

<u>CIRCUIT</u>	<u>COURT</u>	<u>ADDRESS</u>	<u>JUDGE</u>	<u>CLERK</u>	<u>PHONE #</u>	<u>HOURS</u>	<u>TERMS OF COURT AND GENERAL INFORMATION</u>
Accomack	Circuit Court Second Judicial Circuit	P. O. Box 126 23316 Courthouse Avenue Accomac, VA 23301-0126	Hon. William R. O'Brien*	Hon. Glenn R. Croshaw			Terms begin, 1st Monday, Feb., Apr., June, Aug., Oct. & Dec. Grand Juries, 1st day of Term. Docket call held the 1st Mon. in Feb., April, June, Aug., Oct. & Dec. at 10:00 a.m. Court convenes at 9:30 a.m. Cases set by written request prior to term or at docket call held Monday (or Tuesday) preceding Term Day. Commissioners in Chancery are utilized.
						Samuel H. Cooper Jr., Clerk 757/787-5776 Fax - 757/787-1849 9:00AM - 5:00PM	
						E-Mail: SHCooper@courts.state.va.us	
Albemarle	Circuit Court Sixteenth Judicial Circuit	Albemarle County Courthouse Court Square 501 East Jefferson Street Charlottesville, VA 22902	<u>Hon. Cheryl V. Higgins</u>	Hon. Timothy K. Sanner*			Criminal Terms begin, 1st Monday, Feb., Apr., June, Aug., Oct., & Dec. Civil Terms begin, last Thursday of each month except Nov. and Dec. which is the 3rd Thursday. Grand Juries, 1st day of Term. All criminal cases set on Term Day. Court has adopted procedures of Rule 1:20 (a) and (e) for scheduling civil cases for trial, and either civil cases set by praecipe received through Wednesday preceding docket call on last Thursday of each month, or upon agreement of counsel with approval of court. Court convenes 9:30 a.m. Commissioners in Chancery are utilized in some contested chancery causes.
						Jon R. Zug, Clerk 434/972-4083 Criminal Division: 434/972-4085 Civil Division: 434-972-4086 Fax - 434/293-0298 8:30AM - 4:30PM	
Alexandria	Circuit Court Eighteenth Judicial Circuit	Courthouse 520 King Street Alexandria, VA 22314	<u>Hon. Lisa Bondareff Kemler*</u>	<u>Hon. James C. Clark</u>			Terms begin, 2nd Monday, Jan., March, May, July, Sept., Nov.; at 9:00 a.m.; cases may also be set for trial by telephone (703/746-4123). Motions Day, 2nd & 4th Wednesday at 10:00 a.m. Grand Juries, 2nd Monday of each month. Court convenes 10:00 a.m. except traffic and misdemeanor appeals, Status Conferences and Term Day at 9:00 a.m.; also uncontested ore tenu divorces, appointment of guardians/conservators and other very short uncontested matters are heard at 9:00 a.m. Commissioners in Chancery used in divorce cases, mechanics' lien suits and other chancery causes only when requested. Status Conferences are noticed by the court four months after the suit is filed for the purpose of setting a trial date.
						Edward Semonian Jr., Clerk 703/746-4044 9:00AM - 5:00PM	
						E-Mail: ed.semonian@alexandriava.gov	

Asterisk (*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

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CIRCUIT COURT ADDRESS

JUDGE CLERK PHONE # HOURS

TERMS OF COURT AND GENERAL INFORMATION

Alleghany Circuit Court
Twenty-fifth Judicial Circuit
P. O. Box 670
Courthouse
266 West Main Street
Covington, VA 24426-0670

Hon. Malfourd W. Trumbo*
Hon. W. Chapman Goodwin
Hon. Anita D. Filson
Hon. Victor V. Ludwig
Hon. Charles L. Ricketts III

Debra N. Byer, Clerk
540/965-1730
540/965-1738 Judges' Chambers
Fax - 540/965-1732
Fax - 540/965-1737 (Judge Trumbo)
8:30AM - 5:00PM

E-Mail:
dbyer@courts.state.va.us

Terms begin, 2nd Monday, Jan., Apr., July, and 1st Tuesday after 2nd Monday in October.
Grand Juries, 1st day of Term.
Cases set on Term Day, cases also set between docket calls by agreement of counsel.
Court convenes 9:30 a.m.
Commissioners in Chancery are utilized in general chancery causes when needed.

