, July, Sept. & Nov. Grand Juries, 1st day of Term Civil cases are set on Term Day by praecipe and pursuant to Rule 1:20 (a) Criminal cases are set on the 1st day of each term (1st Wed.) in Jan., March, May, July, Sept. & Nov. Commissioners in Chancery are utilized in general chancery causes and selectively in divorce suits.
				Susan W. Minarchi, Clerk 804/633-5800 8:30AM - 4:00PM				
Carroll Circuit Court Twenty-seventh Judicial Circuit P. O. Box 218 605 Pine Street Hillsville, VA 24343-0218			<u>Hon. Brett L. Geisler</u> Hon. Marcus H. Long Jr.* Hon. Bradley W. Finch Hon. H. Lee Harrell Hon. Josiah T. Showalter Jr. Hon. Robert M. D. Turk				Terms begin- 3rd Monday in March, June, and September; 2nd Monday in December Grand Juries- First day of each Term Misdemeanor Appeals- 3rd Tuesday in March, June, and September; 2nd Tuesday in December All cases are set on Docket Call of each Term or scheduled through the Judge's office. The Clerk is notified of hearing by letter from counsel on civil cases. Commissioners utilized in partition suits and selectively in other matters. Court convenes at 9:00 a.m.	
				Gerald R. Goad, Clerk 276/730-3070 Fax - 276/730-3071 8:00AM - 5:00PM				
Charles City Circuit Court Ninth Judicial Circuit P. O. Box 86 10780 Courthouse Road Charles City, VA 23030-0086			<u>Hon. B. Elliott Bondurant*</u> Hon. Michael E. McGinty Hon. Richard H. Rizk Hon. Jeffrey W. Shaw				Terms begin, 1st Tuesday, Jan., March, May, July, Sept., & Nov. 12. Grand Juries, 1st day of Term at 9:00 a.m. Criminal cases set for term at 9:00 a.m. Civil cases set for term at 11:00 a.m. Civil cases set by praecipe submitted seven days preceding Term Day. Should a Term Day fall on a legal holiday as set forth in § 2.1-21, Code of Virginia (1950), as amended, the Term Day will be on the following day. Commissioners in Chancery are utilized in real property cases. Instructions must be submitted 2 days prior to trial. Civil cases are set for trial by conference call with the Judge. Court convenes at 9:00 a.m. Final civil orders are distributed using regular mail with postage paid self addressed envelopes provided by the parties.	
				Victoria E. Washington, Clerk 804/652-2105 804/652-2107 Fax - 804/829-5647 8:30AM - 4:30PM Stop recording at 4:00 p.m.				

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Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

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<u>CIRCUIT</u>	<u>COURT</u>	<u>ADDRESS</u>	<u>JUDGE</u>	<u>CLERK</u>	<u>PHONE #</u>	<u>HOURS</u>	<u>TERMS OF COURT AND GENERAL INFORMATION</u>
Charlotte Circuit Court Tenth Judicial Circuit 115 David Bruce Avenue P. O. Box 38 Charlotte Court House, VA 23923			Hon. Kimberley S. White*	Hon. Donald Carl Blessing Hon. S. Anderson Nelson Hon. J. William Watson Jr.			Court convenes 9:30 a.m. Terms begin, Wednesday after the 1st Monday, Feb., April, June, Aug., Oct., & Dec. Grand Juries, 1st day of Term. All cases set on Docket Day. Attorneys are required to be present. Commissioners in Chancery are utilized. Civil cases set by written request (email is preferred). Send request to kwhite@vacourts.gov with a copy to ptalbott@vacourts.gov.
			Nan R. Colley, Clerk 434/542-5147 Fax - 434/542-4336 8:30AM - 4:30PM				
Charlottesville Circuit Court Sixteenth Judicial Circuit 315 East High Street Charlottesville, VA 22902 TEMPORARY ADDRESS OF COURTROOM: 350 Park Street, Charlottesville, VA 22902 TEMPORARY ADDRESS OF CLERK'S OFFICE: 614 East High Street, Charlottesville, VA 22902			<u>Hon. Richard E. Moore</u> <u>Hon. Claude V. Worrell</u> Hon. Timothy K. Sanner* Hon. Dale B. Durrer Hon. Cheryl V. Higgins Hon. Susan L. Whitlock	Llezelle Agustin Dugger, Clerk 434/970-3766 8:30AM - 4:30PM			Terms begin, 3rd Monday, April, June, Aug., Oct. & Dec.; Tuesday following the 3rd Monday in February. Grand Juries, 1st day of Term. Criminal cases set at term - New Indictments & Felony Cases - 9:30 a.m. - Misdemeanor & Misdemeanor Appeal cases - 11:30 a.m. Civil cases set for term at 2:00 p.m. Drug Court, Thursdays, 8:30 a.m. Commissioners in Chancery utilized for partition suits, suits to sell land of incompetents, occasional divorce cases. A Cover Sheet for Filing Civil Actions (Form CC-1416) is required for all Civil case filings.
				E-Mail: duggerl@charlottesville.org			
Chesapeake Circuit Court First Judicial Circuit 307 Albemarle Drive Suite 300A Chesapeake, VA 23322-5579			<u>Hon. Randall D. Smith*</u> <u>Hon. Marjorie T. Arrington</u> <u>Hon. Rufus A. Banks Jr.</u> <u>Hon. John W. Brown</u> Hon. Stephen J. Telfeyan	Alan P. Krasnoff, Clerk 757/382-3000 Fax - 757/382-3034 8:00AM - 4:00PM			Criminal Terms begin, 1st Tuesday of each month, 2:00 p.m. except when election date or a holiday is Term Day, then Term Day will be held on Wednesday after the 1st Tuesday. Civil Terms begin, 1st Tuesday of each month, 10:00 a.m., except when election date or a holiday is Term Day, then Term Day will be held on Wednesday after the 1st Tuesday. Civil motions are heard each Wednesday (Visit www.cityofchesapeake.net/civilmotions or call 757-382-3074 to schedule a hearing.) Grand Juries, 1st day of each term. Civil cases are set by praecipe submitted by Thursday preceding Term Day. Court convenes at 9:00 a.m. for criminal and civil trials and 9:30 a.m. for arraignments. Final orders are distributed using regular mail and require self-addressed stamped envelopes.

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

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<u>CIRCUIT</u>	<u>COURT</u>	<u>ADDRESS</u>	<u>JUDGE</u>	<u>CLERK</u>	<u>PHONE #</u>	<u>HOURS</u>	<u>TERMS OF COURT AND GENERAL INFORMATION</u>
	Chesterfield Circuit Court Twelfth Judicial Circuit P. O. Box 125 9500 Courthouse Road, 2nd Floor Chesterfield, VA 23832-0125		<u>Hon. Timothy J. Hauler*</u> <u>Hon. Lynn S. Brice</u> <u>Hon. David E. Johnson</u> <u>Hon. Steven C. McCallum</u> <u>Hon. Edward A. Robbins Jr.</u> <u>Hon. Frederick G. Rockwell III</u>				Criminal and Civil Terms begin Tuesday following 3rd Monday in Jan., 3rd Monday in March, May, July, Sept. & Nov. Grand Juries, 1st day of Criminal Term at 9:00 a.m. Criminal dockets generally convene at 9:00 a.m. and 1:00 p.m. Criminal docket call held every term day morning. Criminal appeals scheduled the 1st and 3rd Tuesday (morning and afternoon) and every Friday (morning only). Criminal cases set through Commonwealth Attorney on designated days. Civil docket call is held on designated afternoons (2PM J&DR, 2:30 GDC) on the "duty" docket for the presiding judge's assigned cases Civil trials and most hearings are set with Judges' legal assistants. Civil appeals will be scheduled for the presiding Judge's duty docket call. The pre-setting of all cases is strongly encouraged.
	P.O. Box 57 (Judges)			Wendy Hughes, Clerk 804/748-1241 Fax - 804/796-5625 8:00AM - 4:00PM			
	Clarke Circuit Court Twenty-sixth Judicial Circuit P. O. Box 189 102 N. Church Street Berryville, VA 22611-0189		<u>Hon. Alexander R. Iden</u> Hon. Bruce D. Albertson* Hon. Kevin C. Black Hon. Brian M. Madden Hon. Clark Andrew Ritchie Hon. William W. Sharp Hon. Thomas J. Wilson IV				Terms begin, 3rd Monday, Jan., April, July & Oct. Motion Day, 3rd Wednesday of each month, 9:00 a.m. Grand Juries, 1st day of Term. Misdemeanor appeals day, 4th Wednesday of Jan., March, May, July, Sept. & Nov. Praecipies must be filed not less that 7 days preceding Motion Day. Court convenes 9:00 a.m. Local rules adopted pursuant to § 8.01-4. Clarke County mails the final orders to the attorneys and unrepresented parties, or if requested, we fax the orders.
				Helen Butts, Clerk 540/955-5116 Fax - 540/955-0284 9:00AM - 5:00PM			
				E-Mail: hbutts@vacourts.gov			
	Colonial Heights Circuit Court Twelfth Judicial Circuit 550 Boulevard P. O. Box 3401 Colonial Heights, VA 23834		<u>Hon. Timothy J. Hauler*</u> <u>Hon. David E. Johnson</u> Hon. Lynn S. Brice Hon. Steven C. McCallum Hon. Edward A. Robbins Jr. Hon. Frederick G. Rockwell III				Terms begin, 1st Tuesday, Jan., Mar., May, July, Sept., & Nov. Grand Juries, 1st day of Term, 10:00 a.m. Civil cases set by consent of counsel with Circuit Court Clerk or at docket call. Criminal cases set by Circuit Court Clerk on designated days. General criminal cases on Mondays & Tuesdays. Civil cases on Thursdays. Court convenes 8:00 a.m. and 9:00 a.m. depending on docket. Commissioners in Chancery are utilized in general chancery causes and in designated divorce cases.
				Stacy L. Stafford, Clerk 804/520-9364 Fax - 804/524-8726 8:00AM - 4:00PM			
				E-Mail: SStafford@vacourts.gov			

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

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<u>CIRCUIT</u>	<u>COURT</u>	<u>ADDRESS</u>	<u>JUDGE</u>	<u>CLERK</u>	<u>PHONE #</u>	<u>HOURS</u>	<u>TERMS OF COURT AND GENERAL INFORMATION</u>
	Craig Circuit Court	Twenty-fifth Judicial Circuit Post Office Box 185 182 Main Street, Suite 4 New Castle, VA 24127 Mailing Address: P.O. Box 185, New Castle, VA 24127	Hon. Charles L. Ricketts III*	Hon. Joel R. Branscom Hon. Paul A. Dryer Hon. W. Chapman Goodwin Hon. Edward K. Stein			Terms begin, last Monday, Feb.; 2nd Monday, May, Sept., Nov. Grand Juries, 1st day of Term. Cases set on Term Day and chancery matters set between docket calls by agreement of counsel with court's approval. Court convenes 9:30 a.m. Commissioners in Chancery are utilized in general chancery causes; i.e., partition suits. Craig County Circuit Court sends the final orders out by regular mail.
			Sharon P. Oliver, Clerk		540/864-6141 Fax - 540/864-7471	9:00AM - 5:00PM	
			E-Mail:		spoliver@vacourts.gov		
	Culpeper Circuit Court	Sixteenth Judicial Circuit Courthouse Building 135 W. Cameron Street Culpeper, VA 22701-3097	<u>Hon. Susan L. Whitlock</u>	Hon. Timothy K. Sanner* Hon. Dale B. Durrer Hon. Cheryl V. Higgins Hon. Richard E. Moore Hon. Claude V. Worrell			Terms begin, 3rd Monday, Feb., April, June, Aug., Oct., Dec. Grand Juries, 1st day of Term. Criminal cases set on Term Date; civil cases set through Judge's Administrative Assistant, Leola Morse, 540-727-3440, or by praecipe on Term Day. Court convenes 9:30 a.m. Commissioners in Chancery are utilized in some contested chancery causes. Motion Day, 2nd & 4th Tuesday; 9:30 a.m. Criminal Cases; 1:30 p.m. Civil Cases Criminal cases we either send by regular mail, Secure Remote Access, Interoffice mail boxes, email (scram orders) or facsimile (physiological evaluation orders). Civil cases we either send regular mail or interoffice mail boxes.
			Janice J. Corbin, Clerk		540/727-3438 Fax - 540/727-3475	8:30AM - 4:30PM	
			E-Mail:		jcorbin@vacourts.gov		
	Cumberland Circuit Court	Tenth Judicial Circuit P. O. Box 8 1 Courthouse Circle Cumberland, VA 23040-0008	<u>Hon. Kimberley S. White*</u> <u>Hon. Donald Carl Blessing</u>	Hon. S. Anderson Nelson Hon. J. William Watson Jr.			Terms begin, Tuesday following 4th Monday, Jan., April, June, Sept. & Nov*. *November Term will be on the Monday immediately preceding the week in which Thanksgiving occurs. Grand Juries, 1st day of Term. Court convenes 9:30 a.m. All criminal cases are to be set with the office of the Commonwealth's Attorney. Civil cases are set by written request (email is preferred). Send request to dblessing@vacourts.gov with copy to ajamerson@vacourts.gov
			Deidre D. Martin, Clerk		804/492-4442 Fax - 804/492-4876	8:30AM - 4:30PM	

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

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CIRCUIT COURT ADDRESS

JUDGE CLERK PHONE # HOURS

TERMS OF COURT AND GENERAL INFORMATION

Danville Circuit Court  
Twenty-second Judicial Circuit  
P. O. Box 3300  
James F. Ingram Justice Center  
401 Patton Street  
Danville, VA 24543

Hon. James J. Reynolds\*  
Hon. Joseph W. Milam Jr.  
Hon. Stacey W. Moreau  
Hon. Clyde H Perdue Jr.  
  
Gerald A. Gibson, Clerk  
434/799-5168  
Fax - 434/799-6502  
9:00AM - 4:00PM

Grand Juries and Terms begin on the 1st Monday in Jan., March, May, July, Sept. & Nov. If the 1st Monday is a holiday, term will begin on the next business day.  
Grand Jury, 1st day of each Term; Docket Call 9:00 a.m., 2nd day of each Term  
Call 434-799-5171 to set civil cases directly with Court.  
Commissioners in Chancery are utilized when the nature of the cases requires.

Dickenson Circuit Court  
Twenty-ninth Judicial Circuit  
P. O. Box 190  
119 Court House Lane  
Clintwood, VA 24228

Hon. Richard C. Patterson\*  
Hon. Jack S. Hurley Jr.  
Hon. Patrick R. Johnson  
Hon. Michael Lee Moore  
Hon. Brian K. Patton

Criminal Terms begin, 2nd Monday, March, June & September; 1st Monday, Dec.  
Grand Juries, 2nd Monday, March, June and Sept.; 1st Monday, Dec.  
All cases set on Term Day.  
Commissioners in Chancery are utilized in selection of jury.  
Civil Terms begin Tuesday, following Grand Jury.

Richard W. Edwards, Clerk  
276/926-1616  
Fax - 276/926-6465  
8:00AM - 4:30PM

Dinwiddie Circuit Court  
Eleventh Judicial Circuit  
P. O. Box 63  
Dinwiddie, VA 23841-0063

Hon. Paul W. Cella\*  
Hon. Dennis M. Martin Sr.  
Hon. Joseph M. Teefey Jr.

Court convenes 9:00 a.m., and 1:00 p.m.  
Criminal term begins, 3rd Tues. each month  
Civil term begins, 3rd Tues. each month  
Grand Juries, 1st day of criminal term.  
Criminal cases set through Commonwealth's Attorney on designated days.  
Civil cases, hearings in civil cases, set through the Court Administrator, Tamera Wilson (804)733-2423 or [twilson@courts.state.va.us](mailto:twilson@courts.state.va.us), or on term days in matured cases.  
Criminal bench days every Wednesday a.m., 2nd Wed., a.m. and p.m., 1st Fri. a.m. and 4th Fri. a.m., and traffic appeals 4th Wed. p.m.  
The Court will email orders if we have an email address on file. If we don't have an email address then a self addressed stamped envelope is required. Online access to court orders and documents is also available for immediate retrieval. For more information concerning online access please visit our website here, <http://www.dinwiddieva.us/index.aspx?nid=746>.

