

**KING & QUEEN COUNTY**  
**JUVENILE & DOMESTIC RELATIONS DISTRICT COURT**  
**9<sup>TH</sup> Judicial District**  
Updated 7/1/2026

**Presiding Judge:**

Honorable Mara M. Matthews

**Clerk's Office:**

Shannon F. Meadowcroft, Clerk of Court

[smeadowcroft@vacourts.gov](mailto:smeadowcroft@vacourts.gov)

**Mailing Address:**

351 Courthouse Ln., Suite 206  
King William, VA 23086

**Physical Address:**

242 Allen's Cir  
King & Queen CH, VA 23085

**Clerk's Office Phone, Fax, Websites:**

804-769-4946- phone

804-469-4940- fax

[www.kingandqueenco.net/html/govt/jdr.html](http://www.kingandqueenco.net/html/govt/jdr.html)

[www.vacourts.gov/courts/jdr](http://www.vacourts.gov/courts/jdr)

**Court Services Unit:**

Joseph Wright, Jr., Director, 9<sup>th</sup> Judicial District

[Joe.jackson@djj.virginia.gov](mailto:Joe.jackson@djj.virginia.gov)

757-564-2460- phone

Intake/Probation Officer Serving this Court:

Antionette Rooks-Knight

804-769-4944- phone

-Intake is completed by appointment

**Magistrate:**

Deborah Lott, Chief Magistrate, 9<sup>th</sup> Judicial District

804-508-7304- phone

[dlott@vacourts.gov](mailto:dlott@vacourts.gov)

**Sheriff:**

William R. Balderson

242 Allen's Cir

King & Queen CH, VA 23085

804-785-4500- phone

[www.kqso.net](http://www.kqso.net)

**Department of Social Services:**

Betty Dougherty, Director  
242 Allen's Cir  
King & Queen CH, 23085  
[www.kingandqueenco.net/html/govt/socser.html](http://www.kingandqueenco.net/html/govt/socser.html)

**Dockets:**

**1st Monday**

- 8:15 a.m., Arraignments
- 9:00 a.m., Traffic, Protective Orders & Dispositional Hearings
- 9:30 a.m., Criminal Trials & Preliminary Hearings
- 10:30 a.m., Criminal Trials & Preliminary Hearings
- 11:00 a.m., Preliminary Hearings for Custody/Visitation/Support
- 1:00 p.m., Contested Custody/ Visitation and DSS Cases

**3rd Mondays**

- 8:15 a.m., Arraignments
- 9:00 a.m., Traffic, Protective Orders & Dispositional Hearings
- 9:30 a.m., Criminal Trials & Preliminary Hearings
- 10:30 a.m., Criminal Trials & Preliminary Hearings
- 11:00 a.m., DCSE & Non-DCSE Support
- 1:00 p.m., Contested Custody/ Visitation and DSS Cases

**3rd Tuesday**

- 9:00 a.m.-12:00 p.m., Civil Matters
- 1:00 p.m.-4:00 p.m.; Civil Matters

**Clerk's Office:**

This office is multi-jurisdictional with King William JDR. All correspondence and pleadings are filed in the King William JDR Clerk's Office, unless staff is present at the King & Queen Courthouse.

Staff is present in the Clerk's Office at the King & Queen Courthouse on days JDR has court (1<sup>st</sup> and 3<sup>rd</sup> Monday and 3<sup>rd</sup> Tuesday of each month) and on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of each month. All business can be conducted during those times.

**Continuances:**

Continuance Requests are decided on a case-by-case basis. Please call the Clerk's office to obtain a copy of this form.

**Remote Hearings:**

Please call the Clerk's Office to obtain a Motion for Remote Hearing. King & Queen JDR accepts the completed motion from counsel and pro-se parties.

**Support, Custody, Visitation:**

- All petitions and motions to amend filed regarding matters of support, custody, and visitation must be filed on state forms. Each child requires a separate petition or motion for each issue.
- Child Support and Spousal Support must be filed on separate petitions.
- The Clerk's Office will make the referral to Mediation if deemed appropriate.
- Petitions filed regarding custody/visitation/support involving biological parents will be referred to the Parent Education Class. Failure to attend this class may prohibit presentation of evidence or may result in dismissal of case. This class is required in all contested cases and satisfies the requirements of Virginia Code 16.1-278.15 and 20-103. The referral will be attached to the summons sent to the parties.
  - o <http://www.courts.state.va.us/courtadmin/aoc/djs/programs/parenteducation/home.html>

**SIJS Petitions:**

- SIJS and Custody petitions must be filed on separate petitions if requesting both be established. If Custody has already been established, only an SIJS petition is required.
- If you are filing a petition for physical custody to be determined pursuant to findings that must be made for SIJS in persons 18-21 years of age, there is no filing fee.

**Filing/Service Fees:**

Establish Paternity: \$12/service (per party)  
Disestablish Paternity: \$12/service (per party)  
Custody/Visitation: \$25 filing fee per petitioner  
Relief of Custody: \$12/service (per party)  
Emancipation: \$12/service (per party)  
Child Support: No fee  
Spousal Support: \$12/service (per party)  
Witness subpoena for civil matters: \$12/service  
Subpoena duces tecum for civil matters: \$12/service

Checks should be made payable to: King & Queen JDR Clerk's Office

For waiver of filing fees, sheriff's fees, or writ tax, please use:

<http://www.vacourts.gov/forms/circuit/cc1414.pdf>

**Online Payments:**

Online payments for matters post-trial can be made at:

<http://www.vacourts.gov/caseinfo/tickets.html>

Pre-payments for juvenile traffic tickets are only accepted in person at the Clerk's Office.

**HOPE Cards:**

King & Queen County JDR participates in the HOPE Card program. Information regarding this service can be found at:

[Judicial Services: DVPS \(vacourts.gov\)](http://vacourts.gov)

You can also contact Victim Witness at 804-785-5495.

**Driver's License Ceremony:**

Driver's licenses are sent directly to the licensee. King & Queen JDR is not currently holding ceremonies.

**Portable Device Policy:**

[King and Queen Juvenile and Domestic Relations District Court | Virginia Court System](#)