Amelia Circuit Court
Eleventh Judicial Circuit
P. O. Box 237
Courthouse Square
Amelia, VA 23002-0237

Hon. Paul W. Cella*
Hon. Dennis M. Martin Sr.
Hon. Joseph M. Teefey Jr.

Marilyn Wilson, Clerk
804/561-2128
Fax - 804/561-6364
8:30AM - 5:00PM

E-Mail:
MWilson@courts.state.va.us

Court convenes 10:00 a.m. normally. Occasionally, Court will set 9:00 a.m. cases.
Terms Days: 1st Tuesday, Feb., Apr., June, Aug., Oct., & Dec. at 10:00 a.m.
Criminal days: 1st Thurs. & 3rd Fri. each month, 9:00 a.m.
Grand Juries, 1st day of Term.
All cases set on Term Day; cases also set between docket calls by agreement of court and counsel.
Commissioners in Chancery are utilized in general chancery causes when needed.
The Circuit Court of Amelia County uses regular mail to distribute orders to attorneys and to litigants, only if they are not represented by counsel. We do not require a self-addressed stamped envelope.

Amherst Circuit Court
Twenty-fourth Judicial Circuit
P. O. Box 462
113 Taylor Street
Amherst, VA 24521

Hon. F. Patrick Yeatts*
Hon. R. Edwin Burnette Jr.
Hon. John T. Cook
Hon. Michael T. Garrett
Hon. James W. Updike Jr.

Deborah C. Mozingo, Clerk
434/946-9321
Fax - 434/946-9323
8:30AM - 5:00PM

Terms begin, 2nd Tuesday, Feb., Apr., June, Oct., & Dec.
Grand Juries, 1st day of Term.
Cases set on Term Day; cases also set between docket calls by agreement of court and counsel.
Court convenes 9:30 a.m.
Commissioners in Chancery are utilized.
Amherst County distributes final orders in civil cases by regular mail to attorneys of record, or to pro se litigants, within two business days of receipt of the signed order in the Clerk's Office, from the Judge.

Asterisk (*) Denotes Chief Judge.
Underscoring Denotes Judge Presiding in this Court.
For Judge's Home Court, see Virginia Judges 6-1.

