

CM 26-1672-00

VIRGINIA:

IN THE CIRCUIT COURT FOR THE COUNTY OF HENRICO

ORDER

As of July 1, 2026, the following rules set forth below are necessary to maintain safety and decorum within the L.A. Harris, Jr. Courts Building (“Courts Building”) located at 4309 East Parham Road, Henrico, Virginia, it is

ORDERED as follows:

1. All persons seeking entry to the Courts Building shall be screened by magnetometer and, if requested to do so by the Sheriff of the County of Henrico, or her Deputies, shall submit to a personal search before being admitted, with the following exceptions:

a. The Sheriff, her Deputies, and sworn law enforcement officers and personnel or retired law enforcement officers, to the extent exempted by the federal Law Enforcement Officer’s Safety Act of 2004, of the Henrico County Division of Police, the Virginia State Police, or other law enforcement agency, when in the lawful performance of official duties, and displaying identification issued by his or her agency, are not required to pass through the magnetometer;

b. Judges, the Commonwealth’s Attorney (and her Deputies and Assistants), the Clerk of the Circuit Court and the Clerk of the General District Court are not required to pass through the magnetometer. Persons employed in the Courts Building may be exempted from screening according to one list maintained by the Circuit Court, in consultation with

the Clerk of the Circuit Court, the Chief Judge of the General District Court, the Commonwealth's Attorney and the Sheriff.

2. All bags, parcels, or other items brought into the Courts Building shall be passed through x-ray or other scanner or are subject to search as deemed appropriate by the Sheriff, except that sworn law enforcement officers and personnel or retired law enforcement officers, to the extent exempted by the federal Law Enforcement Officer's Safety Act of 2004, of the Henrico County Division of Police, the Virginia State Police, or other law enforcement agency, when in the lawful performance of official duties, and displaying identification issued by his or her agency, shall not be required to pass such items through the scanner or subject to search.
3. All persons seeking entry to the Courts Building shall enter through the main entrance located at the front of the Courts Building and shall not possess cell phones, personal communication devices, or electronic devices, except as provided herein:
 - a. Licensed attorneys who display a current Virginia State Bar card may enter the Courts Building through the entrance located at the connection between the Courts Building and the Government Complex. This provision shall not apply to any attorney who is appearing in court as a party, witness, or observer in a case;
 - b. The Sheriff, her Deputies, and sworn law enforcement officers and personnel or retired law enforcement officers to, the extent exempted by the federal Law Enforcement Officer's Safety Act of 2004, of the Henrico

County Division of Police, the Virginia State Police, or other law enforcement agency, when in the lawful performance of official duties, and displaying identification issued by his or her agency, may enter the Courts Building through the entrance located at the connection between the Courts Building and the government Complex;

c. Representatives of the news media possessing valid credentials shall be allowed to possess laptop computers, cell phones and other electronic devices within the Courts Building. The media shall only use these devices in the attorney conference rooms on the second floor of the Courts Building and not in any public areas. Devices shall not be brought into the Courtrooms at any time nor may such devices be used for the taking of photographs or for the making of either audio or visual recordings or streaming or disseminating media within the Courts Building.

d. Jury Commissioners, Probation Officers, Recovery Court Team members, Behavioral Health Docket Team members, Veterans Treatment Docket Team members, Community Corrections Officers and the Supreme Court Interpreter Coordinator and Supreme Court Interpreters, entering the Courts Building for the purpose of performing their duties may possess laptop computers, electronic devices, and cell phones which shall be set on silent or vibrate mode.

e. Visitors to the Courts Building shall not possess cell phones, personal communication devices, or other electronic devices in the Courts

Building except as provided in Paragraph 7 below or as authorized by separate order of the Chief Judge of the Circuit Court.

f. Recovery Court Team members, Behavioral Health Docket Team members, and Veterans Treatment Court Team members shall present proper identification upon entering the Courts Building.

