

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

- 1. Is there a fee for filing for a Family Abuse Protective Order with the court?**  
No, there is no fee for filing a petition with the court for a Family Abuse Protective Order. (*A petition is a formal written request asking the court to do something.*)

- 2. What should I do if I have used the on-line I-CAN! Virginia system to produce documents?**

You may bring the documents to the Court Service Unit at the Accomack County Juvenile and Domestic Relations District Court. The Court Service Unit will review the documents and file them with the clerk of court.

You may also bring these documents to the Eastern Shore Coalition Against Domestic Violence (ESCADV) who will assist you in filing for a Family Abuse Protective Order.

The Eastern Shore Coalition Against Domestic Violence is a small cream colored building located at:

155 Market Street  
Onancock, Virginia 23417  
Toll free: 877-787-1329

**Directions:**

From the north on 13 take a right at Fairgrounds Road continue for 1.4 miles turn right on Market Street, ESCADV will be on the right. From the south on 13 turn left on West Main Street Rte 179 continue for 1.3 miles, ESCADV will be on your right.

Google map link to 155 Market Street:

<https://www.google.com/maps/place/155+Market+St,+Onancock,+VA+23417/@37.7099027,-75.7381339,17z/data=!3m1!4b1!4m5!3m4!1s0x89ba2b429246e8ab:0xd2cac35f03d5de63!8m2!3d37.7098985!4d-75.7359452?hl=en>

To Zoom in or out:

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

To Navigate closer to the location of choice:

- Click and drag your mouse on the map

For Driving Directions:

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

### **3. What should I do if I have not used the on-line I-CAN! Virginia system to produce documents?**

You should contact the Court Service Unit of the court for the Accomack County Juvenile and Domestic Relations District Court to schedule an appointment. The Court Service Unit will assist you in completing the correct documents and filing them with the clerk of court.

The Court Service Unit is located on the second floor of the Juvenile and Domestic Relations District Court at:

23371 Front Street  
Accomac, Virginia 23301-0299  
757-787-5860

#### **Directions:**

Google map link to 23371 Front Street, Accomac, Virginia, 22301-0299  
<http://maps.google.com/maps?f=q&hl=en&geocode=&q=23371+Front+Street,+Accomack+VA&sll=37.0625,95.677068&sspn=33.626896,78.75&ie=UTF8&ll=37.722189,-75.673206&spn=0.008198,0.019226&z=16&iwloc=addr>

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- Under the address text box click on Get Directions
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- Click the “Get Directions” button.

### **4. Where is the Accomack County Juvenile and Domestic Relations District Courthouse located?**

23371 Front Street  
Accomac, Virginia, 22301-0299  
Phone: 757-787-0920  
Fax: 757-787-4526

**Directions:** See link provided above under question #3.

**5. What are driving directions to the Courthouse?**

From the North:

- Go south on US Rt. 13 to the first Accomac traffic light at Courthouse Avenue (approximately 25 miles south of the Maryland border). This will be less than a mile south of Perdue Farms chicken processing plant. There will be a Valero/Shore Stop convenience store on the left and a Highway Department office on the far left corner.
- Turn left on Courthouse Avenue and park on the street or in any of several free parking lots at Wise Court. You will be near the intersection of Courthouse Road and Front Street.
- The J&DR Courthouse will be down Front Street (Business Rt. 13) to the left (northbound).

From the South:

- Go north on US Rt. 13 about a mile north of the Tasley overpass (approximately 64 miles north of the Bay Bridge Tunnel), to the traffic light at Business Rt. 13 North (Front Street).
- Turn right and go about a mile. The courthouse is a modern two-story brick building on the left soon after the intersection with Courthouse Avenue.

**6. Where can I park?**

Parking is available at curbside throughout the town of Accomac. In addition, there is a designated parking lot along the side of the Courthouse and additional parking in back of the Courthouse. Free parking, with handicap access, is available all around the Courthouse. There are 2 designated handicap parking spaces in front of the courthouse and several more designated handicap parking spaces behind the courthouse for those qualifying for such spaces.