John B. Chappell Jr., Clerk  
804/469-4540  
Fax - 804/469-5386  
8:30AM - 4:30PM

E-Mail:  
[bchappell@vacourts.gov](mailto:bchappell@vacourts.gov)

Physical address: 14008  
Boydton Plank Road

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

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CIRCUIT      COURT      ADDRESS      JUDGE   CLERK   PHONE #   HOURS

Essex Circuit Court  
Fifteenth Judicial Circuit  
P. O. Box 445  
305 Prince Street  
Tappahannock, VA 22560

Hon. Charles S. Sharp\*  
Hon. Sarah L. Deneke  
Hon. William E. Glover  
Hon. J. Overton Harris  
Hon. Herbert M. Hewitt  
Hon. Patricia Kelly  
Hon. Michael E. Levy  
Hon. R. Michael McKenney  
Hon. Ricardo Rigual  
Hon. Gordon F. Willis  
Hon. Victoria A. B. Willis

Gayle Ashworth, Clerk  
804/443-3541  
804/443-4381  
Fax - 804/445-1216  
8:30AM - 4:30PM

E-Mail:  
gashworth@vacourts.gov

Fairfax Circuit Court  
Nineteenth Judicial Circuit  
4110 Chain Bridge Road  
Fairfax, VA 22030  
Website:  
<https://www.fairfaxcounty.gov/circuit/>

Hon. Bruce D. White\*  
Hon. Penney S. Azcarate  
Hon. Randy I. Bellows  
Hon. David Bernhard  
Hon. Grace Burke Carroll  
Hon. Michael F. Devine  
Hon. Richard E. Gardiner  
Hon. Brett A. Kassabian  
Hon. Thomas P. Mann  
Hon. David A. Oblon  
Hon. Daniel Eric Ortiz  
Hon. Stephen C. Shannon  
Hon. Robert J. Smith  
Hon. John M. Tran  
Hon. Dontae L. Bugg

John T. Frey, Clerk  
703/246-4111  
703/691-7320 - General Court  
Information  
Fax - 703/273-6564  
8:00AM - 4:00PM

TERMS OF COURT AND GENERAL INFORMATION

Terms begin 4th Wednesday, Jan., April, July, & October.  
All cases set by agreement with Commonwealth's Attorney at preliminary hearing, on Term Day, or by agreement of counsel and the Court. The latter may be done by a telephone call to the Commonwealth Attorney's office and the Clerk's office.  
Court convenes 9:00 a.m.  
In civil jury trials, instructions must be submitted to the Court and opposing counsel 5 days prior to trial.  
Commissioners in Chancery are utilized in general chancery causes and divorces.  
The practice for distribution of final orders is the following: DOC -fax P&P - fax Sentencing Guidelines - mail Orders to attorneys - automatically mailed to them after the judge signs, whether they ask or not.

Court convenes: Monday - Thursday 10:00 a.m  
--Criminal Motions - Friday 9:00 a.m. & 10:00 a.m.  
--Civil Motions - Friday 9:00 a.m., 10:00 a.m. & 11:30 a.m.  
Arraignments: Monday - Thursday, 10 a.m., & Fri., 9:00 a.m.  
Term Begins: 3rd Monday of every odd month (Jan., March, May, July, Sept., Nov.; except if it's a holiday, then it would be the 3rd Tues. of the month.)  
Grand Juries:  
--Regular Grand Jury: 3rd Monday of every odd month except when Monday is a holiday, then Grand Jury would be on a Tuesday.  
--Interim Grand Jury: 3rd Monday of every even month except when Monday is a holiday, then Grand Jury would be on a Tuesday.  
Grand Jury meets the 3rd Monday of every odd-numbered month (January, March, May, July, September and November) and Criminal Term Day shall commence at 9:00 a.m. on each Thursday immediately following the regular Grand Jury. Interim Grand Jury meets the 3rd Monday of every even-numbered month (February, April, June, August, October and December) and an Interim Criminal Term Day shall be held commencing at 9:00 a.m. on each Thursday immediately following any Interim Grand Jury. Exceptions: 1. Should Grand Jury or Interim Grand Jury fall on a state holiday, it will commence the next business day and Term Day will follow at 9:00 a.m. on Thursday immediately following. 2. In the event that Grand Jury falls during a mandatory judicial conference (usually in May), please contact the Clerk's Office for actual Grand Jury and Term Day dates.

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

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<u>CIRCUIT</u>	<u>COURT</u>	<u>ADDRESS</u>	<u>JUDGE</u>	<u>CLERK</u>	<u>PHONE #</u>	<u>HOURS</u>	<u>TERMS OF COURT AND GENERAL INFORMATION</u>
Fauquier Circuit Court Twentieth Judicial Circuit 29 Ashby Street Warrenton, VA 20186-3202			<u>Hon. Jeffrey W. Parker</u> Hon. Stephen E. Sincavage* Hon. James P. Fisher Hon. Douglas L. Fleming Jr. Hon. Jeanette A. Irby			Gail H. Barb, Clerk 540/422-8100 8:00AM - 4:30PM	Misdemeanor Appeal Days, 2nd Tuesday each month. Terms begin, 4th Monday, Jan., March, May, July, Sept., & Nov. Motions Day, 1st & 3rd Tuesday each month at 9:00 a.m.; Domestic Motions called at 1:30 p.m. Grand Juries, 1st day of Term. Indictments returned at 3:00 p.m. Court convenes 9:00 a.m. Commissioners in Chancery are utilized in partition suits and other selected suits. Depositions/ Affidavits are utilized in divorces. Fauquier Circuit distributes final orders by e-mail and mails certified copies of divorce decrees Recordation cutoff: 3:30 p.m.
Floyd Circuit Court Twenty-seventh Judicial Circuit 100 East Main St. Room 200 Floyd, VA 24091-0057			<u>Hon. Marcus H. Long Jr.*</u> Hon. Bradley W. Finch Hon. Brett L. Geisler Hon. H. Lee Harrell Hon. Josiah T. Showalter Jr. Hon. Robert M. D. Turk			Rhonda T. Vaughn, Clerk 540/745-9330 Fax - 540/745-9303 8:30AM - 4:30PM 8:30 am - 12:00 noon, Sat, except holiday weekends	Terms begin the first Tuesday of January, April July & October Grand Juries convene on the 1st day of Term at 9:30 a.m. Criminal cases preset with the Commonwealth Attorney's Office Cases set by agreement of counsel and consent of court. Contact the Court to set hearings up to 4 hours, otherwise a praecipe is required. Court convenes at 9:30 a.m. Commissioners utilized @ the request of Counsel or by Order of Court.
Fluvanna Circuit Court Sixteenth Judicial Circuit 72 Main Street P. O. Box 550 Palmyra, VA 22963  www.fluvannacounty.org/cc			<u>Hon. Richard E. Moore</u> Hon. Timothy K. Sanner* Hon. Dale B. Durrer Hon. Cheryl V. Higgins Hon. Susan L. Whitlock Hon. Claude V. Worrell			Tristana P. Treadway, Clerk 434/591-1970 Fax - 434/591-1971 8:00AM - 4:30PM Passport processing: Mon-Wed 8:00 AM - 3:30 PM Cash registers close at 4:00 PM No recordings or transactions after 4:00 PM  E-Mail: ttreadway@vacourts.gov	Terms begin, 4th Monday, Feb., April, June, Aug., Oct.; 3rd Tues. in Dec. Grand Juries, 1st day of Term. Criminal cases set on Term Day; civil cases set through Judge's Administrative Assistant, Kelly Shepherd, 434-970-3760, or by praecipe on Term Day. Court convenes 9:30 a.m., except at 10:00 a.m. on Term Days. Commissioners in Chancery are utilized in some contested civil cases.

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

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<u>CIRCUIT</u>	<u>COURT</u>	<u>ADDRESS</u>	<u>JUDGE</u>	<u>CLERK</u>	<u>PHONE #</u>	<u>HOURS</u>	<u>TERMS OF COURT AND GENERAL INFORMATION</u>
Franklin Circuit Court Twenty-second Judicial Circuit P. O. Box 567 275 South Main Street Suite 212 Rocky Mount, VA 24151  P. O. Box 601 (Judge)			<u>Hon. Clyde H. Perdue Jr.</u> Hon. James J. Reynolds* Hon. Joseph W. Milam Jr. Hon. Stacey W. Moreau  Teresa J. Brown, Clerk 540/483-3065 Fax - 540/483-3042 8:30AM - 4:30PM  E-Mail: tjbrown@vacourts.gov				Terms begin, 1st Monday, Feb., April, June, Aug., Oct., and Dec. All cases are set by the Court's Administrative Assistant, Lori Cundiff, and the dates coordinated with the attorneys involved. Criminal cases are set the week following the preliminary hearing. Civil Cases are set 90 days after filing. Criminal and misdemeanor appeals are set by the Clerk of the General District Court or the Juvenile and Domestic Relations District Court at the time the appeal is noted.
Frederick Circuit Court Twenty-sixth Judicial Circuit 5 North Kent Street Winchester, VA 22601			<u>Hon. Alexander R. Iden</u> Hon. Bruce D. Albertson* Hon. Kevin C. Black Hon. Brian M. Madden Hon. Clark Andrew Ritchie Hon. William W. Sharp Hon. Thomas J. Wilson IV  Rebecca P. Hogan, Clerk 540/667-5770 9:00AM - 5:00PM  E-Mail: rhogan@vacourts.gov				Terms begin, Thursday after the 1st Monday, Jan., April, July, & Oct. A mini-term day is held each month, Thursday after the 1st Monday. Motion Day, 1st Wed. after the 1st Monday of each month. Misdemeanor appeal days, 3rd Wed. after 1st Mon. each month. Grand Juries, 1st Thursday after the 1st Monday of each month. Praecipes must be filed not less than 7 days preceding Motion Day. Court convenes 9:00 a.m. Commissioners in Chancery are utilized in special instances. Local Rules adopted pursuant to § 8.01-4. Faxes from attorneys and litigants will NOT be accepted without prior approval. Frederick County Circuit Court either hand deliver the orders to the litigants/attorneys or if they are not available we will mail copies within 2 days.
Fredericksburg Circuit Court Fifteenth Judicial Circuit 701 Princess Anne Street, Suite 100 Fredericksburg, VA 22401  Judge's Chambers: 701 Princess Anne St. Suite 300, Fredericksburg, VA 22401			<u>Hon. Gordon F. Willis</u> Hon. Charles S. Sharp* Hon. Sarah L. Deneke Hon. William E. Glover Hon. J. Overton Harris Hon. Herbert M. Hewitt Hon. Patricia Kelly Hon. Michael E. Levy Hon. R. Michael McKenney Hon. Ricardo Rigual Hon. Victoria A. B. Willis  Jeff Small, Clerk 540/372-1066 Judge's Chambers: 540/372-1171 Fax - Clerk's Office does not have a fax number. Fax - Judge's Chambers: 540/372-1174				Terms begin, 4th Monday, Jan., April, July, & Oct. Grand Juries convene 4th Monday of every month. Civil cases set on Term Day; criminal cases set upon indictment. Court convenes 9:00 a.m. Motion days are the 2nd & 4th Mondays of each month. Motions lasting longer than 20 minutes or on a day other than motions day must be scheduled with chambers. Notice of criminal motions must be received in the Clerk's office by noon 3 business days before hearing. Notice of civil motions must be received in Clerk's office by noon the Wednesday of the week preceding the week in which the motion is to be heard. Term day praecipes must be received in Clerk's office by 4:00 p.m. twelve (12) days before the requested term day. Estate matters are handled by appointment. VLRCS coversheets are required for all land recordings. Gpin numbers need to be noted on the first page of all recordings. The Gpin must be placed on both the parcel identification and tax map lines of the ILS coversheet.

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

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CIRCUIT      COURT      ADDRESS      JUDGE   CLERK   PHONE #   HOURS

TERMS OF COURT AND GENERAL INFORMATION

Fredericksburg Circuit Court - Continu 8:30AM - 4:30PM

Last recording is completed by 3:00 p.m.  
All Civil filings require a Civil order cover sheet. (Form CC-1416)  
Fredericksburg emails certified final orders. Please provide us with  
a valid email address for all parties wishing to receive a copy.

Giles Circuit Court  
Twenty-seventh Judicial Circuit  
P. O. Box 502  
501 Wenonah Avenue  
Pearisburg, VA 24134

Hon. Marcus H. Long Jr.\*  
Hon. Bradley W. Finch  
Hon. Brett L. Geisler  
Hon. H. Lee Harrell  
Hon. Josiah T. Showalter Jr.  
Hon. Robert M. D. Turk

Sherry E. Gautier, Clerk  
540/921-1722  
Fax - 540/921-3825  
8:30AM - 5:00PM

Terms begin, 2nd Tuesday, Jan., April, July, & Oct.  
Grand Juries, 1st day of Term.  
Cases set on docket calls or by agreement of counsel with consent of  
court.  
Court convenes 9:00 a.m.  
Commissioners in Chancery are utilized in selection of jury,  
partition suits, and other major contested chancery causes.  
Docket calls are scheduled 10:00 a.m. on opening day of Term.  
Giles County mails a certified copy to each party involved in the  
case.

Gloucester Circuit Court  
Ninth Judicial Circuit  
7400 Justice Drive, Room 327  
Gloucester, VA 23061

Hon. Jeffrey W. Shaw  
Hon. B. Elliott Bondurant\*  
Hon. Michael E. McGinty  
Hon. Richard H. Rizk

Margaret F. Walker, Clerk  
804/693-2502  
Fax - 804/693-2186  
8:00AM - 4:30PM

E-Mail:  
mwalker@vacourts.gov

Terms begin, 1st Monday, Jan., March, May, July, Sept., & Nov.  
Grand Juries, 1st day of term, 9:30 a.m.  
Court convenes 9:30 a.m.; docket call at 10:00 a.m.  
Should a Term Day fall on a legal holiday, the Term Day will be on  
the following day.  
Local rules adopted pursuant to Virginia Code § 8.01-4.  
All civil cases shall be set prior to and outside of Docket Call  
after praecipe is filed.  
Pendente Lite and civil motions heard on motions day set by the judge  
(804) 693-1358.  
Ninth Circuit Domestic Relations Trial Forms required  
(<http://yorkcounty.gov/CountyGovernment/Courts-Circuit.aspx>).

Goochland Circuit Court  
Sixteenth Judicial Circuit  
P. O. Box 196  
2938 River Road West  
Goochland, VA 23063

Hon. Timothy K. Sanner\*  
Hon. Dale B. Durrer  
Hon. Cheryl V. Higgins  
Hon. Richard E. Moore  
Hon. Susan L. Whitlock  
Hon. Claude V. Worrell

Dale W. Agnew, Clerk  
804/556-5353  
Fax - 804/556-4962  
8:30AM - 5:00PM

Court convenes 9:30 a.m. except Motion Days which begins at 9:00 a.m.  
Terms begin, 2nd Tuesday, Feb., April, June, Aug., Oct., & Dec.  
Grand Juries, 1st day of Term.  
Civil cases set on Term Day by praecipe.  
Commissioners in Chancery are rarely utilized and only by agreement  
of Counsel.  
Local rules adopted pursuant to § 8.01-4.  
Goochland Circuit Court sends copies of orders by regular mail.