<u>CIRCUIT</u>	<u>COURT</u>	<u>ADDRESS</u>	<u>JUDGE</u>	<u>CLERK</u>	<u>PHONE #</u>	<u>HOURS</u>	<u>TERMS OF COURT AND GENERAL INFORMATION</u>
Appomattox	Circuit Court	Tenth Judicial Circuit 297 Court Street, Suite B P. O. Box 672 Appomattox, VA 24522-0672	<u>Hon. Donald Carl Blessing</u> <u>Hon. S. Anderson Nelson</u> Hon. Leslie M. Osborn* Hon. Kimberley S. White	Janet A. Hix, Clerk 434/352-5275 Fax - 434/352-2781 8:30AM - 4:30PM			Court convenes 9:30 a.m. Terms begin, Tuesday after the 1st Monday, Jan., Apr., June, Sept., & Nov. If the first day, known as Term Day, of any Term shall fall on a legal holiday, Term Day will be on the next day. Grand Juries, 1st day of Term. All criminal cases are to be set with the Office of the Commonwealth's Attorney. Civil cases are set by written request (email is preferred). Send request to anelson@courts.state.va.us with a copy to pcolgate@courts.state.va.us.
Arlington	Circuit Court	Seventeenth Judicial Circuit 1425 North Courthouse Road Arlington, VA 22201	<u>Hon. William T. Newman Jr.*</u> <u>Hon. Louise M. DiMatteo</u> <u>Hon. Daniel S. Fiore II</u>	Paul F. Ferguson, Clerk 703/228-7010 8:00AM - 4:00PM			Terms begin, 3rd Monday, (or Tuesday if holiday falls on Monday) Feb. and April. Civil Motions Day - Every Friday, 10:00 a.m., fiduciary matters, appointment of guardians, and uncontested wills are set at 9:30 a.m. Evidentiary criminal motions are set at 9:30 a.m. on the 1st & 3rd Thurs. of each month and at 9:30 a.m. on Civil Term Day. Grand Juries, 3rd Monday of each month. Court convenes 10:00 a.m. (civil) and 9:30 a.m. (criminal). Commissioners in Chancery are utilized in divorce and partition. Ore tenus hearings are available every Tues. and Wed. at 9:30 a.m. All bench warrant arraignments can be heard Monday through Friday at 9:30 am
Augusta	Circuit Court	Twenty-fifth Judicial Circuit P. O. Box 689 Augusta County Courthouse 1 East Johnson Street Staunton, VA 24402-0689	<u>Hon. Anita D. Filson</u> <u>Hon. Victor V. Ludwig</u> Hon. Malfourd W. Trumbo* Hon. W. Chapman Goodwin Hon. Charles L. Ricketts III	Carol M. Brydge, Clerk 540/245-5321 Fax - 540/245-5318 8:30AM - 5:00PM			Terms begin, 4th Monday, Jan., Apr., July & Oct. Grand Juries, 4th Monday in January, March, May, July, September & November. Civil trials and motions hearings set by praecipe, filed by noon 7 days prior to civil docket call, held on the 1st and 3rd Monday of each month. (When civil docket call falls on a holiday, the docket call will be on Tuesday.) Court convenes 9:00 a.m. Commissioners in Chancery are utilized in limited instances. Civil Final Orders are mailed via regular mail. Criminal Final Orders are transported as follows: To Probation Officers, Court Service Units, Public Defenders, Commonwealth Attorneys and Attorneys who have provide email addresses, final orders are emailed. If there is no email address, we mail by regular mail. For Local Attorneys, we have a designated file tray from which they may pick up applicable orders.

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For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

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<u>CIRCUIT</u>	<u>COURT</u>	<u>ADDRESS</u>	<u>JUDGE</u>	<u>CLERK</u>	<u>PHONE #</u>	<u>HOURS</u>	<u>TERMS OF COURT AND GENERAL INFORMATION</u>
Bath Circuit Court Twenty-fifth Judicial Circuit P. O. Box 180 Courthouse Warm Springs, VA 24484-0180			Hon. Malfourd W. Trumbo*	Hon. Anita D. Filson Hon. W. Chapman Goodwin Hon. Victor V. Ludwig Hon. Charles L. Ricketts III			Terms begin 3rd Monday (or Tuesday if holiday falls on Monday), Jan., June, Sept.; 1st Monday April. Grand Juries, 1st day of Term. Cases set on Term Day. Cases also set between docket calls by agreement of counsel with approval of court. Court convenes 9:30 a.m. Commissioners in Chancery are utilized in general chancery except divorce. Local rules adopted pursuant to § 8.01-4.
				Annette T. Loan, Clerk 540/839-7226 Fax - 540/839-7248 8:30AM - 4:30PM			
Bedford Circuit Court Twenty-fourth Judicial Circuit 123 East Main St. Suite 201 Bedford, VA 24523 Judges' Address: 123 East Main St. Suite 301			<u>Hon. James W. Updike Jr.</u> Hon. F. Patrick Yeatts* Hon. R. Edwin Burnette Jr. Hon. John T. Cook Hon. Michael T. Garrett				Terms begin, 1st Tuesday, Jan., March, May, July, Sept. & Nov. Grand Juries, 1st day of Term and 1st Friday, Feb., Apr., Jun., Aug., Oct., & Dec. All cases set on Term Day. Court convenes 9:00 a.m. Civil docket called at 10:00 a.m. on Term Day. Commissioners in Chancery not utilized. Misdemeanor appeals pre-set for 3rd & 4th day of Term. Bedford County Circuit sends (either via email or in/house) every order, final or otherwise) to anyone or entity mandated in the order and/or the attorney of record or any unrepresented party. We do not charge a fee or require envelopes.
				Cathy C. Hogan, Clerk 540/586-7632 Fax - 540/586-6197 8:30AM - 5:00PM E-Mail: chogan@courts.state.va.us			
Bland Circuit Court Twenty-seventh Judicial Circuit 612 Main Street, Suite 104 P. O. Box 295 Bland, VA 24315			<u>Hon. Josiah T. Showalter Jr.*</u> Hon. Bradley W. Finch Hon. Brett L. Geisler Hon. H. Lee Harrell Hon. Marcus H. Long Jr. Hon. Robert M. D. Turk				Criminal Term begins, 2nd Monday, March, June, Sept. & Dec. Grand juries, 1st day of Term. Civil cases set by contacting Circuit Court Clerk's Office by agreement of counsel or on 1st day of Term. Criminal cases pre-set with Commonwealth's Attorney's Office. Court convenes 9:00 a.m. Commissioners in Chancery are utilized only in certain cases.
				Rebecca I. Johnson, Clerk 276/688-4562 Fax - 276/688-2438 8:00AM - 6:00PM E-Mail: rijohnson@courts.state.va.us			