4. No firearms or dangerous weapons of any kind shall be brought into the Courts Building. Pursuant to Virginia Code § 18.2-283.1, this prohibition shall not apply to the Sheriff or her Deputies, or to sworn law enforcement officers and personnel or retired law enforcement officers, to the extent exempted by the federal Law Enforcement Officer's Safety Act of 2004, of the Henrico County Division of Police or the Virginia State Police, or other law enforcement agency, when in the lawful performance of official duties, and displaying identification issued by his or her agency.
5. Court reporters, in the performance of their official duties, may bring into the Courts Building the usual and necessary recording equipment.
6. No photographs, still or otherwise, nor screenshots/video/audio shall be taken in the Courts Building, unless with permission of the Court.
7. No cellular telephones, personal digital assistants, computers, pagers, cameras, smart watches, recording eyeglasses, tablets, or any other device that can take pictures and/or stream or record video or audio, are allowed in the Courts Building, except as provided below:
 - a. Licensed attorneys may bring such devices into the Courts Building for use as a calendar and for business communications.

However, any attorney who has such a device in his or her possession must silence the ringer while inside the Courts Building. Attorneys may use such a device only in the attorney conference rooms on the second floor of the Courts Building and not in any public areas. Attorneys are prohibited from using such devices while in any courtroom unless the presiding Judge grants permission. This provision shall not apply to any attorney who is appearing in court as a party, witness, or observer in a case;

b. The Sheriff, her Deputies, and sworn law enforcement officers and personnel or retired law enforcement officers, to the extent exempted by the federal Law Enforcement Officer's Safety Act of 2004, of the Henrico County Division of Police, the Virginia State Police, or other law enforcement agency, and employees who are employed in the Courts Building may bring such devices into the Courts Building as provided by their employers. However, any such official or employee is prohibited from using such devices while in any courtroom or in any public area of the Courts Building.

c. Persons with a disability as defined by the Americans with Disabilities Act (ADA) who need their device as an accommodation may possess and use their device in the Courts Building so long as the appropriate ADA Coordinator approves the possession and use of the device. The ADA Coordinator may set reasonable terms and conditions concerning the device's possession and use. The ADA Coordinator of the

General District Court shall make all determinations concerning the use of devices on the first floor of the Courts Building. The ADA Coordinator of the Circuit Court shall make all determinations concerning the use of devices on the second floor of the Courts Building.

d. Visitors to the Courts Building may possess cell phones, personal communication devices, or other electronic devices in the Courts Building as authorized by separate order of the Chief Judge of the Circuit Court.

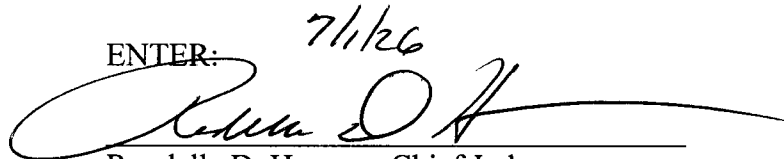
8. All entranceways, corridors, and approaches to courtrooms, offices, and other rooms in the Courts Building shall be kept clear for the purpose of free access by employees or persons who have business to transact in the Courts Building, subject to security measures undertaken by the Sheriff or her Deputies with the approval of the Court.
9. The Sheriff or her Deputies shall monitor courtroom access at all times that courtrooms are open to the public. The public shall be admitted to each courtroom at the discretion of the Judge, and under the supervision of the Sheriff or her Deputies, so as to maintain safety.
10. All activities within the courtrooms and common areas of the Courts Building shall be consistent with the civility and decorum necessary for the administration of justice.
11. The area of each Circuit Court courtroom within the Bar is reserved for parties to the case, members of the Bar, and Court personnel.
12. The Court reserves the right to designate seating accommodations within each courtroom.

13. Smoking and/or vaping is prohibited within the Courts Building.
14. Solicitation of any type, for any service or sale or marketing of any product, is prohibited inside the Courts Building and within the immediate area surrounding the Courts Building.

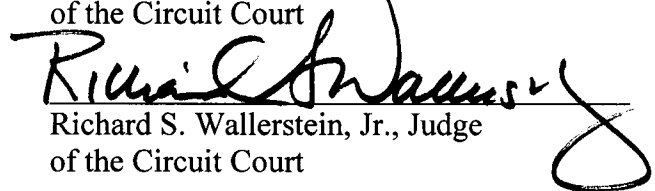
This Order supersedes any inconsistent previous Order and remains a standing Order until modified or terminated.

Disobedience of this Order is subject to the contempt powers of the Court, and notice is provided that the penalty can include fines and/or imprisonment.