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

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<u>CIRCUIT</u>	<u>COURT</u>	<u>ADDRESS</u>	<u>JUDGE</u>	<u>CLERK</u>	<u>PHONE #</u>	<u>HOURS</u>	<u>TERMS OF COURT AND GENERAL INFORMATION</u>
Grayson Circuit Court Twenty-seventh Judicial Circuit P. O. Box 130 129 Davis Street Independence, VA 24348-0130			<u>Hon. H. Lee Harrell</u> Hon. Marcus H. Long Jr.* Hon. Bradley W. Finch Hon. Brett L. Geisler Hon. Josiah T. Showalter Jr. Hon. Robert M. D. Turk				Terms begin 4th Friday, Oct., Jan., April, & July at 9:00 a.m. Grand Juries, 1st day of Term. All cases set on Docket calls on the opening day of each term, or by agreement of counsel with consent of court. Court convenes 9:00 a.m. Commissioners in Chancery utilized in partitions suits, not normally used in divorce cases.
				Susan M. Herrington, Clerk 276/773-2231 Fax - 276/773-3338 8:00AM - 5:00PM			
Greene Circuit Court Sixteenth Judicial Circuit P. O. Box 386 Stanardsville, VA 22973-0386			<u>Hon. Claude V. Worrell</u> Hon. Timothy K. Sanner* Hon. Dale B. Durrer Hon. Cheryl V. Higgins Hon. Richard E. Moore Hon. Susan L. Whitlock				Terms begin 2nd Mon., Feb., April, June, Aug., Oct., & Dec. October Term: Tues. after 2nd Mon. as 2nd Mon. is a holiday Grand Juries, 1st day of Term, 9:00 a.m. Criminal cases set on Term Day. Civil cases set by praecipe on Term Day, 11:00 a.m. Court convenes 9:00 a.m. Commissioners in Chancery are utilized in some chancery causes. Motions Day, 3rd Tues. (Criminal 9:00 a.m.; Civil 1:30 p.m.) As soon as the Judge enters the final order it is processed and certified copies are distributed by mail.
				Susan E. Birckhead, Clerk 434/985-5208 Fax - 434/985-6723 8:15AM - 4:30PM			
Greensville Circuit Court Sixth Judicial Circuit P. O. Box 631 337 South Main Street Emporia, VA 23847-0631			<u>Hon. W. Allan Sharrett*</u> Hon. Carson E. Saunders Jr. Hon. William Edward Tomko III				Terms begin, 1st Tuesday, Feb., April, June, Aug., Oct., & Dec. Motions Day, 1st and 3rd Friday, each month. Grand Juries, 1st day of Term. All cases set on Term Day. Civil cases set by court administrator. Court convenes 9:00 a.m. (criminal and civil) Commissioners in Chancery are utilized in chancery causes and some divorce cases. Instructions must be submitted 5 days prior to trial. Local rules adopted pursuant to § 8.01-4.
				JoAnne S. Conner, Clerk 434/348-4215 Fax - 434/348-4020 8:30AM - 5:00PM			
Halifax Circuit Court Tenth Judicial Circuit 1030 Mary Bethune Street LL3 Halifax, VA 24558 Note: The post office does not deliver to the physical address. Mailing Address: P.O. Box 729, Halifax, VA 24558			Hon. Kimberley S. White* Hon. Donald Carl Blessing Hon. S. Anderson Nelson Hon. J. William Watson Jr.				Grand jury meets 1st day of term & term days are the 1st Thursday of each month Docket call days will be the 1st Thurs. of every month beginning Feb. 5, 2015. If the docket call day falls on a legal holiday, then docket call shall occur the following Thursday. Civil cases set by written request (email is preferred). Send request to kwhite@vacourts.gov with a copy to ptalbott@vacourts.gov. Commissioners in Chancery are utilized in general chancery causes, except divorce.
				Cathy M. Cosby, Clerk 434/476-6211 Judge's Office: 434-476-6114 Fax - 434/476-2890 Fax - Clerk's Office: 434-476-2890 8:30AM - 4:30PM			

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

1-16



CIRCUIT COURT ADDRESS

JUDGE CLERK PHONE # HOURS

TERMS OF COURT AND GENERAL INFORMATION

Hampton Circuit Court  
Eighth Judicial Circuit  
P. O. Box 40  
237 N. King Street  
Hampton, VA 23669-0040

Hon. Bonnie L. Jones\*  
Hon. Christopher W. Hutton  
Hon. Michael A. Gaten  
  
Linda Batchelor Smith, Clerk  
757/727-6105  
Fax - 757/728-3505  
Fax - Criminal: 757-728-3367  
8:30AM - 4:00PM

Terms begin, 1st Monday, Feb., April, June, Aug., Oct., & Dec.  
Criminal Term Grand Juries, 1st Monday, each month 9:00 a.m.  
All cases set on Term Day.  
Civil cases set by praecipe (Judges' secretary handles all scheduling issues).  
Court convenes 9:00 a.m. - civil matters; 9:00 a.m., 10:30 a.m., and 2:00 p.m. - criminal matters.  
Commissioners in Chancery are utilized in divorce and other cases for good cause shown.  
Local rules adopted pursuant to § 8.01-4.  
To set or cancel court hearing, contact Judges' office.  
Faxes not accepted in civil matters.  
Faxes only accepted in Criminal matters as set forth in the Docket Management & Continuance Policy, amended March 11, 2005.  
Recordation cutoff time 3:30 p.m.

Hanover Circuit Court  
Fifteenth Judicial Circuit  
P. O. Box 39  
7530 County Complex Road  
Hanover, VA 23069

Hon. J. Overton Harris  
Hon. Patricia Kelly  
Hon. Charles S. Sharp\*  
Hon. Sarah L. Deneke  
Hon. William E. Glover  
Hon. Herbert M. Hewitt  
Hon. Michael E. Levy  
Hon. R. Michael McKenney  
Hon. Ricardo Rigual  
Hon. Gordon F. Willis  
Hon. Victoria A. B. Willis  
  
Frank D. Hargrove Jr., Clerk  
804/365-6150  
Fax - Civil Cases Fax -  
804/365-6278  
Fax - Criminal Cases Fax -  
804/365-7148  
8:00AM - 4:30PM  
  
E-Mail:  
FHargrove@vacourts.gov

Terms begin, 3rd Tuesday, Jan., March, May, July, Sept., & Nov.  
Grand Juries, 1st day of Term and as otherwise called.  
Criminal cases set at preliminary hearing, when appealed or at the convening of a grand jury.  
Civil cases are set on a date convenient for all counsel and unrepresented parties by calling Judges' Chambers at 804/365-6161, or by appearance on Term Day at 2:00 p.m. following the filing of a praecipe in the clerk's office not later than 4:30 p.m. on the Tuesday prior to Term Day.  
Court convenes 9:00 a.m.  
Commissioners in Chancery are utilized in partition suits.

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

CIRCUIT COURT ADDRESS

JUDGE CLERK PHONE # HOURS

TERMS OF COURT AND GENERAL INFORMATION

Henrico Circuit Court  
Fourteenth Judicial Circuit  
P. O. Box 90775  
4301 East Parham Road  
Henrico, VA 23273

Hon. Richard S. Wallerstein Jr.\*  
Hon. Lee A. Harris Jr.  
Hon. John Marshall  
Hon. James Stephen Yoffy  
Hon. Randall G. Johnson Jr.

Heidi S. Barshinger, Clerk  
804/501-4202  
8:00AM - 4:00PM

Criminal Terms begin, 2nd Monday, Jan., March, May, July, Sept., & Nov.  
Grand Juries, 1st day of Term, 9:00 a.m.  
Civil cases set 2nd Monday, July, Oct., Jan., & April (2:00 p.m.) or may be set by telephone.  
Criminal cases set when appealed or at preliminary hearing.  
Court convenes 9:00 a.m.; 10:00 a.m. for jury trials.  
Commissioners in Chancery are utilized in unusual causes; accountings; suits by creditors; suits on mechanic's lien; partition suits; sale of land of persons under disability, some divorce cases.  
Instructions must be submitted 2 days prior to trial.  
\*\*Effective May 1, 2016, the Henrico Circuit Court will no longer be holding civil docket calls.\*\*

Henry Circuit Court  
Twenty-first Judicial Circuit  
Suite B  
3160 Kings Mountain Rd.  
Martinsville, VA 24112-3966

Hon. David V. Williams\*  
Hon. Marcus A. Brinks  
Hon. G. Carter Greer

Jennifer R. Ashworth, Clerk  
276/634-4880  
9:00AM - 5:00PM  
Deed recording hours 9:00 a.m. - 4:30 p.m.  
Passport acceptance hours 9:00 a.m. - 4:00 p.m.

Terms begin, 3rd Monday, 9:00 a.m., in July, Sept., Nov., Mar., & May; 1st Tuesday after 3rd Monday, 9:00 a.m., in Jan.  
Grand Juries, 1st day of Term.  
Pursuant to Rule 1:20, counsel of record may agree to a trial date as a part of a written plan prepared and submitted to the court for approval pursuant to Rule 1:18, after obtaining a trial date from the court's administrative assistant.  
Court convenes 9:00 a.m.  
Commissioners in Chancery are utilized in partition suits, creditors suits, etc.  
Distribution of Final Orders Procedures:; Civil: send copies as directed by order. ; ; J&DR Civil appeals: Copy to attorneys of record, parties pro se, DCSE and CASA when appropriate; ; Criminal: Upon request.

Highland Circuit Court  
Twenty-fifth Judicial Circuit  
P. O. Box 190  
Monterey, VA 24465-0190  
Physical Address: 165 W. Main Street, Monterey, VA 24465

Hon. Edward K. Stein  
Hon. Charles L. Ricketts III\*  
Hon. Joel R. Branscom  
Hon. Paul A. Dryer  
Hon. W. Chapman Goodwin

Judy W. Hupman, Clerk  
540/468-2447  
Fax - 540/468-2047  
8:30AM - 4:30PM  
Passport Issuance Times: 8:30 a.m. - 4:00 p.m.

Terms Dates: 3rd Tuesday - March, June, Sept., & Dec.  
Cases set on term date; may also be set between docket calls by agreement of Counsel and confirmation with judge's secretary by telephone at 540-965-1738.  
Grand Juries, 1st day of Term.  
Court convenes 9:00 a.m.  
Commissioners in Chancery are utilized.  
The Highland Circuit Court forwards final orders to Counsel and other involved agencies by email if email provided to Court. Otherwise, orders are mailed by regular mail.

E-Mail:  
jhupman@vacourts.gov

Asterisk (\*) Denotes Chief Judge.  
Underscoring Denotes Judge Presiding in this Court.  
For Judge's Home Court, see Virginia Judges 6-1.

<u>CIRCUIT</u>	<u>COURT</u>	<u>ADDRESS</u>	<u>JUDGE</u>	<u>CLERK</u>	<u>PHONE #</u>	<u>HOURS</u>	<u>TERMS OF COURT AND GENERAL INFORMATION</u>
	Hopewell Circuit Court Sixth Judicial Circuit P. O. Box 310 100 E. Broadway Room 251 Hopewell, VA 23860		<u>Hon. W. Allan Sharrett*</u> Hon. Carson E. Saunders Jr. Hon. William Edward Tomko III				Terms begin, 2nd Tuesday, Feb., Apr., June, Aug., Oct., & Dec. Motions Day, 2nd and 4th Fridays. Grand Juries, 1st day of Term. Civil cases set by praecipe. Civil Court convenes 9:00 a.m. Criminal Court convenes 9:00 a.m. Commissioners in Chancery are utilized in partition suits. Instructions must be submitted 5 days prior to trial. Local rules adopted pursuant to § 8.01-4. Final Orders will be mailed to all counsel of record and any unrepresented party as soon as they have been entered by the Judge. The preferred practice is to submit self-addressed, stamped envelopes for the return of the certified copies of the Final Order. However, this office will always mail and provide certified copies to all parties whether an envelope has been provided to us or hasn't been provided to us.
	Isle of Wight Circuit Court Fifth Judicial Circuit 17000 Josiah Parker Circle P. O. Box 110 Isle of Wight, VA 23397		<u>Hon. Carl Edward Eason Jr.*</u> Hon. Lawson Wayne Farmer Hon. Matthew A. Glassman Hon. Robert H. Sandwich Jr.				Terms begin, 2nd Monday, Jan., March, May, July, Sept., & Nov. Motion Day, every Tues.. 9:00 a.m., in Suffolk. Civil cases set by civil court administrator. Grand Juries, 1st day of Term. Court convenes 9:30 a.m. Commissioners in Chancery are utilized for divorce, annulments, and depositions if an affidavit conducted before a notary is filed. Instructions must be submitted seven days prior to trial. Local rules adopted pursuant to § 8.01-4. Civil final orders are certified and mailed to attorneys; and any other pertinent orders (such as temporary custody orders etc) are certified and mailed. All others orders during the course of the case are emailed to attorneys. The same is done if dealing with pro se parties.
	James City County/Williamsburg Circuit Court Ninth Judicial Circuit 5201 Monticello Avenue Suite Six Williamsburg, VA 23188-8218 Judge's Address: 5201 Monticello Avenue, Suite One, Williamsburg, VA 23188-8218		<u>Hon. Michael E. McGinty</u> Hon. B. Elliott Bondurant* Hon. Richard H. Rizk Hon. Jeffrey W. Shaw				Terms begin, 3rd Wednesday, Jan., March, May, July, Sept., & Nov. Grand Juries, 1st day of Term. Civil trials are set by praecipe submitted seven days preceding Term Day. Setting of trials without appearance at docket call will be at the Judge's discretion. (Judge's administrator handles all scheduling of civil cases.) Grand Juries at 9:00 a.m. Criminal docket calls at 9:00 a.m. Civil docket calls at 11:00 a.m. Instructions must be submitted prior to trial. Local rules adopted pursuant to § 8.01-4. Should term day fall on a legal holiday as set forth in § 2.2-3300, Code of Virginia (1950), as amended, the term day will be rescheduled. Faxes from attorneys and litigants will NOT be accepted for any civil
			Tamara J. Ward, Clerk 804/541-2239 Fax - 804/541-2438 8:30AM - 4:00PM				
			Sharon N. Jones, Clerk 757/365-6233 9:00AM - 5:00PM				
			E-Mail: snjones@vacourts.gov				
			Mona A. Foley, Clerk 757/564-2242 Criminal Department: 757/564-2350 Criminal Department: 757/564-2353 Fines/Costs/Restitution: 757/564-2351 Fines/Costs/Restitution: 757/564-2353 Concealed Handgun Permits: 757/564-2360				

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

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CIRCUIT	COURT	ADDRESS	JUDGE	CLERK	PHONE #	HOURS
James City County/Williamsburg - Conti			Jury Administrator:		757/564-2360	
			Marriage License:		757/564-2360	
			Judgments:		757/564-2355	
			Name changes, Expungements:		757/564-2360	
			Divorces/adoptions:		757/564-2354	
			Law suits/ministers:		757/564-2352	
			Recording Department:		757/564-2355	
			Recording Department:		757/564-2349	
					8:30AM - 4:00PM	

King and Queen Circuit Court  
Ninth Judicial Circuit  
P. O. Box 67  
234 Allen's Circle  
King and Queen Court House  
King And Queen, VA 23085

Hon. B. Elliott Bondurant\*  
Hon. Michael E. McGinty  
Hon. Richard H. Rizk  
Hon. Jeffrey W. Shaw  
  
Vanessa D. Porter, Clerk  
804/785-5984  
Fax - 804/785-5698  
9:00AM - 5:00PM

E-Mail:  
vporter@vacourts.gov

King George Circuit Court  
Fifteenth Judicial Circuit  
9483 Kings Highway, Suite 3  
King George, VA 22485-3444

Hon. Herbert M. Hewitt  
Hon. Charles S. Sharp\*  
Hon. Sarah L. Deneke  
Hon. William E. Glover  
Hon. J. Overton Harris  
Hon. Patricia Kelly  
Hon. Michael E. Levy  
Hon. R. Michael McKenney  
Hon. Ricardo Rigual  
Hon. Gordon F. Willis  
Hon. Victoria A. B. Willis

Charles V. Mason, Clerk  
540/775-3322  
Fax - 540/775-5466  
7:30AM - 4:30PM

E-Mail:  
vmason@vacourts.gov

TERMS OF COURT AND GENERAL INFORMATION

cases.  
The criminal division emails the final court orders to the attorneys upon request. We also have quite a few attorneys that use the OCRA system to obtain their own copies. We strongly encourage attorneys to provide a self-addressed, stamped envelope for return of their certified orders.