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For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

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<u>CIRCUIT</u>	<u>COURT</u>	<u>ADDRESS</u>	<u>JUDGE</u>	<u>CLERK</u>	<u>PHONE #</u>	<u>HOURS</u>	<u>TERMS OF COURT AND GENERAL INFORMATION</u>
Botetourt	Circuit Court	Twenty-fifth Judicial Circuit P. O. Box 219 Courthouse Main Street Fincastle, VA 24090-0219	<u>Hon. Malfourd W. Trumbo*</u>	Hon. Anita D. Filson Hon. W. Chapman Goodwin Hon. Victor V. Ludwig Hon. Charles L. Ricketts III			Terms begin, 1st Monday, March, June, August, Oct. & Dec. Grand Juries, 1st day of Term. Court convenes 9:30 a.m. Motion Day 1st Thursday of each month. Commissioners in Chancery are utilized upon request.
				Tommy L. Moore, Clerk	540/473-8274	Fax - 540/473-8209 8:30AM - 4:30PM	
Bristol	Circuit Court	Twenty-eighth Judicial Circuit Courthouse 497 Cumberland Street Bristol, VA 24201	<u>Hon. Sage B. Johnson*</u>	Hon. C. Randall Lowe Hon. Deanis L. Simmons			Docket calls will no longer be used. The Court will proceed with the Praeipie System to be called on the opening day of the term as set forth in Rule 1:15 of the Supreme Court of Virginia. Terms begin, 1st Monday, Aug., Nov., Feb., May. Grand Juries, 1st day of Term. Civil cases are set on Term Day or through contact with the Judge's office. Criminal cases set by Court upon receipt of record in Circuit Court from District Court. Court convenes 9:00 a.m. Commissioners in Chancery are used only to review accountings of Special Commissioners.
				Kelly F. Duffy, Clerk	276/645-7321	Fax - 276/821-6097 9:00AM - 5:00PM	
				E-Mail:	kduffy@courts.state.va.us		
Brunswick	Circuit Court	Sixth Judicial Circuit 216 North Main Street Lawrenceville, VA 23868-0160	<u>Hon. W. Allan Sharrett*</u>	V. Earl Stanley Jr., Clerk	434/848-2215	Fax - 434/848-4307 8:30AM - 5:00PM	Terms begin, 4th Tuesday in Feb., April, June, Aug., Oct. & Dec. Grand Juries, 1st day of Term. All cases are set on Term Day. Civil Court convenes 9:00 a.m.; Criminal court convenes at 9:00 a.m. Commissioners in Chancery are utilized as determined by court. Instructions must be submitted 5 days prior to trial. Local rules adopted pursuant to § 8.01-4. Brunswick Circuit Court requires a self-addressed, stamped envelope to send a copy of a final order to counsel or a litigant.
				E-Mail:	vesjr@telpage.net		
Buchanan	Circuit Court	Twenty-ninth Judicial Circuit P.O. Box 929 Courthouse Grundy, VA 24614 1012 Walnut Street Room 210 Grundy, VA 24614	<u>Hon. Patrick R. Johnson</u>	Hon. Jack S. Hurley Jr.* Hon. Michael Lee Moore Hon. Richard C. Patterson Hon. Henry A. Vanover			Terms begin, 2nd Monday, Jan., April, July, & Oct. Criminal Term begins, 4th Monday, Jan., April, July & Oct. Civil Term begins, 2nd Tuesday Jan., April, July, & Oct. Grand Juries, 2nd Monday, Jan., April, July, & Oct. All Cases set at early docket call on 4th Thursday preceding Term and on Term Day. Court convenes 9:00 a.m. Commissioners in Chancery are utilized primarily in cases dealing with partition suits. Normal practice is to send final orders by regular mail. Upon request other arrangements can be made.
				Beverly S. Tiller, Clerk	276/935-6567	Fax - 276-935-7086 8:30AM - 5:00PM	