**7. What bus transportation is available to the Courthouse and what does it cost?**

Star Transit is an Eastern Shore based bus system that runs 3 routes in Northampton County and 1 route in Accomack County, including a bus to the Courthouse.

Office Hours: Monday thru Friday, 6:30 am – 4:30 pm

Route Hours: Monday thru Friday

On Demand Response:

Star Transit offers a service called On Demand. You may call the office and ask for a bus to pick you up at your home.

Bus routes and times: <http://www.mystartransit.com/routes.shtml>

Fair Information: <http://www.mystartransit.com/fareinformation.shtml>

Star Transit  
21250 Cooperative Way  
Tasley, VA  
(757) 787-8322 or (757) 787-8323

**8. What taxi service is available to the Courthouse?**

Currently there are no taxi services available.

**9. What other assistance is there for transportation?**

The Staff of the Eastern Shore Coalition Against Domestic Violence (ESCADV) will transport clients who contact us or are staying at the shelter to the Court Service Unit or Court. The only situation that would prevent the ESCADV staff from transporting is if to do so would place the staff in jeopardy. The Eastern Shore Coalition Against Domestic Violence may provide free bus passes to those in need.

The Eastern Shore Coalition Against Domestic Violence is a small cream colored building located at:

155 Market Street  
Onancock, Virginia 23417  
Toll free: 877-787-1329

**Directions:** See directions under question #2 above.

**10. What should I do if I don't understand or speak English well?**

To file for a Family Abuse Protective Order, please bring someone with you who understands English and can translate for you.

If you are appearing in court for a hearing, you should let the court know as soon as possible that you will need assistance. For a full court hearing, the court will

provide translation services free of charge. Please call the clerk of the court at 787-0920 to alert the court of your need for assistance.

The Eastern Shore Coalition Against Domestic Violence (ESCADV) has a Spanish speaking advocate on staff who may be of assistance. Contact ESCADV at 757-787-1329 or toll free at 877-787-1329.

I-CAN! Virginia is a free online program that helps a person complete the forms necessary to ask the court for a protective order. I-CAN! Virginia is available in Spanish. Go to: <https://www.vacourtformhelp.courts.state.va.us/>

### **11. What should I do if I need help because of a physical challenge?**

The Court and Court Services Unit are both handicapped-accessible, with ramps at the doors, handrails and an elevator to the second floor. If you feel you will need special assistance, please call ahead. Accomack County Court Service Unit at 757-787-5860 or the clerk of court at 757-787-0920.

### **12. What should I wear to court?**

Proper attire is required. Please **do not** appear in:

- Shorts
- Halter or tank tops
- Flip flop shoes
- Hats
- Explicit T-shirts or tops
- Ripped or torn clothing
- Exposed undergarments

No food, drinks, or gum are permitted in the Courtrooms.

### **13. What should I bring with me?**

A full description of the event that led you to seek a protective order. If you used the I-CAN! Virginia system, bring the Affidavit with you. **YOU WILL BE REQUIRED TO TESTIFY AT ALL HEARINGS AND WILL NEED THIS INFORMATION FOR ALL HEARINGS.**

The name and physical address (not a P.O. Box) of the person from whom you are seeking protection.

You should also bring with you as much identifying and contact information as possible about the person from whom you are seeking protection – this

information is very important because the Sheriff must be able to find this person for the Protective Order to take effect. PLEASE GIVE:

- nicknames, aliases;
- home, work, cell phone and pager numbers;
- addresses and directions for home, work, friends, relatives, and places frequented;
- age, height, weight, eye color, hair color, distinguishing marks;
- birth date, social security number; and
- history of drug or alcohol abuse.

#### **14. What should I NOT bring with me?**

The Court Service Unit prohibits weapons, food or drink. Use of tobacco products is not permitted in the building.

The Court prohibits ANYTHING that could be used as a weapon including but not limited to: firearms, knives, scissors, nail trimmers and knitting needles. Cell phones and cameras are not allowed in the courtroom unless they are required for evidence such as pictures, voice mail or text messages. If a cell phone or camera will be used as evidence, tell the Deputy Sheriff at the door. Anyone under the influence of alcohol or drugs is prohibited entrance to the courthouse.