Terms begin, 2nd Tuesday, Feb., Apr., June, Aug., Oct., & Dec.  
Grand Juries, 1st day of Term.  
Should a Term Day fall on a legal holiday as set forth in § 2.1-21, Code of Virginia (1950), as amended, the Term Day will be on the following day.  
Praecipies must be filed seven days preceding Civil Term Day.  
Civil cases set for trial by conference call with the judge.  
Instructions must be submitted 2 days prior to trial.  
Commissioners in Chancery are rarely used and only at request of attorneys.  
Local Rules adopted pursuant to § 8.01-4 for divorce cases.  
King and Queen Circuit Court mails orders through the postal service to the attorneys and pro se litigants within 5 business days of the orders being signed by the Judge.

Terms begin, 2nd Thursday, Jan., Apr., July, & Oct. at 9:00 a.m.  
Grand Juries, 1st day of Term.  
Cases set on Term Day by praecipie.  
Court convenes 9:00 a.m.  
Commissioners in Chancery are utilized in general chancery causes, i.e., partition suits, etc.  
Term Day Convenes 10:00 a.m.

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

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<u>CIRCUIT</u>	<u>COURT</u>	<u>ADDRESS</u>	<u>JUDGE</u>	<u>CLERK</u>	<u>PHONE #</u>	<u>HOURS</u>	<u>TERMS OF COURT AND GENERAL INFORMATION</u>
King William	Circuit Court Ninth Judicial Circuit	351 Courthouse Lane, Suite 130 King William, VA 23086	<u>Hon. B. Elliott Bondurant*</u>	Hon. Michael E. McGinty Hon. Richard H. Rizk Hon. Jeffrey W. Shaw			Terms begin, 1st Monday, Feb., Apr., June, Aug., Oct., & Dec. Grand Juries, 1st day of Term. Grand Juries will meet at 9:00 a.m. Criminal docket will be held at 9:00 a.m. Civil docket will be held at 11:00 a.m. Commissioners in Chancery are utilized. Instructions must be submitted 2 days prior to trial. Should a Term Day fall on a legal holiday as set forth in § 2.1-21, Code of Virginia (1950), as amended, the Term Day will be on the following day. Praecipes must be filed seven days preceding Civil Term Day.
				Patricia M. Norman, Clerk	804/769-4936 804/769-4937 804/769-4938 Fax - 804/769-4991 8:30AM - 4:30PM		
				E-Mail:	pnorman@vacourts.gov		
Lancaster	Circuit Court Fifteenth Judicial Circuit	Post Office Box 99 Lancaster, VA 22503 Physical Address: 8265 Mary Ball Road, Lancaster, VA 22503 MAIL IS NOT DELIVERABLE TO THE PHYSICAL ADDRESS. Please use the P.O. Box.	<u>Hon. R. Michael McKenney</u>	Hon. Charles S. Sharp* Hon. Sarah L. Deneke Hon. William E. Glover Hon. J. Overton Harris Hon. Herbert M. Hewitt Hon. Patricia Kelly Hon. Michael E. Levy Hon. Ricardo Rigual Hon. Gordon F. Willis Hon. Victoria A. B. Willis			Terms begin, 4th Friday, Jan., Apr., July, & Oct. All cases set by agreement with Commonwealth's Attorney at preliminary hearing, on Term Day, or by agreement of counsel and the Court. The latter may be done by a telephone call to the Judge's office. Court convenes 9:00 a.m. In civil jury trials, instructions must be submitted to the Court and opposing counsel 5 days prior to trial. Commissioners in Chancery are utilized in general civil causes and divorces.
				Diane H. Mumford, Clerk	804/462-5611 Fax - 804/462-9978 8:30AM - 4:30PM		
Lee	Circuit Court Thirtieth Judicial Circuit	P. O. Box 326 33640 Main Street Jonesville, VA 24263	<u>Hon. Tammy S. McElyea</u>	Hon. Jeffrey Hamilton* Hon. Chadwick S. Dotson Hon. John C. Kilgore			Terms begin, 1st Monday, March, June, & Dec.; 2nd Monday, Sept. Grand Juries, 1st day of Term and other days TBD by Court. Cases set on Term Day. Civil cases set by praecipe. Court convenes 9:00 a.m. Commissioners in Chancery are utilized. Motion day at discretion of Chief Judge.
				Rene Lamey, Clerk	276/346-7763 Fax - 276/346-3440 8:30AM - 4:30PM		
				E-Mail:	rlamey@vacourts.gov		

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

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CIRCUIT COURT ADDRESS

JUDGE CLERK PHONE # HOURS

TERMS OF COURT AND GENERAL INFORMATION

Loudoun Circuit Court  
Twentieth Judicial Circuit  
P. O. Box 550  
18 E. Market St., 3rd floor  
Leesburg, VA 20178

Hon. Stephen E. Sincavage\*  
Hon. James P. Fisher  
Hon. Douglas L. Fleming Jr.  
Hon. Jeanette A. Irby  
Hon. Jeffrey W. Parker

Gary M. Clemens, Clerk  
703/777-0270  
Fax - 703/777-0376  
8:00AM - 4:00PM

Term of Court begins on the second Monday in February, April, June, August and December; and the Tuesday following the second Monday in October.  
Grand jury convenes on the second Monday of each month with the exception of October. The October grand jury will convene on October 21, 2019.  
Civil cases are scheduled on Monday mornings, except Court holidays. A praecipe must be filed for scheduling purposes.  
Criminal cases are scheduled the day following term day at 9:00 a.m. or may be scheduled by praecipe.  
Court convenes at 9:00 a.m. sharp unless the Court has designated an earlier time as noted in the case management system.  
A list of Appointees for Commissioners in Chancery can be found at: <https://www.loudoun.gov/DocumentCenter/View/102951> (copy & paste address into browser)  
Civil Motions Day occurs on the first Friday of each month with the following schedule: Scheduling, 9:00 a.m.; Ore Tenus Hearings, 9:00 a.m.; Domestic cases, 10:00 a.m.; and Civil Law cases, 2:00 p.m.  
Civil Motions in July will be held on the 2nd Friday of the month.  
Criminal Motions Day occurs on the fourth Friday of each month at 9:00 a.m. except for December 2019.  
Praecipes must be filed at least seven (7) calendar days in advance of a requested court docket with appropriate notice to the opposing party. Praecipes must be filed at least fourteen (14) calendar days in advance of a requested court docket if the motion requires the filing of a brief or memorandum. See Va. Sup. Ct. R. 4:15 (c) for filing deadlines of briefs.  
Recordation of deeds is available, in person, Monday through Friday from 8:00 a.m. to 4:00 p.m. Electronic recording is available 24/7 but will be processed during normal business hours.  
Misdemeanor appeals occur on the 2nd Friday of each month and on the 3rd Friday in July. (except court holidays)  
Financial transactions are accepted by the Clerk's Office Monday through Friday from 8:00 a.m. to 4:00 p.m. Online payment of criminal fines and costs can be made 24/7 but will be processed during normal business hours.  
All visitors to the Court Complex are subject to security screening by Sheriff's deputies upon entering the facility.  
Mobile devices and cellphones with cameras are not permitted in the Courts Complex by order of the Court. Attorneys who are members of the State Bar are permitted to bring one cellphone with camera functionality in the Courts Complex and the Sheriff's deputies may request bar identification. Otherwise, no cameras are permitted in the Courts Complex. The Order of the Court concerning the use of cameras can be found at: <https://lfportal.loudoun.gov/LFPortalInternet/0/doc/206023/Electronic.aspx> (copy & paste address into browser).  
A list of the civil celebrants who are authorized by the Circuit Court to officiate the rites of civil marriage in Loudoun County can

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

1-22

CIRCUIT COURT ADDRESS

JUDGE CLERK PHONE # HOURS

TERMS OF COURT AND GENERAL INFORMATION

Loudoun Circuit Court - Continued

be found at: <https://www.loudoun.gov/DocumentCenter/Home/View/33283>  
(copy & paste address into browser)

Louisa Circuit Court  
Sixteenth Judicial Circuit  
Box 37  
100 W. Main Street  
Louisa, VA 23093-0037

Hon. Timothy K. Sanner\*  
Hon. Dale B. Durrer  
Hon. Cheryl V. Higgins  
Hon. Richard E. Moore  
Hon. Susan L. Whitlock  
Hon. Claude V. Worrell

Patty Madison, Clerk  
540/967-5312  
Judges: 540/967-5300  
Fax - 540/967-2705  
8:30AM - 5:00PM

Terms begin, 2nd Monday, Jan., March, July, Sept. & Nov.  
Due to the mandatory Judicial Conference the May Term Day will be May 6, 2019  
Due to a scheduling conflict the July Term Day will be July 15, 2019  
Due to the Veterans Day Holiday the November Term Day will be November 4, 2019  
Grand Juries, 1st day of Term.  
All cases set on Term Day by praecipe filed 7 days prior.  
Court convenes 9:30 a.m., except for Motions Day which begins at 9:00 a.m.  
Commissioners in Chancery are rarely utilized and generally only by agreement of counsel.  
Local rules adopted pursuant to § 8.01-4.

Lunenburg Circuit Court  
Tenth Judicial Circuit  
11435 Courthouse Road  
Lunenburg, VA 23952  
Physical address: 11413  
Courthouse Rd., Lunenburg, VA 23952

Hon. S. Anderson Nelson  
Hon. Kimberley S. White\*  
Hon. Donald Carl Blessing  
Hon. J. William Watson Jr.

Gordon F. Erby, Clerk  
434/696-2132  
Fax - 434/696-3931  
8:30AM - 4:30PM

Court convenes 9:30 a.m.  
Terms begin, 1st Monday, Feb., Apr., June, Aug., Oct., & Dec.  
If the first day, known as Term Day, of any Term as scheduled above shall fall on a legal holiday, then such Term shall commence and its Term Day be on the following day.  
All criminal cases are to be preset with the office of the Commonwealth's Attorney before Term Day. Civil cases are set by written request. (Email is preferred.) JWWatson@vacourts.gov with a copy to pcolgate@vacourts.gov  
Final Orders are disbursed through the mail or by fax.

Lynchburg Circuit Court  
Twenty-fourth Judicial Circuit  
P. O. Box 4  
900 Court Street  
Lynchburg, VA 24505  
Please send all mail to P.O. Box 4, Lynchburg, VA 24505.  
Mail addressed to the street address may not be delivered in a timely manner.

Hon. F. Patrick Yeatts\*  
Hon. R. Edwin Burnette Jr.  
Hon. John T. Cook  
Hon. Michael T. Garrett  
Hon. James W. Updike Jr.  
Hon. James F. Watson

Eugene C. Wingfield, Clerk  
434/455-2620  
Judge's Office: 434-455-2600  
Fax - 434/847-1864  
8:30AM - 4:30PM

E-Mail:  
ewingfield@vacourts.gov

Criminal Terms begin, 1st Monday every month.  
Civil Terms begin, 1st Monday monthly.  
Grand Juries, 1st day of Term.  
All cases set on Term Day; Criminal - 9:00 a.m., Civil - 1:30 p.m.  
Civil cases can be set outside of Civil Docket call by contacting the Judicial Assistant to the Judges.  
Court convenes 9:00 a.m.  
Commissioners in Chancery are utilized in limited instances.  
Motion Day, 2nd & 4th Fri. after Term day, 9:00 a.m. - 4:30 p.m. by appointment.  
Misdemeanor appeals - 1st two days after opening day of Term.

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

CIRCUIT COURT ADDRESS

JUDGE CLERK PHONE # HOURS

TERMS OF COURT AND GENERAL INFORMATION

Madison Circuit Court  
Sixteenth Judicial Circuit  
1 Main Street  
P. O. Box 220  
Madison, VA 22727

Hon. Timothy K. Sanner\*  
Hon. Dale B. Durrer  
Hon. Cheryl V. Higgins  
Hon. Richard E. Moore  
Hon. Susan L. Whitlock  
Hon. Claude V. Worrell

Terms begin, 1st Monday, Jan., March, May, July, Sept., & Nov.  
Grand Juries, 1st day of Term.  
Cases set on Term Day; 9:30 a.m. (Criminal), 11:00 a.m. (Civil)  
Motion Day, 2nd Wednesday, 9:00 (Criminal), 1:30 (Civil)  
Court convenes 9:30 a.m.  
Commissioners in Chancery are utilized in limited instances.

Leeta D. Louk, Clerk  
540/948-6888  
Fax - 540/948-3759  
8:30AM - 4:30PM

Madison County Circuit Court mails the Final Order in Civil and Criminal Cases.

Martinsville Circuit Court  
Twenty-first Judicial Circuit  
P. O. Box 1206  
55 W. Church Street  
Martinsville, VA 24114-1206

Hon. G. Carter Greer  
Hon. David V. Williams\*  
Hon. Marcus A. Brinks

Criminal Terms begin, 1st Monday, Nov.; 2nd Monday, Feb.; 1st Mon., May; 4th Monday, July.

Ashby R. Pritchett, Clerk  
276/403-5106  
Fax - 276/403-5232  
9:00AM - 5:00PM

Grand Juries, 1st day of Term.  
Civil cases set by Pretrial Scheduling Order.  
Criminal cases are set on Misdemeanor Appeal Day for Misdemeanor Trial Day; felony cases are concluded or set for trial on Felony Disposition Day #1 or #2; on Return on Indictments Day and Guilty Plea Day.

P. O. Box 1347 (Judges)

E-Mail:  
APritchett@vacourts.gov

Court convenes 9:00 a.m.  
Commissioners in Chancery are utilized in divorce proceedings, partition suits, creditors suits, etc.  
Distribution of Final Orders - Civil Case: Once received from the Judge's Office, certified copies of final orders are distributed to attorneys of record and to other persons identified in the Order to receive a copy. Certified copies are mailed to the recipient's address appearing in the file or provided in the final order. If attorneys request an immediate copy, an uncertified copy is sent by electronic transmission.  
Distribution of Final Orders - Criminal Case: The Clerk's Office prepares final orders. Once endorsed by the Judge, copies are transmitted by electronic transmission, by fax and by mail to parties required by law to receive them.

Mathews Circuit Court  
Ninth Judicial Circuit  
P. O. Box 463  
10622 Buckley Hall Road Suite A  
Mathews, VA 23109

Hon. Jeffrey W. Shaw  
Hon. B. Elliott Bondurant\*  
Hon. Michael E. McGinty  
Hon. Richard H. Rizk

Terms begin, 3rd Monday, Jan., March, May, July, Sept., & Nov.  
Grand Juries, 1st day of term, 9:30 a.m.  
Court convenes at 9:30 a.m.; docket call at 10:00 a.m.  
Court convenes 9:30 a.m.

