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COMMONWEALTH of VIRGINIA

Twelfth Judicial District

Juvenile and Domestic Relations District Court

for the City of Colonial Heights

550 BOULEVARD P.O. BOX 3401

COLONIAL HEIGHTS, VIRGINIA 23834

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EVELYN A. HALL
CLERK OF COURT

Updated April 22, 2020

PUBLIC NOTICE

Effective March 16, 2020, March 27, 2020 and April 22, 2020, the Chief Justice of the Supreme Court of Virginia declared a Judicial Emergency for the Commonwealth of Virginia. Under the provisions of the Orders Declaring a Judicial Emergency, Colonial Heights Juvenile and Domestic Relations District Court is unable to provide non-essential, non-emergency services; therefore, all civil, traffic and criminal matters, are generally continued. In order to provide as much public information and guidance as possible, the Clerk's Office has developed the following guidelines for the types of cases we process and the impact the Judicial Emergency has on our service delivery.

- All inquiries should be directed to the Clerk of Court, Evelyn Hall at eahall@vacourts.gov. You may also call the Court at 804-451-0213. We encourage all to use email, where possible. Most matters can be handled remotely. **If you need to be waited on in-person, please call or email the Clerk for an appointment (note: email is preferred).** Please note: the Colonial Heights Sheriff's Office is temperature screening all visitors to the courthouse. Screeners are masked and gloved.
 - If anyone is turned away for having a temperature at or above 100 degrees who is also a participant in a hearing, the Sheriff's Office will immediately advise the presiding judge. Such persons *may* still participate in a scheduled hearing by telephone from outside the courtroom at the discretion of the presiding judges.
 - If you have an appointment and are turned away for having a temperature at or above 100 degrees, please call or email the Clerk for a new appointment.
- **The Court will continue to accept non-essential, non-emergent filings, where noted below, by U.S. Mail or email, they will not be processed until May 18, 2020 (or later if the Order Declaring a Judicial Emergency is continued another twenty-one (21) days by the Chief Justice.)**
 - Non-essential and non-emergent filings are governed by the Service Delivery Table, below.

- Emergency filings must be filed in accordance with the Service Delivery Table, below. They may be emailed to the Clerk in order to facilitate timely processing.
- **The Court is able to hold remote hearings by telephone and videoconference.** Please see the court's website for additional information regarding remote hearing capability and how to request one; information is included in the Service Delivery Table, below. Please note: the court cannot provide troubleshooting or technical support to parties appearing remotely via videoconferencing. It is incumbent upon each party to test and troubleshoot the chosen videoconferencing application prior to the remote hearing.

COLONIAL HEIGHTS J&DR DISTRICT COURT SERVICE DELIVERY GUIDELINES THROUGH MAY 18, 2020:

Case Type	Emergency Status	Instructions and Guidelines	Website and other Information
Abuse & Neglect cases	Emergency	<p>Abuse and Neglect cases will continue to be heard.</p> <p>The Chesterfield County Attorney's Office should continue to file new petitions through the Clerk's Office by emailing the Clerk.</p>	N/A
Adult Criminal Cases	Non-Emergency	<p>All adult criminal pretrials and trials for <u>defendants who are not being held in jail</u> have been continued generally. No witnesses or officers need to appear.</p> <p>If you have a pending criminal matter that was scheduled between March 16, 2020 and May 18, 2020, your matter will be continued by the Clerk's Office and you will be notified of your new trial date after May 18, 2020.</p> <ul style="list-style-type: none"> • If your address has changed, please email the Clerk of Court. <p>For adult criminal cases where <u>defendants are held</u>, the court will hear the following cases upon motion by defense counsel:</p>	<p>The Court will continue to hear bond hearings and pretrials for those in custody.</p> <p>Upon request of counsel, these matters will be heard on Thursdays.</p>

		<ul style="list-style-type: none"> • Waivers of preliminary hearings • Guilty or no contest pleas in which the disposition or sentencing is agreed by the defendant and the Commonwealth • Guilty or no contest pleas in which the disposition or sentencing is left to the Court, but the defendant and Commonwealth agree that relevant disposition or sentencing evidence is to be proffered or offered to the Court in such other way as to obviate the need for witnesses. 	<p>Defense counsel and Commonwealth's attorneys should coordinate an available date.</p> <p><i>Defendants will appear remotely.</i></p>
Appeals	Emergency	<p>If you need to note an appeal of a final order of the Court, please email or fax your appeal notice. If you need to come in person, we would appreciate you making an appointment by calling 804-451-0213.</p>	N/A
<p>Civil Custody & Visitation Cases</p> <p>(Includes other civil petitions such as paternity, relief of custody or relief from legal determination of paternity.)</p>	Non-Emergency or may be an emergency in some situations.	<p>All civil custody and visitation cases have been continued generally, unless emergency relief had been sought prior to March 16, 2020. No parties need to appear.</p> <p>If you have a pending custody or visitation case that was scheduled between March 16, 2020 and May 18, 2020, your matter will be continued by the Clerk's Office and you will be notified of your new trial date.</p> <ul style="list-style-type: none"> • If your address has changed, please email the Clerk of Court • If your situation has become an emergency 	<u>Local Website</u>