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For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

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<u>CIRCUIT</u>	<u>COURT</u>	<u>ADDRESS</u>	<u>JUDGE</u>	<u>CLERK</u>	<u>PHONE #</u>	<u>HOURS</u>	<u>TERMS OF COURT AND GENERAL INFORMATION</u>
Buckingham Circuit Court Tenth Judicial Circuit 13061 W. James Anderson Hwy. P. O. Box 107 Buckingham, VA 23921-0107			<u>Hon. Donald Carl Blessing</u> Hon. Leslie M. Osborn* Hon. S. Anderson Nelson Hon. Kimberley S. White				Terms begin, Tuesday after 2nd Monday, Jan., April, June, Sept., & Nov. Grand Juries, 1st day of Term. Court convenes 9:30 a.m. Commissioners in Chancery are utilized in chancery cases except divorce cases. Criminal cases are set on Term Day. Civil cases are set by written request (email is preferred). Send request to dblessing@courts.state.va.us with copy to ajamerson@courts.state.va.us.
				Malcolm Booker Jr., Clerk 434/969-4734 Fax - 434/969-2043 8:30AM - 4:30PM			
Buena Vista Circuit Court Twenty-fifth Judicial Circuit Municipal Building 2039 Sycamore Avenue Buena Vista, VA 24416			<u>Hon. Anita D. Filson</u> Hon. Malfourd W. Trumbo* Hon. W. Chapman Goodwin Hon. Victor V. Ludwig Hon. Charles L. Ricketts III				Terms begin, 4th Wednesday, Jan., July; 1st Monday April; 4th Monday, September. Grand Juries, 1st day of Term. Felonies set on 1st day of Term. Misdemeanor appeals pre-set for afternoon of Motions Day. Court convenes 9:30 a.m. Motion Day, 1st Friday & 3rd Friday (if needed) of each month. Commissioners in Chancery are utilized for execution of decrees of reference.
				Christopher W. Coleman, Clerk 540/261-8627 Fax - 540/261-8625 8:30AM - 4:30PM			
				E-Mail: ccoleman@courts.state.va.us			
Campbell Circuit Court Twenty-fourth Judicial Circuit 732 Village Highway P. O. Box 7 Rustburg, VA 24588			<u>Hon. John T. Cook</u> Hon. F. Patrick Yeatts* Hon. R. Edwin Burnette Jr. Hon. Michael T. Garrett Hon. James W. Updike Jr.				Terms begin, 2nd Monday, Jan., March, May, July, Sept. & Nov. Grand Juries, on term day at 9:00 a.m. Criminal cases are set on term day at 2:00 p.m. Civil cases are set on term day at 10:00 a.m. or by pretrial hearing which may be by telephone. Court convenes 9:30 a.m. Commissioners in Chancery are utilized. Distribution of court orders is by regular mail or interoffice office mail for local attorneys. If possible, please provide a self-addressed stamped envelope.
				Sheila Bosiger, Clerk 434/592-9517 8:30AM - 4:30PM			
Caroline Circuit Court Fifteenth Judicial Circuit P. O. Box 309 112 Courthouse Lane, Suite A Bowling Green, VA 22427-0309			Hon. J. Overton Harris* Hon. Sarah L. Deneke Hon. Joseph J. Ellis Hon. Herbert M. Hewitt Hon. Patricia Kelly Hon. Michael E. Levy Hon. R. Michael McKenney Hon. Ricardo Rigual Hon. Charles S. Sharp Hon. Gordon F. Willis				Criminal court convenes 9:00 a.m., Wed. & Thurs. Civil court convenes 9:00 a.m., Fri. Terms begin 1st Wed. at 9:00 a.m., Jan., March, May, July, Sept. & Nov. Grand Juries, 1st day of Term Civil cases are set on Term Day by praecipe and pursuant to Rule 1:20 (a) Criminal cases are set on the 1st day of each term (1st Wed.) in Jan., March, May, July, Sept. & Nov. Commissioners in Chancery are utilized in general chancery causes and