You are discouraged from bringing infants and children to court with you. If you must bring them, please bring an adult to supervise the children while you are in the courtroom.

Do not bring friends or family members who may cause a disturbance at the courthouse.

#### **15. Who should I bring with me to court?**

Any witnesses to the abusive event, and anyone you might need for moral support.

#### **16. What days can I file for a Family Abuse Protective Order at the Juvenile and Domestic Relations District Court?**

You can fill out the paperwork for a petition with the Court Service Unit. The Court Service Unit is open Monday through Friday (except holidays) from 8:15 AM to 4:45 PM. (*A petition is a formal written request asking the court to do*

*something; an affidavit is a written statement by you of what happened.)* Please call ahead to make an appointment 757-787-5860

**17. How early can I contact the Court Service Unit to file for a Family Abuse Protective Order?**

You can contact them as early as 8:15 AM. 757-787-5860

**18. How late can I arrive and have the petition reviewed by a judge the same day? (A *petition is a formal written request asking the court to do something*)**

You must arrive at the Court Service Unit by 1:00 PM in order to file a petition for a Family Abuse Protective Order and have the petition reviewed by a judge the same day. Call ahead at 757-787-5860 to schedule an appointment.

**19. How long should I expect to spend at Courthouse to file for a petition and have it reviewed by a judge the same day?**

You should expect to be in the Court Service Unit with the Intake Officer for at least thirty minutes. The Court will try to consider the petition as soon as possible after it has been brought to the Juvenile and Domestic Relations District Court Clerk's Office. If the Court's morning docket is full, you will be asked to return sometime in the afternoon. Anticipate spending at least 2 hours at the Courthouse.

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

The Juvenile and Domestic Relations District Court and the Court Service Unit are located upstairs in the Courthouse. Once you pass through the security check, you go to the right where you have a choice to use the elevator or the stairs.

**21. What should I do if I am the person named as a "respondent" (the person against whom the protective order is issued) in a Family Abuse Protective Order?**

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

If the order has a date and time for a hearing, arrive at the Courthouse at least 30 minutes ahead to allow time for parking. You or your attorney may present your case (tell your story) at the hearing.

You may ask the court, by filing papers with the clerk, to dismiss or change the terms of the order. **ONLY a judge** may dismiss or change the terms.

You will find the location of the court and other information about the court's policies in this document under separate questions.

## **22. How do I contact the court for more information?**

Juvenile and Domestic Relations District Court Clerk (757) 787-0920;  
Court Services Unit (757) 787-5860

## **23. What should I do if I feel in immediate danger?**

**Call 911** first.

You can seek additional assistance by calling the local Sheriff's Department, Police Department or State Police in Melfa, Virginia.

Accomack County Sheriff – 757-787-1131

Northampton County Sheriff – 757-678-0458

Chincoteague police 757-336-3155

Tangier Police 757-824-5666

State Police 800-582-8350 or #77 on a mobile phone

## **24. What should I do if an Emergency Protective Order (EPO) expires before I can have a petition for a Family Abuse Protective Order filed and reviewed by a judge? (*Emergency Protective Orders are most often issued by Magistrates and may last only 72 hours*)**

Emergency Protective Orders are issued by Magistrates and expire after 72 hours. They sometimes are in effect longer than 72 hours, only when the 72-hour time limit falls on a weekend or other date the court is closed. ***The expiration date/time is clearly indicated on the Emergency Protective Order.*** These Emergency Protective Orders (EPO's) are the only such orders that a magistrate has the authority to issue.



Only in very few circumstances can a magistrate re-issue an EPO, *therefore it is important to have a petition for Family Abuse Protective Order entered BEFORE the expiration of the EPO.*

In those unusual circumstances when the EPO has expired before a petition for the Family Abuse Protective Order is in effect, and you have been unable to get to the court or complete your petition online with the I-CAN! Virginia program available at: <https://www.vacourtformhelp.courts.state.va.us/>, you may go to the magistrate's office and testify under Oath as to why the EPO expired before you were able to get to court. It is up to the magistrate whether they will re-issue.