		<p>and cannot wait until May 18, 2020, please file an Emergency Hearing Request.</p> <p>New petitions for non-emergent child custody and visitation will neither be processed nor accepted during this time.</p> <ul style="list-style-type: none"> • If you have an emergency child custody/visitation situation that requires immediate attention, you may file a new petition in Intake (or through your attorney), accompanied by an Emergency Hearing Request. • Intake may be reached by calling 804-520-9355. • Note, a \$25 filing fee applies for non-indigent petitioners. <p>Motions to amend previous orders can be filed by emailing the Clerk of Court. If the matter is an emergency, you should also file for an emergency hearing. The following forms should be used to file a Motion to Amend:</p> <ul style="list-style-type: none"> • DC630; Instructions • DC418; Instructions • DC620; Instructions • Request for Emergency Hearing <p>Motion to Show Cause (for violations of Court Orders) can be filed by emailing the Clerk of Court. The following forms should be used to file a Motion to Show Cause:</p> <ul style="list-style-type: none"> • DC635; Instructions • DC418; Instructions • DC620; Instructions 	<p>NOTE: Non-emergent new petitions will not be accepted by Intake until after May 18, 2020, due to DJJ policies; therefore, the Court will not accept any attorney-filed non-emergent civil custody/visitation petitions until after May 18, 2020.</p> <p>Non-emergent Motions to Amend will be processed after May 18, 2020.</p> <p>Motions to Show Cause will be processed after May 18, 2020.</p>
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Child & Spousal Support	Non-Emergency	<p>All Child and Spousal support cases have been continued generally. This includes child support cases involving the Division of Child Support Enforcement (DCSE). No parties need to appear.</p> <p>If your address has changed, please email the Clerk of Court.</p> <p>Intake will not be processing support petitions until after May 18, 2020. Therefore, the Clerk's Office will not accept any attorney-filed petitions until May 18, 2020.</p>	
Foster Care Cases	Non-Emergency or Emergency	<p>All foster care cases will be reviewed on a case-by-case basis. If your case will be going forward as scheduled between March 19, 2020 and May 18, 2020, your attorney will contact you.</p> <p>If your case is not going forward, your matter will be continued by the Clerk's Office and you will be notified for your new trial date.</p> <p>If your address has changed, please email the Clerk of Court.</p>	N/A
Juvenile Traffic Cases	Non-Emergency	<p>ALL juvenile traffic cases have been continued generally. No witnesses or officers need to appear.</p> <p>If your address have changed, please email the Clerk of Court Any driver's school certificates can be emailed to the Clerk of Court You may call the court at 804-451-0213 to make payments by phone for your traffic case</p>	N/A
Juvenile Driver's License Ceremonies	Non-Emergency	The in-person driver's license ceremonies scheduled for the rest of the year have been	N/A

		<p>postponed at this point and will be rescheduled once it is prudent to do so.</p> <p>The Court will notify all families once a new date has been scheduled, or once an online method has been developed. Questions should be directed to Jill Bryant at jrbryant@vacourts.gov</p>	
Juvenile Delinquency Cases	Non-Emergency	All juvenile delinquency trials have been continued generally. No witnesses or officers need to appear.	<p>N/A</p> <p>The Court will continue to hear detention hearings, detention reviews and any Post-Dispositional reviews.</p>
Parent Education Classes	N/A	<p>The following three providers of the required four hour parenting education court have advised the Court that they are offering the course remotely:</p> <ul style="list-style-type: none"> • CMG Foundation- (804)254-2664 • Chesterfield Mental Health Support Services (804)768-7212 • Latinos EN Virginia, LLC (804)728-0048 	N/A
Payments	N/A	<p>If you cannot pay online, you may pay by check via U.S. Mail. You may also make payments by credit card by phone. If you must pay by cash, please call or email the Clerk to make an appointment to do so.</p>	NOTE: all credit card payments require an additional 4% convenience fee.
Protective Orders	Emergency	<p>Anyone seeking a family protective abuse or acts of violence protective order should come to the courthouse to file a petition with an Intake Officer.</p> <p>If you have a protective order that was scheduled between March 19, 2020 and May 18,</p>	N/A

		2020, you should appear for your scheduled hearing.	
Remote Hearings	N/A	<p>The court has the following technology options available to conduct remote hearings:</p> <ul style="list-style-type: none"> • Telephone: the Court and all parties “appear” via telephone (audio only) • Video Conference: the Court and all parties “appear” by audio and video <p>If you would like to request a remote hearing, please file the motion for remote hearing.</p>	N/A