Angela C. Ingram, Clerk  
804/725-2550  
Fax - 804/725-7456  
8:00AM - 4:00PM

Should a Term Day fall on a legal holiday, the Term Day will be on the following day.  
Local rules adopted pursuant to Virginia Code § 8.01-4.  
All civil cases shall be set prior to and outside of Docket Call after praecipe is filed.  
Pendente Lite and civil motions heard on motions day set by the judge (804) 693-1358.  
Ninth Circuit Domestic Relations Trial Forms required

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts



<u>CIRCUIT</u>	<u>COURT</u>	<u>ADDRESS</u>	<u>JUDGE</u>	<u>CLERK</u>	<u>PHONE #</u>	<u>HOURS</u>	<u>TERMS OF COURT AND GENERAL INFORMATION</u>
Mathews Circuit Court - Continued	Mecklenburg Circuit Court	Tenth Judicial Circuit 393 Washington Street P. O. Box 530 Boydton, VA 23917-0530 Street Address:393 Washington Street, Boydton, VA 23917	Hon. Kimberley S. White*	Hon. Donald Carl Blessing	Hon. S. Anderson Nelson	Hon. J. William Watson Jr.	( <a href="http://yorkcounty.gov/CountyGovernment/Courts-Circuit.aspx">http://yorkcounty.gov/CountyGovernment/Courts-Circuit.aspx</a> ). Court convenes 9:30 a.m. Terms begin, 3rd Monday, Jan., Feb., March, April, May, June, July, Aug., Sept., Oct., & Nov. 2nd Monday, Dec. Should a Term Day fall on a legal holiday, the Term Day will be on the following day. Grand Juries, 1st day of Term. Commissioners in Chancery are utilized. All criminal cases are to be preset with the office of the Commonwealth's Attorney before Term Day. Civil cases are set by written request (email is preferred). Send request to <a href="mailto:anelson@vacourts.gov">anelson@vacourts.gov</a> with copy to <a href="mailto:pcolgate@vacourts.gov">pcolgate@vacourts.gov</a>
Middlesex Circuit Court	Ninth Judicial Circuit	P. O. Box 158 Routes 17 & 33 Courthouse Saluda, VA 23149	<u>Hon. Jeffrey W. Shaw</u>	Hon. B. Elliott Bondurant*	Hon. Michael E. McGinty	Hon. Richard H. Rizk	Terms begin, 4th Monday, Jan., March, May, July, Sept., Nov. Grand Juries, 1st day of term, 9:30 a.m. Court convenes at 9:30 a.m.; docket call at 10:00 a.m. Should a Term Day fall on a legal holiday, the Term Day will be on the following day. Local rules adopted pursuant to Virginia Code § 8.01-4. All civil cases shall be set prior to and outside of Docket Call after praecipe is filed. Pendente Lite and civil motions heard on motions day set by the judge (804) 693-1358. Ninth Circuit Domestic Relations Trial Forms required ( <a href="http://yorkcounty.gov/CountyGovernment/Courts-Circuit.aspx">http://yorkcounty.gov/CountyGovernment/Courts-Circuit.aspx</a> ).
Montgomery Circuit Court	Twenty-seventh Judicial Circuit	55 East Main Street, Suite 1 Christiansburg, VA 24073	<u>Hon. Marcus H. Long Jr.*</u>	<u>Hon. Robert M. D. Turk</u>	Hon. Bradley W. Finch	Hon. Brett L. Geisler Hon. H. Lee Harrell Hon. Josiah T. Showalter Jr.	Terms begin, 2nd Tuesday, Jan., April, July, & Oct. Grand Juries, 1st day of Term and 4th Tues. of each Term. Court convenes 9:00 a.m. Commissioners are utilized in equitable distribution matters; not divorce. Civil cases set by praecipe received 10 days prior to Term, by agreement of court and counsel. Criminal and traffic misdemeanor appeals pre-set with Commonwealth's Attorney's secretary for 2nd day of Term. Civil misdemeanor appeals set with Judge's secretary. Recordation of deeds and other land recording is available, in person, Monday through Friday from 8:30 a.m. to 4:00 p.m. Electronic recording is available 24/7 but will be processed during normal business hours.
			Erica W. Conner, Clerk				
			540/382-5760				
			Judges' Chambers: 540/382-5754				
			Fax - Clerk's Office: 540/382-6937				
			Fax - Judge Turk's Chambers: 540/382-6922				
			Fax - Judge Long's Chambers: 540/394-2015				
			8:30AM - 4:30PM				

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

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<u>CIRCUIT</u>	<u>COURT</u>	<u>ADDRESS</u>	<u>JUDGE</u>	<u>CLERK</u>	<u>PHONE #</u>	<u>HOURS</u>	<u>TERMS OF COURT AND GENERAL INFORMATION</u>
Nelson Circuit Court	Twenty-fourth Judicial Circuit	P. O. Box 10 84 Courthouse Square, 1st Floor Lovingston, VA 22949-0010	Hon. F. Patrick Yeatts*	Hon. R. Edwin Burnette Jr.			Terms begin, 4th Tuesday, Jan, March, May, Sept , & Nov. Grand Juries, 1st day of Term. All cases set on Term Day or directly through Judge at other times. Court convenes 9:30 a.m. Commissioners in Chancery are utilized in general chancery causes. Divorce cases not usually referred. The Clerk of the Nelson County Circuit Court provides copies of Orders to local attorneys (within the Court square) and the Probation Officer by placing certified copies in their mailbox in the Clerk's Office. Certified copies of Orders for Attorneys outside the local area, to agencies (i.e. DMV, VASAP, DOC, etc.) are mailed by regular mail. This is the practice in both civil and criminal cases.
						Lisa Dugan Bryant, Clerk 434/263-7020 Fax - 434/263-7027 8:00AM - 5:00PM	
New Kent Circuit Court	Ninth Judicial Circuit	P. O. Box 98 Courthouse 12001 Courthouse Circle New Kent, VA 23124-0098	<u>Hon. B. Elliott Bondurant*</u>	Hon. Michael E. McGinty Hon. Richard H. Rizk Hon. Jeffrey W. Shaw			Court convenes: 9:00 a.m. Terms begin, 2nd Monday Jan; 3rd Monday Mar., May, July, Sept., & Nov. Grand Juries, 1st day of Term at 9:00 a.m. Praecipies must be filed by seven days preceding civil term day. Civil cases are set for trial by conference call with the Judge. Instructions must be submitted 2 days prior to trial. Commissioners in Chancery are rarely used and only at request of attorneys. Local Rules adopted pursuant to § 8.01-4 for divorce cases. Final civil orders are distributed using email and/or regular mail with postage paid self addressed envelopes provided by the parties.
						Amy P. Crump, Clerk 804/966-9520 Fax - 804/966-9528 8:30AM - 4:30PM	
Newport News Circuit Court	Seventh Judicial Circuit	2500 Washington Avenue Courthouse Building Newport News, VA 23607-4307	<u>Hon. Gary A. Mills*</u>	<u>Hon. Timothy S. Fisher</u>	<u>Hon. Christopher R. Papile</u>	<u>Hon. Bryant L. Sugg</u> <u>Hon. C. Peter Tench</u>	Criminal term begins, 2nd Monday monthly; Docket call 1:30 p.m. Felony cases trial dates initially set in District Court, thereafter at docket call 1:30 p.m. 1st day criminal term. Civil term begins, 2nd Mon., Jan., March, July, Sept., & Nov. Due to the mandatory Judicial Conference, May Term Day may be changed to the following Friday. Please contact the Clerk's Office for further information. Grand Jury: 9:30 a.m., Courtroom No. 3; Civil Docket Call: 10:00 a.m., Courtroom No. 2; Criminal Docket Call: 1:30 p.m., Courtroom No. 3. Civil docket call 10:00 a.m. Grand Juries, 1st day of Criminal Term at 9:30 a.m. Praecipies must be filed by ten days preceding Civil Term Day. Court convenes 10:00 a.m. Commissioners in Chancery are not utilized in divorce cases. If any Monday is a State holiday, docket call will be the following day. Scheduling orders are not mandatory, but pre-trial conferences are. Local rules can be found on the Internet at <a href="http://www.nngov.com/circuit-court">www.nngov.com/circuit-court</a> Order to Meet and Confer must be completed and filed with the Court three days prior to each pendente lite hearing. Form Pendente Lite
						Gary S. Anderson, Clerk 757/926-8561 8:00AM - 4:30PM Land Records: 8:00 a.m. - 4:00 p.m. Payments: 8:00 a.m. - 4:15 p.m.	

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

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CIRCUIT      COURT      ADDRESS      JUDGE   CLERK   PHONE #   HOURS

TERMS OF COURT AND GENERAL INFORMATION

Newport News Circuit Court - Continued

Norfolk Circuit Court  
Fourth Judicial Circuit  
150 St. Paul's Boulevard  
7th Floor  
Norfolk, VA 23510

gschaefer@circuitcourtva.us

Hon. Mary Jane Hall\*  
Hon. Michelle J. Atkins  
Hon. John R. Doyle III  
Hon. Junius P. Fulton III  
Hon. Jerrauld C. Jones  
Hon. David W. Lannetti  
Hon. Everett A. Martin Jr.  
Hon. Joseph A. Migliozzi Jr.

George E. Schaefer, Clerk  
757/769-8539  
Toll Free (877) 643-6741  
8:45AM - 4:45PM

E-Mail:  
gschaefer@circuitcourtva.us

Northampton Circuit Court  
Second Judicial Circuit  
P. O. Box 36  
5229 The Hornes  
Eastville, VA 23347-0036

Hon. Glenn R. Croshaw\*  
Hon. Steven C. Frucchi  
Hon. W. Revell Lewis III  
Hon. James Clayton Lewis  
Hon. Leslie L. Lilley  
Hon. Stephen C. Mahan  
Hon. H. Thomas Padrick Jr.  
Hon. A. Bonwill Shockley

Traci L. Johnson, Clerk  
757/678-0465  
Fax - 757/678-5410  
9:00AM - 5:00PM

E-Mail:  
tljohnson@vacourts.gov

Northumberland Circuit Court  
Fifteenth Judicial Circuit  
P. O. Box 217  
220 Judicial Place  
Heathsville, VA 22473

Hon. R. Michael McKenney  
Hon. Charles S. Sharp\*  
Hon. Sarah L. Deneke  
Hon. William E. Glover  
Hon. J. Overton Harris  
Hon. Herbert M. Hewitt  
Hon. Patricia Kelly  
Hon. Michael E. Levy  
Hon. Ricardo Rigual

Order must be completed after each pendente lite hearing.  
Terms begin the first day of the month  
Grand Jury is the first Wednesday of the month.  
Civil cases set by agreement of counsel and consent of the court;  
scheduling orders are mandatory in most cases.  
Civil and Criminal trials begin at 9:30 a.m.  
Commissioners in Chancery are appointed in suits for accounting,  
partition, delinquent taxes, and judgment debtor interrogatories, and  
in other suits by order of the Court.  
Local rules are adopted pursuant to 8.01-4; they can be found at  
<http://www.norfolkcircuitcourt.us/civil/civil-plan>  
Uncontested divorces are heard Monday through Thursday from 9:00 a.m.  
to 11:50 a.m. and set through the Clerk  
Final orders are sent to counsel by email and by regular mail to pro  
se parties and counsel for whom the Clerk has no email address.  
Self-addressed stamped envelopes are appreciated but not necessary.

Terms begin, 2nd Monday, Jan., March, May, July, Sept., & Nov.  
Grand Juries, 1st day of Term.  
Docket call held the 2nd Monday in Jan., March, May, July, Sept., &  
Nov. at 10:00 a.m.  
Court convenes 9:30 a.m.  
Motions and other pretrial hearings will be heard on the 2nd Friday  
of each month at 9:30 a.m. by scheduling a hearing with Court's  
Judicial Assistant to be placed on the motions docket for that day.  
Cases set by writtten request submitted one (1) business day previous  
to docket call, or by praecipe, followed by appearance at docket call  
held on 2nd Monday (Term Day) of odd months at 10:00 a.m.  
Commissioners in Chancery are utilized.  
Supreme Court Deed Calculation Page is required as the cover sheet  
for all land recordings. Tax Map Numbers are required.  
All civil filings require a (Form CC-1416) Cover Sheet for Filing  
Civil Actions.  
Arraignments: Tuesday at 1:30 p.m. by the General District Court;  
Mondays at 11:30 a.m. by the J&DR Court (domestic and juvenile  
related indictments only).

Terms begin, 4th Tuesday, Jan., Apr., July & Oct.  
All cases set by agreement with Commonwealth's Attorney at  
preliminary hearing, on Term Day, or by agreement of counsel and the  
Court. The latter may be done by a telephone call to the Judge's  
office.  
Court convenes at 9:00 a.m.  
In civil jury trials, instructions must be submitted to the Court and  
opposing counsel 5 days prior to trial.  
Commissioners in Chancery are utilized in general chancery causes and

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

1-27

CIRCUIT      COURT      ADDRESS      JUDGE   CLERK   PHONE #   HOURS

TERMS OF COURT AND GENERAL INFORMATION

Northumberland Circuit Court - Continu  
Hon. Gordon F. Willis  
Hon. Victoria A. B. Willis  
  
Deborah Bingham, Clerk  
804/580-3700  
Fax - 804/580-2261  
8:30AM - 4:45PM

divorces.  
Distribution of final orders are done through regular mail.

Nottoway Circuit Court  
Eleventh Judicial Circuit  
328 West Courthouse Road  
P.O. Box 25  
Nottoway, VA 23955

Hon. Paul W. Cella\*  
Hon. Dennis M. Martin Sr.  
Hon. Joseph M. Teefey Jr.  
  
Jane L. Brown, Clerk  
434/645-9043  
Fax - 434/645-2201  
8:30AM - 4:30PM  
  
E-Mail:  
jlbrown@vacourts.gov

Court convenes 9:00 a.m. unless otherwise notified.  
Term Days: 1st Tuesday, Jan., March, May, July, Sept., & Nov., 10:00 a.m.  
Criminal Days: 2nd, 3rd & 4th Mon. each month, 9:00 a.m.  
Grand Juries, 1st day of Term.  
Cases set on Term Day or by agreement of counsel and consent of court.  
Commissioners in Chancery are utilized in general chancery causes.  
Certified copies of orders are mailed, via US mail, to counsel/moving litigants. Certified copies of orders are mailed to all other parties upon request or as directed by a Court order. It is requested that counsel/litigants provide a self-addressed stamped envelope.

Orange Circuit Court  
Sixteenth Judicial Circuit  
110 North Madison Road, Suite 300  
P. O. Box 230  
Orange, VA 22960

Hon. Timothy K. Sanner\*  
Hon. Dale B. Durrer  
Hon. Cheryl V. Higgins  
Hon. Richard E. Moore  
Hon. Susan L. Whitlock  
Hon. Claude V. Worrell  
  
Teresa T. Carroll, Clerk  
540/672-4030  
Fax - 540/672-2939  
8:00AM - 5:00PM

Terms begin, 4th Monday, Jan., March, May, July, Sept., & Nov.  
Grand Juries, 1st day of Term.  
Cases set on Term Day.  
Motion day, 4th Monday Feb., Apr., June, Aug., Oct., Dec.; on Monday following Term Day Jan., March, May, July, Sept., & Nov. (Criminal motions day docket begins at 9:00 a.m.)  
Court convenes 9:30 a.m.  
Commissioners in Chancery are utilized.

Page Circuit Court  
Twenty-sixth Judicial Circuit  
116 South Court Street  
Suite A  
Luray, VA 22835

Hon. Bruce D. Albertson\*  
Hon. Clark Andrew Ritchie  
Hon. Thomas J. Wilson IV  
Hon. Kevin C. Black  
Hon. Alexander R. Iden  
Hon. Brian M. Madden  
Hon. William W. Sharp  
  
C. Grayson Markowitz, Clerk  
540/743-4064  
540/743-6902  
Fax - 540/743-2338  
9:00AM - 5:00PM

Terms begin, 4th Monday, Jan., Apr., July, & Oct.  
Motion Day, Tuesday after 2nd Monday, each month.  
Misdemeanor appeal days, Tuesday following fourth Monday, Jan. to Nov.; 3rd Tuesday in December  
Grand Juries, 4th Monday, each month; none in December  
Praecepta must be filed not less than 7 days preceding Motion Day nor more than 30 days.  
Court convenes 9:00 a.m.  
Commissioners in Chancery are utilized.  
Local rules adopted pursuant to § 8.01-4.