You may wish to contact the Eastern Shore Coalition Against Domestic Violence who can assist you with using I-CAN! Virginia system to prepare the documents necessary to file for a Family Abuse Protective Order, provide emergency shelter and help you develop a safety plan. Call 757-787-1329.

The Eastern Shore Coalition Against Domestic Violence is a small cream colored building located at:

155 Market Street  
Onancock, Virginia 23417  
Toll free: 877-787-1329

**Directions:** See directions under question #2 above.

## **25. How do I contact the Magistrate's Office for more information?**

The Magistrate's office in Accomack County is located in the courthouse building at 23371 Front Street in the town of Accomack. The office is clearly marked with a sign at the entrance door facing the street.

The magistrate's office is staffed 8 AM to midnight seven days a week. If you come to the office between midnight and 8AM, you may see a magistrate via video-conferencing from another district. No matter whether you see the magistrate in person or by way of video, each accomplishes the same purpose. A magistrate is available to you 24 hours a day, seven days a week.

**Directions:** See directions under question #3 above.

## **26. Do I need a lawyer to file for a Family Abuse Protective Order?**

You do not need a lawyer to file for a Family Abuse Protective Order. The Court Service Unit intake officer or Eastern Shore Coalition Against Domestic Violence will provide assistance to help you complete the necessary paperwork and will

provide basic information about preparing for your court hearing. The intake officer and Coalition, however, cannot give you legal advice. You may want to retain an attorney to represent you at your full hearing, especially if the person from whom you want protection will have an attorney (see question 26).

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

Legal Aid may be able to provide assistance to those who are eligible for their services, 757-442-3014. Their office is in the Colonial Square Shopping Center, 36314 Lankford Highway, Suite 5, Belle Haven, VA. 23306.

Local lawyers are listed in the yellow pages of the telephone book. You may also visit <http://www.lawyers.com/> for a listing of lawyers.

The Virginia Lawyer Referral Service (telephone 800-552-7977) can also refer you to a private attorney for a \$35.00 referral fee. Their web site is: <http://www.vsb.org/site/public/lawyer-referral-service/>

**28. How will I know when the Protective Order is served (given personally) to the person from whom I want protection?**

Call the Accomack County Sheriff's Office at 757-787-1131, 757-824-5666, or Tangier at 757-891-2438. Ask for the Civil Clerk.

**29. Where can I get access to the Internet to use the I-CAN! Virginia system?**

**Eastern Shore Coalition Against Domestic Violence** at 757-787-1329 will provide access to the internet for those wishing to use the I-CAN! Virginia system.

**Eastern Shore Public Libraries** provide access to computers and the internet. Use of the internet computers is a privilege, not a right and all patrons must abide by the Libraries' Internet Rules. The following is a list of public libraries, their locations and hours of operation:

Eastern Shore Public Library  
(Main Library)  
23610 Front Street  
P.O. Box 360  
Accomac, VA. 23301

Monday, Tuesday, Wednesday, Friday:  
9 am - 6 pm  
Thursday: 9 am - 9 pm  
Friday: 9 am - 6 pm  
Saturday: 9 am - 1 pm

Phone: (757) 787-3400;  
(757) 678-7800;  
(757) 824-5151

Northampton Free Library 7745 Seaside Rd Nassawadox, VA 23413 Phone: (757) 414-0010	Monday, Tuesday, Wednesday, Friday: 9 am - 6 pm Thursday: 9 am - 9 pm Friday: 9 am - 6 pm Saturday: 9 am - 1 pm
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Island Library 4077 Main Street Chincoteague, VA 23336 Phone: (757) 336-3460	Monday, Tuesday: 10 am - 5 pm Wednesday, Friday & Saturday: 1:00 - 5:00pm Thursday: 4 pm - 8 pm
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Northampton Memorial Library Tazewell and Plum Streets Cape Charles, VA 23310 Phone: (757) 331-1300	Monday, Tuesday, Wednesday, Friday: 10 am - 5 pm Thursday: 10 am - 8 pm Saturday: 10 am - 2 pm
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Eastern Shore Public Library Internet Policy:

- All copyright and communication laws must be obeyed.
- Patrons may not view, send, receive, or download illegal material; use any library workstation for illegal or criminal purposes; or represent themselves as another person for purposes of fraud or other illegal activity.
- Patrons may not view inappropriate materials, defined as text or graphics which may reasonably be construed as obscene.
- Patrons may not use the library's workstations as a staging ground to gain unauthorized access to the library's networks or computer systems or to any other network or computer system.
- Patrons may not use any hardware/software other than that supplied by the library. Users may not load their own software or connect their own equipment to library computers.
- Patrons may not change ANY settings on the Internet browser without permission.
- Patrons may not make any attempt to damage computer equipment or software or make any attempt to alter software configurations.