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For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

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<u>CIRCUIT</u>	<u>COURT</u>	<u>ADDRESS</u>	<u>JUDGE</u>	<u>CLERK</u>	<u>PHONE #</u>	<u>HOURS</u>	<u>TERMS OF COURT AND GENERAL INFORMATION</u>
Caroline Circuit Court - Continued			Hon. Victoria A. B. Willis				selectively in divorce suits.
				Susan W. Minarchi, Clerk	804/633-5800	8:30AM - 4:00PM	
Carroll Circuit Court			<u>Hon. Brett L. Geisler</u>				Terms begin, 3rd Monday, March, June, Sept.; 2nd Monday, Dec.
Twenty-seventh Judicial Circuit			Hon. Josiah T. Showalter Jr.*				Motion Day, as scheduled.
P. O. Box 218			Hon. Bradley W. Finch				Grand Juries, 1st day of Term.
605 Pine Street			Hon. H. Lee Harrell				All cases set on Docket Day.
Hillsville, VA 24343-0218			Hon. Marcus H. Long Jr.				Court convenes 9:00 a.m.
			Hon. Robert M. D. Turk				Commissioners utilized in partition suits and selectively in other matters.
				Gerald R. Goad, Clerk	276/730-3070		
					Fax - 276/730-3071		
						8:00AM - 5:00PM	
Charles City Circuit Court			Hon. Michael E. McGinty*				Terms begin, 1st Tuesday, Jan., March, May, July, Sept., & Nov. 12.
Ninth Judicial Circuit			Hon. B. Elliott Bondurant				Grand Juries, 1st day of Term at 9:00 a.m.
P. O. Box 86			Hon. Richard H. Rizk				Criminal cases set for term at 9:00 a.m.
10780 Courthouse Road			Hon. Jeffrey W. Shaw				Civil cases set for term at 11:00 a.m.
Charles City, VA 23030-0086				Victoria E. Washington, Clerk	804/652-2105		Civil cases set by praecipe submitted seven days preceding Term Day.
					804/652-2107		Should a Term Day fall on a legal holiday as set forth in § 2.1-21,
					Fax - 804/829-5647		Code of Virginia (1950), as amended, the Term Day will be on the
					8:30AM - 4:30PM		following day.
							Commissioners in Chancery are utilized in real property cases.
							Instructions must be submitted 2 days prior to trial.
Charlotte Circuit Court			Hon. Leslie M. Osborn*				Court convenes 9:30 a.m.
Tenth Judicial Circuit			Hon. Donald Carl Blessing				Terms begin, Wednesday after the 1st Monday, Feb., April, June,
125 David Bruce Avenue			Hon. S. Anderson Nelson				Aug., Oct., & Dec.
P. O. Box 38			Hon. Kimberley S. White				Grand Juries, 1st day of Term.
Charlotte Cthse, VA 23923-0038				Nan R. Colley, Clerk	434/542-5147		All cases set on Docket Day. Attorneys are required to be present.
					Fax - 434/542-4336		Commissioners in Chancery are utilized.
					8:30AM - 4:30PM		Civil cases set by written request (email is preferred). Send request
							to kwhite@courts.state.va.us with a copy to
							ajamerson@courts.state.va.us.