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

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<u>CIRCUIT</u>	<u>COURT</u>	<u>ADDRESS</u>	<u>JUDGE</u>	<u>CLERK</u>	<u>PHONE #</u>	<u>HOURS</u>	<u>TERMS OF COURT AND GENERAL INFORMATION</u>
Patrick Circuit Court Twenty-first Judicial Circuit P. O. Box 148 101 Blue Ridge Street Stuart, VA 24171-0148			Hon. David V. Williams*	Hon. Marcus A. Brinks Hon. G. Carter Greer			Terms begin, 1st Monday, March, June, Sept., & Dec. Grand Juries, 1st day of Term. Court convenes at 9:00 a.m. Civil cases utilize scheduling procedures set out in Rules of Court 1:18 - 1:20. Commissioners in Chancery are utilized in general chancery causes.
P. O. Box 762 (Judge)				Vickie Helmstutler, Clerk 276/694-7213 276/694-3775 (Judge) Fax - 276/694-6943 9:00AM - 5:00PM			
Petersburg Circuit Court Eleventh Judicial Circuit 7 Courthouse Avenue Petersburg, VA 23803 Judge's Chambers: 1 Courthouse Avenue			Hon. Paul W. Cella* Hon. Dennis M. Martin Sr. Hon. Joseph M. Teefey Jr.	Shalva J. Braxton, Clerk 804/733-2367 Fax - 804/732-5548 8:00AM - 4:00PM			Criminal term begins, 3rd Thursday, each month. Civil term begins, 3rd Thursday, each month. Grand Juries, 1st day of criminal term. Criminal cases set through Commonwealth's Attorney on designated days. Civil cases, and hearings in civil cases, set through the Court Administrator, Tamera Wilson (804)733-2423 or twilson@courts.state.va.us, or on term days in matured cases. Court convenes 9:00 a.m. Criminal bench days every Tuesday and every Thursday, except term days.
				E-Mail: sbraxton@vacourts.gov			
Pittsylvania Circuit Court Twenty-second Judicial Circuit One North Main Street P.O. Box 31 Chatham, VA 24531			<u>Hon. Stacey W. Moreau</u> Hon. James J. Reynolds* Hon. Joseph W. Milam Jr. Hon. Clyde H Perdue Jr.	Mark W. Scarce, Clerk 434/432-7887 Fax - 434/432-7913 8:30AM - 4:30PM			Terms begin, 3rd Monday, Feb., Apr., June, Aug., Oct., & Dec. Grand Juries, 1st day of Term. All criminal and civil cases are set by the court's administrative assistant, Ms. Angie Harris, and the dates are coordinated with the attorneys involved. Court convenes 8:30 a.m. Commissioners in Chancery are utilized in Decrees of Reference. Instructions must be submitted prior to trial. This office requires a self address envelope for the distribution of final orders.
Portsmouth Circuit Court Third Judicial Circuit 1345 Court Street P. O. Box 1217 Portsmouth, VA 23705			<u>Hon. Kenneth R. Melvin*</u> <u>Hon. Joel P. Crowe</u> <u>Hon. William S. Moore Jr.</u> <u>Hon. Johnny E. Morrison</u>	Cynthia P. Morrison, Clerk 757/393-8671 Fax - 757/393-2024 8:30AM - 4:30PM			Terms begin, 1st Thursday, each month Criminal docket call, 2:15 p.m.; 1st day of Term. Grand Juries, 1st day of Term. Civil cases set by agreement of counsel after consultation with the docket clerk (757-393-5373). Scheduling order required for civil cases. Motions heard daily between 9:00 a.m. & 10:00 a.m. & every Friday, 10:00 a.m. Court convenes 10:00 a.m. Docket control procedures adopted pursuant to § 8.01-4 and available on the website ( <a href="http://va-portsmouth.civicplus.com/651/Circuit-Court">http://va-portsmouth.civicplus.com/651/Circuit-Court</a> ).
				E-Mail: CMorrison@vacourts.gov			

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

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CIRCUIT COURT ADDRESS

JUDGE CLERK PHONE # HOURS

TERMS OF COURT AND GENERAL INFORMATION

Prince William Circuit Court  
Thirty-first Judicial Circuit  
9311 Lee Avenue  
Third Floor  
Manassas, VA 20110

Hon. Angela Lemmon Horan  
Hon. Kimberly A. Irving  
Hon. Steven S. Smith  
Hon. Carroll A. Weimer Jr.  
Hon. James A. Willett  
Hon. Tracy Calvin Hudson\*

Court convenes 10:00 a.m.  
Terms begin, 1st Monday, Feb., April, June; 1st Tuesday, July -  
December.  
Grand Jury meets 1st Monday of each month unless 1st Monday is a  
holiday then following Tuesday. 8:45 a.m.  
Criminal Term Day at 10:00 a.m. on 1st Tuesday following the 1st  
Monday of each month.  
Civil Term Day at 2:00 p.m. on 1st Tuesday following the 1st Monday  
of each month.  
Praecepte filed through Wednesday preceding Civil Term Day. Cases may  
be set on term day or by calling chambers at 703/792-6010.

Terms of Court, Trial and  
Hearing Information:  
[http://www.pwcgov.org/governme  
nt/courts/circuit](http://www.pwcgov.org/governme<br/>nt/courts/circuit)

Jacqueline C. Smith, Clerk  
703/792-6015  
Civil: 703/792-6029  
Criminal: 703/792-6025  
Jury Clerk: 703/792-6047  
Judge's Chambers: 703/792-6010  
Fax - Jury Update Recording:  
703/792-6032  
Fax - Land Records: 7030/792-6035  
Fax - 703/342-0342  
Fax - Judge's Chambers:  
703/792-6371  
8:30AM - 5:00PM  
No payments accepted after 4:30  
p.m.  
Judge's Chambers Hours: 8:30 a.m.  
- 4:00 p.m.

[www.pwcgov.org/government/cour  
ts/circuit/Pages/Circuit-Court  
-Calendar.aspx](http://www.pwcgov.org/government/cour<br/>ts/circuit/Pages/Circuit-Court<br/>-Calendar.aspx)

Facebook @pwcccourt

Instagram @pwcccourt

Judge's Chambers:  
[www.pwcgov.org/government/cour  
ts/circuit/Pages/Judges](http://www.pwcgov.org/government/cour<br/>ts/circuit/Pages/Judges)

Pulaski Circuit Court  
Twenty-seventh Judicial Circuit  
45 Third Street, NW  
Suite 101  
Pulaski, VA 24301

Hon. Marcus H. Long Jr.\*  
Hon. Bradley W. Finch  
Hon. Brett L. Geisler  
Hon. H. Lee Harrell  
Hon. Josiah T. Showalter Jr.  
Hon. Robert M. D. Turk

Terms will begin the 2nd Monday of July, October, January and April.  
Grand Juries, 1st day of Term.  
Court convenes 9:30 a.m.  
Civil actions are scheduled directly through the judge's office.  
Clerk is notified of hearing by letter from counsel.  
Orders are received by court and legal through the RMS system. All  
other distributions are faxed unless otherwise requested

Maetta H. Crewe, Clerk  
540/980-7825  
Fax - 540/980-7835  
8:30AM - 4:30PM

Radford Circuit Court  
Twenty-seventh Judicial Circuit  
619 Second Street, West  
Radford, VA 24141

Hon. Josiah T. Showalter Jr.  
Hon. Marcus H. Long Jr.\*  
Hon. Bradley W. Finch  
Hon. Brett L. Geisler  
Hon. H. Lee Harrell  
Hon. Robert M. D. Turk

Terms begin, 2nd Friday, Mar., June, & Sept. and Dec.  
Grand Juries, 1st day of Term.  
Civil cases set by contacting Judge's Office by agreement of counsel.  
Criminal cases pre-set with Commonwealth's Attorney's office.  
Court convenes 9:00 a.m.  
Commissioners in Chancery are utilized only in certain cases

Ann Howard, Clerk  
540/731-3610

Asterisk (\*) Denotes Chief Judge.  
Underscoring Denotes Judge Presiding in this Court.  
For Judge's Home Court, see Virginia Judges 6-1.

<u>CIRCUIT</u>	<u>COURT</u>	<u>ADDRESS</u>	<u>JUDGE</u>	<u>CLERK</u>	<u>PHONE #</u>	<u>HOURS</u>	<u>TERMS OF COURT AND GENERAL INFORMATION</u>
Radford	Circuit Court - Continued					Fax - 540/731-3612 8:30AM - 5:00PM (no machine receipts after 4:30 p.m.)  E-Mail: ann.howard@radfordva.gov	
Rappahannock	Circuit Court Twentieth Judicial Circuit 238 Gay Street P. O. Box 517 Washington, VA 22747-0517		<u>Hon. Jeffrey W. Parker</u> Hon. Stephen E. Sincavage* Hon. James P. Fisher Hon. Douglas L. Fleming Jr. Hon. Jeanette A. Irby			Margaret Ralph, Clerk 540/675-5350 Fax - 540/675-5351 8:30AM - 4:30PM	Terms begin, 2nd Monday, Jan., March, May, July, Sept., & Nov. Grand Juries, 1st day of Term. All cases set on Term Day. Court convenes 9:00 a.m. Commissioners in Chancery are utilized in partition and other complicated chancery causes. Civil Trial Scheduling: all counsel must appear to set a trial date. Recordation cutoff time: 4:00 p.m. Faxes not accepted. All final orders are mailed via USPS.
Richmond City	Circuit Court Thirteenth Judicial Circuit 400 North Ninth Street John Marshall Courts Building Richmond, VA 23219		<u>Hon. Joi Jeter Taylor*</u> <u>Hon. Bradley E. Cavedo</u> <u>Hon. Phillip L. Hairston</u> <u>Hon. C. N. Jenkins Jr.</u> <u>Hon. William R Marchant</u> <u>Hon. Gregory L. Rupe</u> <u>Hon. Beverly W. Snukals</u>			Edward F. Jewett, Clerk 804/646-6505 Fax - 804/646-6562 Fax - Law: 804/646-7274 Fax - Criminal: 804/646-6562 8:30AM - 4:30PM  E-Mail: Edward.Jewett@richmondgov.com	Civil Terms begin, 4th Monday, Jan., April, July, & Oct. Criminal Terms begin, 1st Monday, monthly. Grand Juries, 1st Monday monthly. Docket call on Term Day, 9:00 a.m. (criminal), Commissioners in Chancery are not utilized in uncontested divorces. Court convenes 9:00 a.m.
Richmond County	Circuit Court Fifteenth Judicial Circuit P. O. Box 1000 101 Court Circle Warsaw, VA 22572 Physical Address: 101 Court Circle, Warsaw, VA 22572		Hon. Charles S. Sharp* Hon. Sarah L. Deneke Hon. William E. Glover Hon. J. Overton Harris Hon. Herbert M. Hewitt Hon. Patricia Kelly Hon. Michael E. Levy Hon. R. Michael McKenney Hon. Ricardo Rigual				Terms begin on the 4th Monday of January, April, July and October. All cases set by agreement with Commonwealth's Attorney at preliminary hearing, on Term Day, or by agreement of counsel and the Court. The latter may be done by a telephone call to the Judge's office at 804-580-4006. Court convenes 9:00 a.m. In civil jury trials, instructions must be submitted to the Court and opposing counsel 5 days prior to trial. Commissioners in Chancery are utilized in general chancery causes and

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

1-32



CIRCUIT      COURT      ADDRESS      JUDGE   CLERK   PHONE #   HOURS

TERMS OF COURT AND GENERAL INFORMATION

Richmond County Circuit Court - Contin  
Hon. Gordon F. Willis  
Hon. Victoria A. B. Willis  
  
Cheryl B. Pierson, Clerk  
804/333-3781  
Fax - 804/333-5396  
9:00AM - 5:00PM  
Passport Acceptance Hours: 9:00  
AM to 4:00 PM

divorces.

Roanoke City Circuit Court  
Twenty-third Judicial Circuit  
P. O. Box 2610  
315 West Church Avenue  
Roanoke, VA 24010-2610  
E-mail Address:  
Brenda.Hamilton@roanokeva.gov

Hon. William D. Broadhurst\*  
Hon. David B. Carson  
Hon. Charles N. Dorsey  
Hon. J. Christopher Clemens  
Hon. James R. Swanson  
  
Brenda S. Hamilton, Clerk  
540/853-6702  
Judge Carson's Office:  
540/853-2436  
Judge Broadhurst's Office:  
540/853-2051  
Judge Dorsey's Office:  
540/853-2437  
Judge Clemens' Office:  
540/853-2435  
Judge Swanson's Office:  
540/387-6270  
Fax - 540/853-1024  
8:15AM - 4:45PM  
Hours for Judges: 8:30 AM - 5:00 PM  
  
E-Mail:  
brenda.hamilton@roanokeva.gov

Civil and criminal terms begin 1st Monday of each month.  
  
Grand Juries, 1st Monday, monthly.  
Civil cases set by praecipe received by clerk 7 days preceding civil  
docket call, 1st Monday, and by agreement of counsel, by docket judge  
and secretary.  
Court convenes 8:30 a.m.  
Commissioners in Chancery are utilized on petition of counsel or by  
order of court.  
The process for distributing of Criminal Orders are either put in  
attorney's box located in the Clerk's Office, mail via USPS or fax.  
The process for distributing of Civil Orders are put in attorney's  
box located in the Clerk's Office. If they do not have a box, they  
are mailed via USPS.

Roanoke County Circuit Court  
Twenty-third Judicial Circuit  
P. O. Box 1126  
305 E. Main Street  
Salem, VA 24153-1126

Hon. David B. Carson  
Hon. Charles N. Dorsey  
Hon. James R. Swanson  
Hon. William D. Broadhurst\*  
Hon. J. Christopher Clemens  
  
Steven A. McGraw Sr., Clerk  
540/387-6205  
Fax - 540/387-6145  
8:30AM - 4:30PM  
  
E-Mail:

Criminal term begins, 1st Friday, Feb., Apr., June, Oct., & Dec.; 2nd  
Friday, Aug.  
Civil term begins, 1st Friday, Jan., Feb., Apr., June, Oct., & Dec.;  
2nd Friday, Aug.  
Grand Juries, 1st day of criminal term, 9:00 a.m.  
Criminal docket call immediately following Grand Jury convening,  
criminal probation reporting at 9:30 a.m., followed by civil docket  
call at 11:00 a.m.  
For hearing dates please contact the Judge's secretary.  
Court convenes 8:30 a.m.  
Commissioners in Chancery are utilized at request of counsel or by  
order of court.

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

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CIRCUIT      COURT      ADDRESS      JUDGE   CLERK   PHONE #   HOURS

TERMS OF COURT AND GENERAL INFORMATION

Roanoke County Circuit Court - Continu smcgraw@roanokecountyva.gov

Civil cases set by praecipe received by clerk 7 days prior to docket call, by agreement of counsel, by docket judge and secretary.

Rockbridge Circuit Court  
Twenty-fifth Judicial Circuit  
Rockbridge County Courthouse  
20 South Randolph Street, Suite 101  
Lexington, VA 24450

Hon. Charles L. Ricketts III\*  
Hon. Joel R. Branscom  
Hon. Paul A. Dryer  
Hon. W. Chapman Goodwin  
Hon. Edward K. Stein

Michelle M. Trout, Clerk  
540/463-2232  
Fax - 540/463-3850  
8:30AM - 4:30PM

Court convenes 9:30 a.m.  
Terms begin, 1st Monday, Feb., May, & Nov.; 2nd Monday in July;  
Tuesday following Labor Day in Sept.  
Grand Juries, 1st day of Term.  
Criminal cases set on first day of each Term  
Misdemeanor Appeals Days, 1st Wednesday of each month.  
Motions Day and Divorce/Equity Day: 3rd Wednesday of each month.  
Civil cases set on Motions Day by praecipe received 10 days in advance or by agreement and set by judge's secretary.  
Commissioners in Chancery are utilized in limited cases except divorce.  
Rockbridge Circuit Court's policy is to provide copies of final civil orders to local attorneys by placing the copy in their mailbox in our office and to mail copies to out-of-town attorneys and pro se litigants within two days of entry. We do not require a self-addressed stamped envelope.

Rockingham Circuit Court  
Twenty-sixth Judicial Circuit  
80 Court Square  
Courthouse  
Harrisonburg, VA 22802

Hon. Bruce D. Albertson\*  
Hon. Clark Andrew Ritchie  
Hon. Thomas J. Wilson IV  
Hon. Kevin C. Black  
Hon. Alexander R. Iden  
Hon. Brian M. Madden  
Hon. William W. Sharp

Chaz W. Haywood, Clerk  
540/564-3111  
Fax - 540/564-3127  
8:30AM - 4:30PM

E-Mail:  
clerkchaz@rockinghamcountyva.gov

Criminal terms begin, 3rd Monday, Jan., Apr., Jul., & Oct.  
Motion Day, 1st Mon. and 3rd Wed. after 1st Mon. each month  
Misdemeanor appeals days, 2nd Mon. each month.  
Grand Juries, 3rd Monday each month.  
Praecipe must be filed not less than 7 days preceding Motion Day nor more than 30 days.  
Court convenes 9:00 a.m.  
Commissioners in Chancery are utilized.  
Local Rules adopted pursuant to § 8.01-4.