RULES FOR USE:

- Access – Please sign in at the circulation desk. Anyone wishing to have access to the Internet must present his or her own valid library card and leave it with a staff member for the duration of the session. Nonresidents must present a picture ID (driver’s license or other government issued ID). Nonresident minors must show proof of age.
- Users under 18: Children aged 12 and under will be permitted to use an Internet computer only if accompanied by an adult 18 years or older. Thirteen to seventeen year-olds may use an Internet computer by themselves only if a parent or guardian has come to the library and signed a permission slip.
- Time Limits: Users are limited to 30 minutes (including printing time) at each session if all Internet workstations are in use. If a computer is available after 30 minutes of use, a patron may continue to use the computer until it is needed by another patron.
- Crowding at Internet terminal: There is a limit of two people per workstation (with the exception of an adult working with children).
- Ending session: Users must end their Internet session by returning to the homepage.
- Saving work: Patrons must use their own disks when saving information. Any data left on a computer’s hard drive will be deleted. Pre-formatted disks are available at the circulation desk for \$1 each.

**Eastern Shore Community College** will allow access to the computers and printers in the library for those wanting to use the I-CAN! Virginia system. Users must check with the employee at the front desk in the library. Community College library hours are 8:30 AM to 7:00 PM except for school holidays.

### **30. Where else can I get help?**

**The Eastern Shore Coalition Against Domestic Violence** provides emergency shelter for victims and their children. The Coalition also provides counseling, case management, 24-hour hotline, crisis intervention, legal advocacy, systems advocacy, referral, information, prevention services, outreach services and emergency transportation. The Coalition may also provide financial assistance for utilities (when a disconnect notice has been received) and rent or mortgage assistance (to prevent eviction or foreclosure) when funding is available. The Coalition has a Spanish speaking advocate on staff and also contracts with the Language Line for any other language needs.

P.O. Box 3  
Onancock, Virginia 23417  
757-787-1329  
877-787-1329 Toll Free  
757-787-0928 fax  
[lcourtney1@verizon.net](mailto:lcourtney1@verizon.net)

The Eastern Shore Coalition Against Domestic Violence is a small cream colored building located at:

155 Market Street  
Onancock, Virginia 23417  
Toll free: 877-787-1329

**Directions:** See directions under question #2 above.

**Accomack County Victim/Witness Assistance Program** provides information on crime victims' rights, court procedure, assistance with protective orders, and referrals to other community resources. The Victim/Witness Assistance Programs is located within the Commonwealth's Attorney's Office across the street from the Courthouse and 2 buildings north of the Post Office at 23392 Front Street.

P.O. Box 56  
Accomack, VA 23301  
(757) 787 8538  
(757) 787-8064 fax  
[acvicwit@verizon.net](mailto:acvicwit@verizon.net)

Google map link to 233392 Front Street:

<http://maps.google.com/maps?f=q&hl=en&geocode=&q=233392+Front+Street+Accomack+VA&sll=37.709276,75.661281&sspn=0.031099,0.076904&ie=UTF8&ll=37.728095,75.667648&spn=0.062183,0.153809&t=h&z=13&q=233392+Front+Street+Accomack+VA&iwloc=cent>

**Accomack County Department of Social Services;** (757) 787-1530 provides benefits and services to citizens of Accomack County based on eligibility for programs established by local, state and federal laws and policies including Adult Protective Services (for elder and disabled adults), Child Protective Services, Foster Care, Employment Services, Food Stamps, Temporary Assistance to Needy Families (TANF), Medicaid and child care.