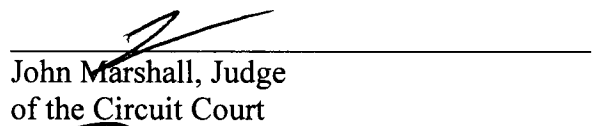
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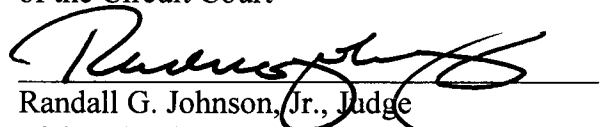
Rondelle D. Herman, Chief Judge
of the Circuit Court



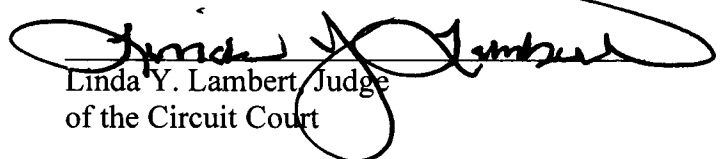
Richard S. Wallerstein, Jr., Judge
of the Circuit Court



John Marshall, Judge
of the Circuit Court



Randall G. Johnson, Jr., Judge
of the Circuit Court



Linda Y. Lambert, Judge
of the Circuit Court

STANDING ORDER CONCERNING THE PUBLIC'S POSSESSION AND USE OF CELL PHONES, PERSONAL COMMUNICATION DEVICES, AND PORTABLE ELECTRONIC DEVICES WITHIN THE L.A. HARRIS, JR. COURTS BUILDING

The general public is not allowed to bring cell phones, personal communication devices, or portable electronic devices into the L.A. Harris, Jr. Courts Building ("Courts Building") unless the device is necessary to present evidence in court or for conducting an individual's work or business in the court.

A party to a case may use a device necessary to present evidence upon approval of the judge presiding over the case. If the device is a cell phone or smart watch, it shall be secured in a pouch at the front scanner by a deputy and given to the party. The pouch shall be unlocked in the courtroom by a deputy when the party needs to use the device for their case. Once the cell phone or smart watch is used, the courtroom deputy shall secure the phone or smart watch in the pouch. The party shall return to the front scanner to have a deputy open the pouch so the party may retrieve their phone or smart watch while exiting the Courts Building. All other devices shall be powered down and remain powered down until the party needs to use the device for their case, at which time they may power up their device under the supervision of the courtroom deputy. Once the device is used, the device shall be powered down and remain powered down until the party leaves the Courts Building with the device.

Visitors to the Courts Building may use a device if it is necessary for the visitor to conduct their work or business in the court. The visitor must inform a deputy at the front scanner that their device is necessary to conduct their work or business in the court. If the device is a cell phone or smart watch, it shall be secured in a pouch at the front scanner by a deputy and given to the visitor. All other devices shall be powered down and remain powered down until an authorized representative approves the device being powered up. A deputy at the front scanner shall direct the visitor to where they may use their device only after the visitor acknowledges that they have proper identification. The following are designated areas where visitors may use their device if certain conditions are met: **the Circuit Court Judge's Chambers, the Circuit Court Clerk's Office (including the record room), the District Court Clerk's Office, and the Commonwealth's Attorney's Office.**

An authorized representative within one of the designated areas shall approve a visitor's request to use a device upon the visitor presenting proper identification and explaining how the device is necessary for the visitor to conduct their work or business in the court. The authorized representative has discretion to approve or deny all requests within their designated area. If the request is approved, then the authorized representative shall hold the visitor's identification while the visitor uses the device. The device shall be used only under the supervision of the designated representative or a person authorized by the designated representative. The device shall be in silent mode while in use and the screen visible at all times unless otherwise permitted by the designated representative.

If the device is a cell phone or smart watch, the authorized representative shall open the pouch and permit the visitor to use the device pursuant to this order. When the visitor finishes using their device, they shall inform the designated representative who shall return the visitor's identification and secure the device in the pouch if the device is a cell phone or smart watch. The visitor shall return to the front scanner to have a deputy open the pouch so the visitor may retrieve their phone or smart watch while exiting the Courts Building. All other devices shall be powered down in the presence of the authorized representative and remain powered down until the visitor leaves the Courts Building with the device.