Russell Circuit Court  
Twenty-ninth Judicial Circuit  
P. O. Box 435  
53 East Main Street  
Lebanon, VA 24266

Hon. Michael Lee Moore  
Hon. Richard C. Patterson\*  
Hon. Jack S. Hurley Jr.  
Hon. Patrick R. Johnson  
Hon. Brian K. Patton

Ann Sword McReynolds, Clerk  
276/889-8023  
Fax - 276/889-8003  
8:30AM - 4:30PM

Terms begin, 2nd Monday, Feb., May (see note), Aug., & Nov. \*\*May term date will be Monday, May 2, 2016, due to the 2016 Mandatory Judicial Conference for Circuit Court judges.\*\*  
Grand Juries, 1st day of Term.  
All cases set on Term Day.  
Court convenes 9:00 a.m.

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

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<u>CIRCUIT</u>	<u>COURT</u>	<u>ADDRESS</u>	<u>JUDGE</u>	<u>CLERK</u>	<u>PHONE #</u>	<u>HOURS</u>	<u>TERMS OF COURT AND GENERAL INFORMATION</u>
Salem Circuit Court	Twenty-third Judicial Circuit	2 East Calhoun Street Salem, VA 24153	<u>Hon. David B. Carson</u>	Hon. William D. Broadhurst*	Hon. J. Christopher Clemens	Hon. Charles N. Dorsey Hon. James R. Swanson	Terms begin, 3rd Friday, Feb., May, July, Sept.; 2nd Fri., Dec. Grand Juries, 1st day of Term. Civil cases set by praecipe received by clerk 7 days preceding docket call. Criminal cases set on Term day. Court convenes 8:30 a.m. Commissioners in Chancery are utilized on petition of counsel.
				Chance Crawford, Clerk	540/375-3067	Fax - 540/375-4039 8:30AM - 4:30PM	
				E-Mail:	CCrawford@vacourts.gov		
Scott Circuit Court	Thirtieth Judicial Circuit	202 West Jackson Street, Suite 102 Gate City, VA 24251	<u>Hon. John C. Kilgore</u>	Hon. Jeffrey Hamilton*	Hon. Chadwick S. Dotson	Hon. Tammy S. McElyea	Terms begin, 1st Monday, Feb., May, Aug., Nov. Grand Juries, 1st day of Term. Criminal cases set on Term Day, cases set by agreement of counsel and consent of court between docket calls. Civil cases set by praecipe filed with court. Court convenes 9:00 a.m.
				Mark A. (Bo) Taylor, Clerk	276/386-3801	Fax - 276/386-2430 8:30AM - 4:55PM	
Shenandoah Circuit Court	Twenty-sixth Judicial Circuit	P. O. Box 406 112 South Main Street Woodstock, VA 22664	<u>Hon. Bruce D. Albertson*</u>	<u>Hon. Clark Andrew Ritchie</u>	Hon. Kevin C. Black	Hon. Alexander R. Iden Hon. Brian M. Madden Hon. William W. Sharp Hon. Thomas J. Wilson IV	Terms begin, Wednesday after 2nd Monday, Jan., Apr., July, & Oct. Motions Day, Second Thurs. of the month, 8:30 a.m. Grand Juries, 1st day of Term and on additional days as needed. Misdemeanor appeals days, Wed. after 1st Mon., Feb., Apr., June, Aug., Oct., & Dec. Praecipe must be filed 7 days preceding Motion Day. Court convenes 9:00 a.m. Commissioners in Chancery are utilized only in certain cases. Local Rules adopted pursuant to § 8.01-4. Instructions must be submitted prior to trial.
				Sarona S. Irvin, Clerk	540/459-6150	Fax - 540/459-6155 9:00AM - 5:00PM	
Smyth Circuit Court	Twenty-eighth Judicial Circuit	109 West Main Street, Suite 1081 Marion, VA 24354 <a href="http://www.smythcounty.org/cleark.htm">http://www.smythcounty.org/cleark.htm</a>	<u>Hon. Deanis L. Simmons</u>	Hon. Sage B. Johnson*	Hon. C. Randall Lowe Hon. Fredrick A. Rowlett	John H. Graham, Clerk	For civil cases, instead of a "docket call", the Court now employs the praecipe system to be called on the opening day of the term as set forth in Rule 1:15 of the Supreme Court of Virginia. Terms begin, 4th Tuesday, March, June, September, and 2nd Tuesday in December. Grand Juries are empaneled on the 1st day of each term. Criminal cases are set by the Judicial Assistant. Court convenes 9:00 a.m. Commissioners in Chancery may be utilized at the discretion of the
				276/782-4044	Fax - 276/782-4045	9:00AM - 5:00PM	

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

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CIRCUIT COURT ADDRESS

JUDGE CLERK PHONE # HOURS

TERMS OF COURT AND GENERAL INFORMATION

Smyth Circuit Court - Continued

Southampton Circuit Court  
Fifth Judicial Circuit  
P. O. Box 190  
22350 Main Street  
Courtland, VA 23837

Hon. Carl Edward Eason Jr.\*  
Hon. Lawson Wayne Farmer  
Hon. Matthew A. Glassman  
Hon. Robert H. Sandwich Jr.

Richard L. Francis, Clerk  
757/653-2200  
Fax - 757/653-2547  
8:30AM - 5:00PM

E-Mail:  
rfrancis@vacourts.gov

Spotsylvania Circuit Court  
Fifteenth Judicial Circuit  
P. O. Box 96  
9107 Judicial Center Lane  
Spotsylvania, VA 22553-0096

Hon. William E. Glover  
Hon. Ricardo Rigual  
Hon. Charles S. Sharp\*  
Hon. Sarah L. Deneke  
Hon. J. Overton Harris  
Hon. Herbert M. Hewitt  
Hon. Patricia Kelly  
Hon. Michael E. Levy  
Hon. R. Michael McKenney  
Hon. Gordon F. Willis  
Hon. Victoria A. B. Willis

Combined Chambers Address:  
  
9107 Judicial Center Lane,  
Spotsylvania, VA 22553-2627  
Inclement Weather/Emergency  
Closing Number:  
540-507-7498; Enter Mailbox  
3960#

Christalyn M. Jett, Clerk  
540/507-7600  
Phone: Judge Rigual (Courtroom 1):  
540-507-7623  
Phone: Judge Glover (Courtroom 2):  
540-507-7624  
Fax - 540/582-2169  
Fax - Judge Rigual (Courtroom 1):  
540-582-7973  
Fax - Judge Glover (Courtroom 2):  
540-507-4056  
8:00AM - 4:30PM

Court.  
Final orders are sent via email when an email address is known for attorneys. The Court recommends that attorneys provide an email address when documents are filed.

Terms begin, 3rd Monday, Jan., March, May, July, Sept., & Nov.  
Motion Day, every Tuesday, 9:00 a.m., in Suffolk  
Grand Juries, 1st day of Term.  
Civil cases set by civil court administrator.  
Court convenes 9:30 a.m.  
Commissioners in Chancery are utilized for divorce annulments and depositions.  
Instructions must be submitted 7 days prior to trial.  
Local rules adopted pursuant to § 8.01-4.

Court convenes 9:00 a.m.  
Criminal Term/Grand Jury, 3rd Monday of each month at 9:00 a.m.  
Misdemeanor appeals are heard on the 3rd Friday of each month; 4th Friday, if 3rd Friday is a holiday  
Probation violation trials are heard on the 2nd and 4th Tuesday of each month  
Civil Term, 3rd Monday of Jan., April, July, and Oct. at 9:00 a.m.  
Appearance is required at Term. Mature cases may be set by praecipe.  
Praecipe must be filed ten (10) business days prior to Term.  
Notice of criminal motions must be received in the Clerk's office by 3:00 p.m. the day before the hearing.  
Arraignments are set on Tuesdays.  
Depositions/affidavits are routinely accepted in uncontested divorce cases. Ore tenus hearings may be set by praecipe on Civil Term day. (Referral to Alternative Dispute Resolution may be required.)  
Pendente lite motions are heard the 2nd Thursday of each month and are set only through chambers. Pendente lite motions are limited to 30 minutes. Referral to parent education seminars required in all contested custody, visitation or support cases pursuant to § 20-103.  
Commissioners in chancery are utilized in accordance with § 8.01-607 and Rule 3:23, in appropriate cases.  
Judicial Settlement Conferences are utilized in civil cases and divorces. Please see the Supreme Court of Virginia's website at: <http://www.courts.state.va.us/courts/scv/home.html> for all forms and procedures.  
Motion days are the 1st and 3rd Monday of each month for Courtroom #2 and the 2nd and 4th Monday of each month for Courtroom #1 at 9:00 a.m. Original motions should be filed with the Clerk's office seven (7) days in advance of hearing; courtesy copies of notice and motion

Asterisk (\*) Denotes Chief Judge.  
Underscoring Denotes Judge Presiding in this Court.  
For Judge's Home Court, see Virginia Judges 6-1.

CIRCUIT      COURT      ADDRESS      JUDGE   CLERK   PHONE #   HOURS

TERMS OF COURT AND GENERAL INFORMATION

Spotsylvania Circuit Court - Continued

should be faxed to chambers. Time estimates should be shown on all notices. Motions exceeding 30 minutes must be scheduled through chambers.

If any term/motion day is a holiday, pursuant to § 2.2-3300, term/motion day will be held the following day.

Stafford Circuit Court  
Fifteenth Judicial Circuit  
P. O. Box 69  
1300 Courthouse Road  
Stafford, VA 22555  
Judge Levy (Courtroom One)  
Phone: 540/658-4840, option 1  
Fax: 540/658-4625  
Judge Sharp (Courtroom Two)  
Phone: 540/658-4840, option 2  
Fax: 540/658-4625  
Judge Willis (Courtroom  
Three) Phone: 540/658-4840,  
option 3 Fax:  
540/658-4625  
Combined Chambers Address:  
P.O. Box 895, Stafford, VA  
22555-0895  
Financial payments not  
accepted after 4pm (unless  
accessing the online payment  
system)

Hon. Charles S. Sharp\*  
Hon. Michael E. Levy  
Hon. Victoria A. B. Willis  
Hon. Sarah L. Deneke  
Hon. William E. Glover  
Hon. J. Overton Harris  
Hon. Herbert M. Hewitt  
Hon. Patricia Kelly  
Hon. R. Michael McKenney  
Hon. Ricardo Rigual  
Hon. Gordon F. Willis

Kathy M. Sterne, Clerk  
540/658-8750  
Fax - 540/658-4653  
8:00AM - 4:00PM

Court convenes at 9:00 a.m.; jury trials convene at 10:00 a.m.  
Criminal Term/Grand Jury, First Monday of each month at 9:00 a.m.  
Civil Term, First Monday of Jan., April, July and Oct. at 11:00 a.m.  
Mature cases set by praecipe only. Appearance required for Term Day.  
Motion Days, 1st and 3rd Mondays, Criminal motions at 9:00 a.m.,  
civil motions at 11:00 a.m. Originals of Motions should be filed  
with the Clerk seven days in advance; advance courtesy copies of  
motions should be faxed to chambers. If necessary, alternative  
motion dates may be obtained through chambers. Motions over 20  
minutes must be scheduled through chambers.  
If any Monday is a State holiday, pursuant to § 2.2-3300,  
Term/Motions will be held the following day.  
Commissioners in Chancery utilized in accordance with § 8.01-607 et  
seq. and Rule 3.23.  
Depositions are routinely accepted in uncontested divorce cases. Ore  
tenuus hearings may be set by praecipe on Civil Term Day. Appearance  
required.  
Judicial Settlement Conferences are utilized in civil cases &  
divorces.  
Hearing dates for motions to suppress must be coordinated through  
chambers.  
Notices for hearings must contain time estimates for argument.  
Stafford Circuit court mails (regular mail) Certified copies back as  
soon as possible to the parties of the case. Return envelopes moves  
them a little faster and we have a pick-up box here in the office for  
attorneys who are here daily.

Staunton Circuit Court  
Twenty-fifth Judicial Circuit  
113 East Beverley Street  
2nd Floor  
Staunton, VA 24401

Hon. Charles L. Ricketts III\*  
Hon. Joel R. Branscom  
Hon. Paul A. Dryer  
Hon. W. Chapman Goodwin  
Hon. Edward K. Stein

Thomas E. Roberts, Clerk  
540/332-3874  
Judges' Chambers: 540/332-3870  
Fax - 540/332-3970  
Fax - Judges' Chambers Fax:  
540/332-3873  
8:30AM - 5:00PM

Terms begin, 3rd Monday, Jan., April, July, & Oct.  
Motion Day, 2nd Tuesday, monthly, 9:00 a.m.  
Grand Juries, 1st day of Term.  
Civil cases set by praecipe submitted not more than 28, or less than  
7 days preceding Motion Day. Cases set by agreement of counsel and  
consent of court between Motion Days.  
Commissioners in Chancery are utilized in some matters.

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

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<u>CIRCUIT</u>	<u>COURT</u>	<u>ADDRESS</u>	<u>JUDGE</u>	<u>CLERK</u>	<u>PHONE #</u>	<u>HOURS</u>	<u>TERMS OF COURT AND GENERAL INFORMATION</u>
Suffolk Circuit Court Fifth Judicial Circuit P. O. Box 1604 Mills E. Godwin, Jr. Courts Bldg. 150 North Main Street Suffolk, VA 23439-1604 www.suffolkva.us/919/Clerk-of- the-Circuit-Court			<u>Hon. Carl Edward Eason Jr.*</u> Hon. Lawson Wayne Farmer Hon. Matthew A. Glassman Hon. Robert H. Sandwich Jr.				Terms begin, 4th Monday, Jan., March, May, July, Sept. & Nov. Motion Day, every Tuesday, 9:00 a.m. Grand Juries, 1st day of Term and 4th Wed in Feb., April, June, Aug., & Oct.; 2nd Wed. in Dec. Civil cases set by civil court administrator. Court convenes 9:30 a.m. Commissions in Chancery are utilized in divorce, annulments, and depositions. Instructions must be submitted prior to trial. Local rules adopted pursuant to § 8.01-4.
			W. R. Carter Jr., Clerk 757/514-7800 Fax - 757/514-7103 8:30AM - 5:00PM Registers close at 4:30 p.m. No monetary transactions handled after 4:30 p.m. Passport & Marriage License Applications accepted 8:30AM - 3:30PM.				Freedom of Information Act & Important Information In accordance with Virginia Code §§ 2.2-3704.1 and 2.2-3704.2, the following information is provided: Suffolk Circuit Court Clerks' Office FOIA Officer: W. Randolph Carter, Clerk. Telephone contact (757) 514-7800 All requests for documents should be requested through the Freedom of Information Act Office (FOIA) at: http://www.suffolkva.us/foia/ or via email at: foia@suffolkva.us Note: Please review entire Chapter 37 of Title 2.2 of the Code of Virginia for exclusions related to records maintained by the Clerk of Circuit Court.
Surry Circuit Court Sixth Judicial Circuit 28 Colonial Trail, East Surry, VA 23883			<u>Hon. W. Allan Sharrett*</u> Hon. Carson E. Saunders Jr. Hon. William Edward Tomko III				Terms begin, 4th Tuesday, Jan., March, May, July, Sept., & Nov. Grand Juries, 1st day of Term. Cases set on Term Day. Civil cases set by praecipe submitted through Wednesday preceding docket call. Court for Term Day begins at 10:00 a.m. Criminal Court is held the first Wednesday of every month at 9:00 a.m. Commissioners in Chancery are utilized to take evidence in partition suits; injunctions; interrogatories. Instructions must be submitted 7 days prior to trial. Local rules adopted pursuant to § 8.01-4.
			Gail P. Clayton, Clerk 757/294-3161 Fax - 757/294-0471 9:00AM - 5:00PM				
			E-Mail: wrcarter@vacourts.gov				
Sussex Circuit Court Sixth Judicial Circuit P. O. Box 1337 15088 Courthouse Road Route 735 Sussex, VA 23884			<u>Hon. W. Allan Sharrett*</u> Hon. Carson E. Saunders Jr. Hon. William Edward Tomko III				Terms begin, 2nd Tuesday, Jan., Mar., July, Sept., & Nov. The May term is usually scheduled to begin at an alternate date, due to a mandated judicial conference the 2nd week in May. Civil cases set by praecipe submitted through Wednesday preceding docket call. An attorney must appear at docket call, unless arrangements have been made through the court administrator, Ms. Sallie Chappell at 804-733-2623. Grand Juries, 1st day of Term. All Cases set on Term Day. Court convenes 9:00 a.m. (except first day of term which is 10:00 a.m.) Commissioners are utilized in partition matters, interrogatories and drawing of juries.
			Gary M. Williams, Clerk 434/246-1012 434/246-5511 Ext. 1012 Fax - 434/246-2203 9:00AM - 5:00PM				
			E-Mail: gclayton@vacourts.gov				

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

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CIRCUIT      COURT      ADDRESS      JUDGE   CLERK   PHONE #   HOURS

TERMS OF COURT AND GENERAL INFORMATION

Sussex Circuit Court - Continued

Instructions must be submitted 5 days prior to trial.  
Local Rules adopted pursuant to § 8.01-4.  
The Sussex Circuit Court will forward final orders by regular mail,  
or by hand on the day of entry, certified copies of the final order  
to counsel or pro se parties once we receive the judge's signature.  
There is not a significant time lapse once the order has been  
entered, unless there is an untimely delay in receiving it by mail.

