

Newport News Juvenile & Domestic Relations District Court –
Transition Plan from Emergency to Routine Operations

Effective May 18, 2020 we will be operating under the following general guidelines, subject to changes as circumstances develop:

1. From May 18 through June 5 we will continue with one courtroom operating each day handling arraignments, bond hearings and protective orders.
2. Beginning June 8th we anticipate running 2 courtrooms and returning to 4 courtrooms effective July 6th. This plan is contingent upon sufficient staffing by Clerk's Office and Sheriff's Department.
3. The number of people allowed in our buildings will be limited, capacity to be monitored by the Sheriff's Department. Attorneys and litigants may be required to wait outside until space is available. Markers on the floor will designate the appropriate 6' social distancing.
4. Only parties and subpoenaed witnesses are allowed in the building for a hearing. Friends/relatives must wait outside, preferably in their cars to avoid crowds congregating around the buildings.
5. Everyone in the building (employees and public) are required to wear masks.
6. New pleadings will be placed into a box, to be removed by staff after a 3 day (72 hour) waiting period.
7. The Clerk's Office does not accept any cash or in person credit cards. Payment for fines/costs must be paid online, by phone or by mail.
8. All civil cases (custody/visitation/child support) will be initially referred to mediation.
9. All our judges have the ability to conduct hearings virtually via WebEx, provided that all parties agree. A form is now available on which to make this motion.
10. Our Courts have been and will continue to be open for Emergency/Expedited hearings. Attorneys should file your motion as before, by mailing, fax or preferably email, and contact the courtroom clerks for scheduling. If there is any problem reaching a courtroom clerk, because our staff is currently working half time, please contact one of the Supervising Deputy Clerks, Amber Funaiock or Pamela Knight.

Judith A. Kline, Chief Judge

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