If a visitor disagrees with any determination made by a designated representative under this policy, they may request to speak to the designated representative's supervisor. The Chief Judge of the Circuit Court shall bear ultimate responsibility for all determinations made pursuant to this policy. The Sheriff is authorized to enforce this order as provided by law, including confiscating any device possessed or used in violation of this order. Violators may be held in contempt at the discretion of the Chief Judge of the Circuit Court.

ENTER: 7 1 1 126

A handwritten signature in black ink, appearing to read "Rondelle D. Herman", with a long horizontal flourish extending to the right.

Rondelle D. Herman, Chief Judge
of the Circuit Court

SUMMARY OF THE STANDING ORDER CONCERNING THE PUBLIC'S USE OF CELL PHONES, PERSONAL COMMUNICATION DEVICES, AND PORTABLE ELECTRONIC DEVICES

This is a summary. A copy of the order is available at the entrance to the Courthouse and is posted online. A copy shall be made available upon request.

Penalties: PLEASE NOTE that violating the Court's Order and policy may result in being held in contempt of Court to include jail and/or a fine AND may result in your device being confiscated.

Members of the general public cannot bring a cell phone, personal communication device, or portable electronic device ("your device") into the L. A. Harris, Jr. Courts Building (the "Courthouse") EXCEPT if you need your device to:

- 1) present evidence in your court case OR
- 2) your device is necessary to conduct your work business in the court.

In these instances, you cannot freely use your device throughout the Courthouse. You can only use your device to present evidence in court or if necessary to conduct your work or business while in one of the designated areas. If your device is a cell phone or smart watch, it SHALL be kept in a locked security pouch which will be provided at the front security scanner by the Henrico County Sheriff's Office. The device may only be retrieved from the pouch and used as outlined below. All other devices must remain powered down unless authorized by a deputy or authorized representative.

To Present Evidence in Court:

1. **Get Permission:** You must get approval from the judge presiding over your case.
2. **Lock It:** Once approved, shut down your device completely. If your device is a cell phone or smart watch, place it in the security pouch.
3. **Time to Use It:** A courtroom deputy will supervise your use of your device and unlock the security pouch when necessary when it is time to present your evidence.
4. **Re-lock It:** Once you have completed presenting your evidence in court, you must immediately shut down your device and if your device is a cell phone or smart watch, a courtroom deputy will put your device back into the security pouch.
5. **Time to leave:** Go to the front security scanner where a deputy will unlock the security pouch so you can retrieve your phone or smart watch as you leave the building.

Conduct Work or Court Business

1. **Notify Security:** Tell the deputy at the front entrance scanner. Shut down your device completely and if your device is a cell phone or smart watch then place it in the security pouch. Confirm you have a valid ID.
2. **Time to Use it:** Go to a designated area to use your device. The designated areas are:
 - Circuit Court Judge's chambers
 - Circuit Court Clerk's Office (including the record room)
 - District Court Clerk's Office
 - Commonwealth's Attorney's Office
3. **Get Authorization:** Find a staff representative in the designated area, show them your valid ID, and explain your work or business reason for needing the device. If you are approved, the staff representative will open the security pouch if necessary and hold your ID while you use the device.
4. **Rules:** While using your device, you **shall at all times:**
 - Keep the device on silent mode
 - Keep the screen visible
 - Use the device under staff supervision
5. **When Finished:** Shut down the device, place it back in the security pouch if your device is a cell phone or smart watch, and the staff representative will return your ID and lock the security pouch.
6. **Time to leave:** Go to the front security scanner where a deputy will unlock the security pouch so you can retrieve your phone as you leave the building.

The Chief Judge of the Circuit Court has ultimate authority over this policy. If you disagree with a staff representative's decision regarding your device, you may respectfully ask to speak with a supervisor.

Any use of a portable electronic device in the Courthouse to take photographs, make audio or video recordings, or transmit live audio or video streaming shall be prohibited except as otherwise authorized by the standing order entered by the Circuit Court.

Attorneys in good standing are generally permitted to bring in cell phones, laptops, and tablets for business use, though strict rules apply to courtroom usage – see the standing order entered by the Circuit Court. Attorneys appearing in a case as a lay person shall follow the procedures applicable for the general public outlined herein.