



D. GREGORY CARR  
JUDGE

DAVID RIGLER  
JUDGE

SCOTT D. LANDRY  
JUDGE

JAYNE A. PEMBERTON  
JUDGE

VANESSA L. JONES  
CHIEF JUDGE

M. DUNCAN MINTON, JR.  
JUDGE

EVELYN A. HALL  
CLERK OF COURT

# COMMONWEALTH of VIRGINIA

Twelfth Judicial District

## Juvenile and Domestic Relations District Court

for the City of Colonial Heights

550 BOULEVARD

COLONIAL HEIGHTS, VIRGINIA 23834

PHONE: (804) 451-0213 FAX: (804) 479-3952

January 29, 2021

### PUBLIC NOTICE

**Colonial Heights J&DR District Court is hearing all cases under normal operations, with specific protocol in place to reduce the spread of COVID-19.**

**The Court is accepting all filings and scheduling cases for hearings.** If you would like to request a continuance of your case due to COVID-19 concerns, please contact the Clerk for a continuance motion.

#### Considerations:

- **If you are ill, have been knowingly exposed to someone who has COVID-19, or have been diagnosed yourself with COVID-19, please do not come to the courthouse. Please follow CDC and VDH guidelines, or your medical provider's instructions for quarantine and isolation.** Email or call for instruction regarding your court case.
- **The Court is able to hold remote hearings by telephone and videoconference.** Please contact the Court for a Motion for a Remote Hearing. 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.
- **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 courthouse at the discretion of the presiding judge.
- **The Clerk's Office is serving the public in-person; however, socially distant queuing is in place. Please follow directions posted on signs throughout the courthouse and Clerk's Office.** If you cannot conduct your business in-person and need to be assisted remotely, please email the [Clerk of Court](#).
- **All courthouse visitors aged five (5) and older are required to wear a mask to Court, unless there is a medical exception. It is expected that you bring your own mask;** however, if you do not have one, the Court does have a supply of disposable masks and face shields available for the public. If you would like to wear gloves, you will

need to bring your own. The Court will have hand sanitizer stations throughout the courthouse. *Excerpt from the Supreme Court of Virginia’s FIFTEENTH ORDER MODIFYING AND EXTENDING DECLARATION OF JUDICIAL EMERGENCY IN RESPONSE TO COVID-19 EMERGENCY:*

“...all persons aged five years or over entering the courthouse must wear a face covering that covers the nose and mouth. This includes judges, attorneys, deputy sheriffs, court reporters, employees, members of the public, contractors, and all others who work in or visit the courthouse. Within a courtroom, the presiding judge may authorize removal of a face mask to facilitate a proceeding. The requirement to wear a face mask shall not apply to: (i) judges or magistrates to the extent they determine it inhibits their ability to effectively communicate, (ii) individuals who have difficulty breathing, who cannot remove a face mask without help, or have other medical issues that make wearing a face mask unsafe, or (iii) any person whom the presiding judge determines should be excused from the requirement to wear a face mask. In any circumstances where a person is unable to wear a face mask, the presiding judge may impose reasonable restrictions on that person’s entry to and circulation within the courthouse, including but not limited to, providing remote access, setting a time for entry to and exit from the courthouse, requiring the wearing of a face shield, requiring that person to maintain at least 10 feet of social distance from others, and/or limiting the space that person may occupy while in the courthouse. Face coverings should be compliant with current guidance from the Centers for Disease Control and Prevention (CDC). As of the date of this order that guidance may be found online at: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>”

- **Court spectators may be limited.** While most J&DR court hearings are confidential, adult criminal and certain other proceedings are public. No one will be refused entry unless the Court cannot safely accommodate everyone.
- Any inquiries should be directed to the Clerk of Court, Evelyn Hall at [eahall@vacourts.gov](mailto: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.**
- Attorneys who need assistance from the Clerk’s Office, including access to files, may seek assistance remotely, or in person.

**COLONIAL HEIGHTS J&DR DISTRICT COURT SERVICE DELIVERY GUIDELINES:**

Case Type	Instructions and Guidelines	Other Information
Abuse & Neglect cases	Abuse and Neglect cases will continue to be heard.	Anyone scheduled for an appearance may file a Motion for a Remote Hearing.
Adult Criminal Cases	All scheduled adult criminal pretrials, status hearings, and trials will continue to be heard. <ul style="list-style-type: none"> <li>• All police officers, defendants, and witnesses should appear.</li> <li>• Except for TRIALS, defendants will appear remotely.</li> </ul>	Anyone scheduled for an appearance may file a Motion for a Remote Hearing.
Appeals	If you need to note an appeal of a final order of the Court, please email or fax your appeal notice, or come in person.	N/A