Tazewell Circuit Court  
Twenty-ninth Judicial Circuit  
135 Court Street, Suite 202  
Circuit Court Clerk's office  
Tazewell, VA 24651

Hon. Richard C. Patterson\*  
Hon. Jack S. Hurley Jr.  
Hon. Patrick R. Johnson  
Hon. Michael Lee Moore  
Hon. Brian K. Patton

Tammy B. Allison, Clerk  
276/385-1222  
Fax - 276/988-7501  
8:00AM - 4:30PM

E-Mail:  
tallison@vacourts.gov

Terms begin, 2nd Tuesday, Jan., Mar., May, July, Sept., & Nov.  
Grand Juries, 1st day of Term.  
Court convenes 9:00 a.m. unless presiding Judge shall designate some  
other hour.  
Commissioners in Chancery utilized in land title cases only.  
Misdemeanor appeal day begins the day following Term Day.  
Normal procedure dictates that Final Orders are certified and mailed  
to the attorney(s) of record, or mailed to the individual(s), if pro  
se. For local attorneys, we utilize the "mailbox" in our office, and  
certified Final Orders are placed in the designed slots for pick up.  
In criminal, one copy each Order is distributed to the Commonwealth  
and to the attorney of record; in civil, two copies are provided to  
the attorney(s) (one for the attorney file, one for their client), or  
one copy to the individual, if pro se.

Virginia Beach Circuit Court  
Second Judicial Circuit  
2425 Nimmo Parkway  
Building 10 & 10B, 3rd Floor  
Virginia Beach, VA 23456-9017

Hon. Glenn R. Croshaw\*  
Hon. Steven C. Frucci  
Hon. James Clayton Lewis  
Hon. Leslie L. Lilley  
Hon. Stephen C. Mahan  
Hon. H. Thomas Padrick Jr.  
Hon. A. Bonwill Shockley  
Hon. W. Revell Lewis III

Tina E. Sinnen, Clerk  
757/385-4181  
757/385-4182 - Assumed Business  
Names  
757/385-4186, 757/385-4188 - Civil  
Division  
757/385-4187 - Criminal Division  
757/385-4819- Financing  
Statements/UCC  
757/385-8822, 757/385-4182 -  
Hunting & Fishing Lic  
757/385-4819 - Judgment Records  
757/385-8821 - Land Records  
757/385-8827 - Marriage License  
Recorded Info Line

Court convenes: 9:30 a.m.  
Arraignments: Mon. - Fri., 9:30 a.m.  
Term Begins: 1st Mon. of each month. If Term Day is a holiday, then  
it will be the next day.  
Grand Juries: 1st & 3rd Mon., each month. If it is a holiday, then  
it will be the next day.  
Criminal Term Day: Cases set with Commonwealth Attorney with defense  
counsel.  
Civil Term Day: Cases are set through docket call or by agreement  
outside of docket all. Trial date for civil appeal cases from the  
J&DR District Court set by Clerk's Office. Divorce cases heard by  
Commissioners and Court.  
Divorce and civil case procedure manuals available online.  
Motions Day: Fri., 9:30 a.m. Daily duty judge docket.  
Commissioners in chancery are utilized for certain matters.  
Additional information can be found online at [www.vbgov.com/courts](http://www.vbgov.com/courts).  
In the Virginia Beach Circuit Court Clerk's Office, copy fees are  
\$0.50 per sheet of paper and \$2.00 per certification of order. A self  
addressed stamped envelope is required for return of requested  
document. One complimentary certified copy of a final divorce decree  
is provided to the complainant or their counsel.

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

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<u>CIRCUIT</u>	<u>COURT</u>	<u>ADDRESS</u>	<u>JUDGE</u>	<u>CLERK</u>	<u>PHONE #</u>	<u>HOURS</u>	<u>TERMS OF COURT AND GENERAL INFORMATION</u>
Virginia Beach Circuit Court - Continu			757/385-8822, 757/385-8926 - Marriage License Div 757/385-8821- Military Discharge (DD-214) 757/385-8831 - Probate/Wills Division 8:30AM - 4:00PM				
			E-Mail: TSinnen@vacourts.gov				
Warren Circuit Court	Twenty-sixth Judicial Circuit	1 East Main Street Front Royal, VA 22630	<u>Hon. Bruce D. Albertson*</u> <u>Hon. Clark Andrew Ritchie</u> Hon. Kevin C. Black Hon. Alexander R. Iden Hon. Brian M. Madden Hon. William W. Sharp Hon. Thomas J. Wilson IV				Terms begin, 3rd Monday, Jan., Apr., July, & Oct. Civil Motion Day, 3rd Wednesday of each month. Misdemeanor appeals days, 3rd Friday of each month. Grand Juries, 1st day of Term and other days as needed. Praecepte must be filed 7 days preceding Motion Day. Court convenes 9:00 a.m. Commissioners in Chancery are utilized only in certain cases. Pretrial conference required in most civil cases. Local Rules adopted pursuant to § 8.01-4.
			Janice M. Shanks, Clerk 540/635-2435 Fax - 540/636-3274 9:00AM - 5:00PM				
Washington Circuit Court	Twenty-eighth Judicial Circuit	Courthouse 189 East Main Street Abingdon, VA 24210	<u>Hon. C. Randall Lowe</u> Hon. Sage B. Johnson* Hon. Fredrick A. Rowlett Hon. Deanis L. Simmons				Docket calls will no longer be used. The Court will proceed with the Praecepte System to be called on the opening day of the term as set forth in Rule 1:15 of the Supreme Court of Virginia. Terms begin, 4th Tuesday, Jan., Apr., July, & Oct. Grand Juries, 1st day of Term. All cases set on Term Day or through contact with the Judge's office. Court convenes 9:00 a.m. Commissioners in Chancery are used only to review accountings of Special Commissioners.
			Tricia S. Moore, Clerk 276/676-6224 276/676-6226 Fax - 276/676-6218 8:00AM - 5:00PM				
Waynesboro Circuit Court	Twenty-fifth Judicial Circuit	250 South Wayne Avenue, Suite 202 P. O. Box 910 Waynesboro, VA 22980 Mailing address: P.O. Box 910, Waynesboro, VA 22980-0910	<u>Hon. Charles L. Ricketts III*</u> Hon. Joel R. Branscom Hon. Paul A. Dryer Hon. W. Chapman Goodwin Hon. Edward K. Stein				Terms begin, 2nd Monday, Jan., March, May, Sept., & Nov. Motion Day, 1st Wednesday each month, 9:00 a.m. Grand Juries, 1st day of Term and 2nd Monday in July. Criminal cases set on Term Day. Civil cases set by praecipe submitted by noon 7 days prior to Motion Day. Misdemeanor cases heard on 3rd Wednesday in each Term and in July. Court convenes 9:00 a.m. Commissioners in Chancery are utilized in general civil causes; usually not divorce.
			Nicole A. Briggs, Clerk 540/942-6616 Fax - 540/942-6774 8:30AM - 5:00PM				

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

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<u>CIRCUIT</u>	<u>COURT</u>	<u>ADDRESS</u>	<u>JUDGE</u>	<u>CLERK</u>	<u>PHONE #</u>	<u>HOURS</u>	<u>TERMS OF COURT AND GENERAL INFORMATION</u>								
Waynesboro	Circuit Court - Continued		E-Mail: briggsna@ci.waynesboro.va.us												
Westmoreland	Circuit Court	Fifteenth Judicial Circuit 175 Polk Street P. O. Box 307 Courthouse Montross, VA 22520-0307	Hon. Charles S. Sharp*	Hon. Sarah L. Deneke	Hon. William E. Glover	Hon. J. Overton Harris	Hon. Herbert M. Hewitt	Hon. Patricia Kelly	Hon. Michael E. Levy	Hon. R. Michael McKenney	Hon. Ricardo Rigual	Hon. Gordon F. Willis	Hon. Victoria A. B. Willis		All court convenes at 9:00 criminal and civil. Criminal cases are set by agreement with Commonwealth's Attorney at preliminary hearing, on Term Day, or by agreement of counsel and the Court. Terms are the 4th Friday of January, April, July and October. In civil jury trials, instructions must be submitted to the Court and opposing counsel 5 days prior to trial. Civil cases are set by the Clerk's Office. Commissioners in Chancery are utilized in general chancery causes and divorces.
			Gwynne J. Chatham, Clerk 804/493-0108 Fax - 804/493-0393 9:00AM - 5:00PM												
Williamsburg/James City County	Circuit Court	Ninth Judicial Circuit 5201 Monticello Avenue Suite Six Williamsburg, VA 23188-8218 Judge's address: 5201 Monticello Avenue, Suite One, Williamsburg, VA 23188-8218	<u>Hon. Michael E. McGinty</u>	Hon. B. Elliott Bondurant*	Hon. Richard H. Rizk	Hon. Jeffrey W. Shaw								Terms begin, 3rd Wednesday, Jan., March, May, July, Sept., & Nov. Grand Juries, 1st day of Term. Civil trials are set by praecipe submitted seven days preceding Term Day. Setting of trials without appearance at docket call will be at the Judge's discretion. (Judge's administrator handles all scheduling of civil cases.) Grand Juries at 9:00 a.m. Criminal docket calls at 9:00 a.m. Civil docket calls at 11:00 a.m. Instructions must be submitted prior to trial. Local rules adopted pursuant to § 8.01-4. Should term day fall on a legal holiday as set forth in § 2.2-3300, Code of Virginia (1950), as amended, the term day will be rescheduled. Faxes from attorneys and litigants will NOT be accepted for any civil cases. The criminal division emails the final court orders to the attorneys upon request. We also have quite a few attorneys that use the OCRA system to obtain their own copies. We strongly encourage attorneys to provide a self-addressed, stamped envelope for return of their certified orders.	
			Mona A. Foley, Clerk 757/564-2242 Criminal Department: 757-564-2350 Criminal Department: 757-564-2353 Fines/Costs/Restitution: 757-564-2351 Fines/Costs/Restitution: 757-564-2353 Concealed Handgun Permits: 757-564-2360 Jury Administrator: 757-564-2360 Marriage License: 757-564-2360 Judgments: 757-564-2355 Name changes, Expungements: 757-564-2360 Divorces/adoptions: 757-564-2354 Law suits/ministers: 757-564-2352 Recording Department: 757-564-2355 Recording Department: 757-564-2349 8:30AM - 4:00PM Recordation cut off time: 4:00PM												

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

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CIRCUIT COURT ADDRESS

JUDGE CLERK PHONE # HOURS

TERMS OF COURT AND GENERAL INFORMATION

Winchester Circuit Court  
Twenty-sixth Judicial Circuit  
The Judicial Center  
5 North Kent Street  
Winchester, VA 22601

Hon. Alexander R. Iden  
Hon. Bruce D. Albertson\*  
Hon. Kevin C. Black  
Hon. Brian M. Madden  
Hon. Clark Andrew Ritchie  
Hon. William W. Sharp  
Hon. Thomas J. Wilson IV

Terry H. Whittle, Clerk  
540/667-5770  
Fax - 540/667-6638  
9:00AM - 5:00PM

E-Mail:  
twhittle@vacourts.gov

Term begins the 3rd Tuesday in January, April, July, and October unless changed by Court order. Grand Jury meets every month on the 3rd Tuesday of each month unless changed by Court order. Check our website for Court calendar and changes to the calendar. Civil Motions Day is the Thursday after Term Day or when the Grand Jury meets. Check Court calendar on our website for changes. To have matter placed on Civil Motions Day docket, a praecipe must be filed not less than 7 days preceding the Motion Day. Misdemeanor Appeals Day is the Friday after Civil Motions Day, Check Court calendar on our website for changes. Court has a Probation day each month. Check Court calendar on our website for Probation Day, Court convenes at 9:00 AM. Local Rules adopted pursuant to § 8.01-4. NOTE: CHECK OUR WEBSITE FOR COURT CALENDAR AND ANY UPDATES OR CHANGES TO THE CALENDAR. www.winfredclerk.com

Wise/Norton Circuit Court  
Thirtieth Judicial Circuit  
P. O. Box 1248  
206 East Main Street  
Wise, VA 24293-1248

Hon. Chadwick S. Dotson  
Hon. Jeffrey Hamilton\*  
Hon. John C. Kilgore  
Hon. Tammy S. McElyea

J. Jack Kennedy Jr., Clerk  
276/328-6111  
Fax - No faxes accepted (only PDF)  
8:30AM - 4:00PM

E-Mail:  
jack@jackkennedy.net

Terms begin, 1st Tues. after 3rd Mon. in Jan.; 3rd Monday, Apr., July, Oct. Grand Juries, 1st day of Term, recalled once during the term. Civil cases set by praecipe; criminal cases set in conference two weeks prior to beginning of Term. Court convenes 9:00 a.m. Commissioners in Chancery are utilized in general chancery causes, except divorce. Local rules adopted pursuant to § 8.01-4.

homepage: www.courtbar.org

Wythe Circuit Court  
Twenty-seventh Judicial Circuit  
Circuit Court Building  
225 S. Fourth Street  
Room 105  
Wytheville, VA 24382

Hon. Josiah T. Showalter Jr.  
Hon. Marcus H. Long Jr.\*  
Hon. Bradley W. Finch  
Hon. Brett L. Geisler  
Hon. H. Lee Harrell  
Hon. Robert M. D. Turk

Jeremiah E. Musser, Clerk  
276/223-6050  
Fax - 276/223-6057  
8:30AM - 5:00PM

Terms begin 3rd Monday, Jan., April, July & Oct. Grand Juries 1st day of Term. Civil cases set on 1st Tues., Jan., April, July & Oct. or by contacting Judge's legal assistant (276) 223-6113. Criminal cases pre-set with Commonwealth's Attorney's Office. Court convenes 9:30 a.m. Commissioners in Chancery are utilized in some cases. Misdemeanor appeals day, 4th Wed. at 9:00 a.m. of each month.

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

CIRCUIT      COURT      ADDRESS      JUDGE   CLERK   PHONE #   HOURS

York County/Poquoson Circuit Court  
Ninth Judicial Circuit  
P. O. Box 371  
300 Ballard Street  
Yorktown, VA 23690-0371  
Recordation cutoff time is  
3:45 p.m.

Hon. Richard H. Rizk  
Hon. B. Elliott Bondurant\*  
Hon. Michael E. McGinty  
Hon. Jeffrey W. Shaw  
  
Kristen N Nelson, Clerk  
757/890-3350  
Fax - 757/890-3364  
8:00AM - 4:00PM

TERMS OF COURT AND GENERAL INFORMATION

Terms begin, 3rd Tuesday, Jan., March, July, Sept., & Nov. 2018 May  
Term is May 22, 2018.  
Grand Juries, 1st day of Term.  
Grand Juries will meet at 9:00 a.m.  
Criminal trials set on Term Day.  
Civil trials set by telephone conference with Judicial Assistant  
757/890-3367 after praecipe is filed.  
Equitable distribution cases heard ore tenus.  
Criminal docket calls will be held at 9:00 a.m.  
Commissioners in Chancery are not utilized.  
Should a term day fall on a legal holiday as set forth in § 2.1-21,  
Code of Virginia (1950), as amended, the term day will be on the  
following Tuesday.

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

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