Case Type	Instructions and Guidelines	Other Information
<p><b>Civil Custody &amp; Visitation Cases</b></p> <p><b>AND</b></p> <p><b>Child/Spousal Support</b></p> <p>(Includes other civil petitions such as <b>paternity, relief of custody, or relief from legal determination of paternity.</b>)</p>	<p><b>All scheduled civil matters will continue to be heard.</b></p> <ul style="list-style-type: none"> <li>• <b>All parties and witnesses should appear.</b></li> </ul> <p><b><u>New petitions for child custody, visitation, and support must be commenced through Intake, or may be filed directly with the Clerk by an attorney.</u></b></p> <ul style="list-style-type: none"> <li>• <b>Intake is accepting walk-ins for civil intake.</b></li> <li>• If you have an <i>emergency</i> child custody/visitation situation that requires immediate attention, please file an <a href="#">Emergency Hearing Request</a> with your petition.</li> <li>• Intake may be reached by calling 804-748-1372.</li> <li>• Note, a \$25 filing fee applies for non-indigent petitioners.</li> </ul> <p><b><u>Motions to amend</u></b> previous Colonial Heights J&amp;DR District Court custody, visitation, and support Orders can be filed by emailing the Clerk of Court or by coming in person to the Clerk’s Office. 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"> <li>• <a href="#">DC-630; Instructions</a></li> <li>• <a href="#">DC-418; Instructions</a></li> <li>• <a href="#">DC-620; Instructions</a></li> <li>• <a href="#">Request for Emergency Hearing</a></li> </ul> <p><b><u>Motions to Show Cause (for violations of Court Orders)</u></b> can be filed by emailing the Clerk of Court or by coming in person to the Clerk’s Office. The following forms should be used to file a Motion to Show Cause:</p> <ul style="list-style-type: none"> <li>• <a href="#">DC-635; Instructions</a></li> <li>• <a href="#">DC-418; Instructions</a></li> <li>• <a href="#">DC-620; Instructions</a></li> </ul>	<p>Anyone scheduled for an appearance may file a Motion for a Remote Hearing.</p>
<p><b>Foster Care Cases</b></p>	<p><b>All scheduled child dependency (foster care) matters will continue to be heard.</b></p>	<p>Anyone scheduled for an appearance may file a Motion for a Remote Hearing.</p>
<p><b>Juvenile Traffic cases</b></p>	<p><b>All scheduled juvenile traffic cases will continue to be heard.</b></p> <ul style="list-style-type: none"> <li>• <b>All police officers, juveniles, parents, and witnesses should appear.</b></li> <li>• Any <b>driver’s school certificates</b> can be emailed to the Clerk of Court.</li> </ul>	<p>Anyone scheduled for an appearance may file a Motion for a Remote Hearing.</p>
<p><b>Juvenile Driver’s License Ceremonies</b></p>	<p><b>The pre-pandemic in-person driver’s license ceremonies have been eliminated under emergency legislation. DMV is now mailing all licenses to juvenile drivers via U.S. Mail.</b></p>	<p><a href="#">Parent-Teen Driving Agreement</a></p> <p>Questions should be directed to DMVs licensing center directly by calling 804-367-9700.</p>

Case Type	Instructions and Guidelines	Other Information
<b>Juvenile Delinquency (criminal) cases</b>	<p><b>All scheduled juvenile delinquency cases will continue to be heard.</b></p> <ul style="list-style-type: none"> <li>• <b>All police officers, juveniles, parents, and witnesses should appear.</b></li> </ul>	<p>Anyone scheduled for an appearance may file a Motion for a Remote Hearing.</p>
<b>Parent Education Classes</b>	<p>Several parenting education providers have developed curriculum for remote presentation. If you have been ordered to take a parenting education course, or need to take one pursuant to Virginia law<sup>1</sup>, please consider taking a remote class now.</p>	<p><a href="#">Remote Options</a></p>
<b>Payments</b>	<p>If you cannot pay online, you may pay by money order via U.S. Mail. The Clerk’s Office will mail you a receipt.</p> <p>You may make payments by credit/debit card by phone and the Clerk’s Office will mail you a receipt.</p> <p>You may also pay in person.</p> <p><i>Please do not mail cash.</i></p>	<p><a href="#">Online payment website</a></p> <p>NOTE: all credit/debit card payments require an additional 4% convenience fee.</p>
<b>Protective Orders</b>	<p>Anyone seeking a family abuse or acts of violence protective order should come to the courthouse to file a petition with an Intake Officer during business hours.</p>	<p>Anyone scheduled for an appearance may file a Motion for a Remote Hearing.</p> <p>If you have a final Protective Order and would like a <b>HOPE Card</b>, please fill out this <a href="#">application</a> and email it to the Clerk.</p>
<b>Remote Hearings</b>	<p>The Court has the following technology options available to conduct remote hearings:</p> <ul style="list-style-type: none"> <li>• <b>Telephone:</b> the Court and all parties “appear” via telephone (audio only).</li> <li>• <b>Video Conference:</b> the Court and all parties “appear” by audio and video.</li> </ul> <p>If you would like to request a remote hearing, please file the Motion for Remote Hearing.</p> <p>Please note: the Court cannot provide troubleshooting or technical support to parties appearing remotely via video conference.</p>	<p>There are two options approved for video conference: <b>Polycom</b> (for government agencies and attorneys), and <b>WebEx</b> (for all of the above <i>and the general public</i>). <b>See the website linked above.</b></p>

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<sup>1</sup> Virginia Code Sections [16.1-278.15](#) and [20-103](#), as amended, state that the parties to any petition where a child whose custody, visitation or support is contested shall show proof that they have attended within the 12 months prior to their court appearance or that they shall attend within 45 days thereafter an educational seminar or other like program conducted by a qualified person or organization approved by the court.