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For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

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<u>CIRCUIT</u>	<u>COURT</u>	<u>ADDRESS</u>	<u>JUDGE</u>	<u>CLERK</u>	<u>PHONE #</u>	<u>HOURS</u>	<u>TERMS OF COURT AND GENERAL INFORMATION</u>
Charlottesville Circuit Court Sixteenth Judicial Circuit 315 East High Street Charlottesville, VA 22902			<u>Hon. Richard E. Moore</u> Hon. Timothy K. Sanner* Hon. Daniel R. Bouton Hon. Cheryl V. Higgins Hon. Susan L. Whitlock				Terms begin, 3rd Monday, April, June, Aug., Oct. & Dec.; Tuesday following the 3rd Monday in February. Grand Juries, 1st day of Term. Criminal cases set at term - New Indictments & Felony Cases - 9:30 a.m. - Misdemeanor & Misdemeanor Appeal cases - 11:30 a.m. Civil cases set for term at 2:00 p.m. Drug Court, Thursdays, 8:30 a.m. Commissioners in Chancery utilized for partition suits, suits to sell land of incompetents, occasional divorce cases. A Cover Sheet for Filing Civil Actions (Form CC-1416) is required for all Civil case filings.
				Llezelle Agustin Dugger, Clerk 434/970-3766 8:30AM - 4:30PM			
				E-Mail: duggerl@charlottesville.org			
Chesapeake Circuit Court First Judicial Circuit 307 Albemarle Drive Suite 300A Chesapeake, VA 23322-5579			<u>Hon. Randall D. Smith*</u> <u>Hon. Marjorie T. Arrington</u> <u>Hon. John W. Brown</u> <u>Hon. Timothy S. Wright</u>				Criminal Terms begin, 1st Tuesday of each month, 2:00 p.m. except when election date or a holiday is Term Day, then Term Day will be held on Wednesday after the 1st Tuesday. Civil Terms begin, 1st Tuesday of each month, 10:00 a.m., except when election date or a holiday is Term Day, then Term Day will be held on Wednesday after the 1st Tuesday. Civil motions are heard each Wednesday (Visit www.cityofchesapeake.net/civilmotions or call 757-382-3074 to schedule a hearing.) Grand Juries, 1st day of each term. Civil cases are set by praecipe submitted by Thursday preceding Term Day. Court convenes 10:00 a.m. for regular criminal & civil trial dockets; 8:30 a.m. for criminal sentencing and probation violation hearings; and 9:30 a.m. for arraignments. Final orders are distributed using regular mail and require self-addressed stamped envelopes.
				Faye W. Mitchell, Clerk 757/382-3000 Fax - 757/382-3034 Fax - Criminal & Civil: 757/382-3035 8:00AM - 4:00PM			
				E-Mail: fmitchell@courts.state.va.us			
Judges' Chambers: 757/382-3050							
Chesterfield Circuit Court Twelfth Judicial Circuit P. O. Box 125 9500 Courthouse Road Chesterfield, VA 23832-0125			<u>Hon. Timothy J. Hauler*</u> <u>Hon. Lynn S. Brice</u> <u>Hon. David E. Johnson</u> <u>Hon. Steven C. McCallum</u> <u>Hon. Edward A. Robbins Jr.</u> <u>Hon. Frederick G. Rockwell III</u>				Criminal and Civil Terms begin Tuesday following 3rd Monday in Jan., 3rd Monday in March, May, July, Sept. & Nov. Grand Juries, 1st day of Criminal Term at 9:00 a.m. Criminal dockets generally convene at 9:00 a.m. and 1:00 p.m. Criminal cases set through Commonwealth's Attorney on designated days. Civil trials generally convene at 9:00 a.m. Hearings in civil cases are set with Judges' legal assistants. Civil trials are set with Judges' legal assistants or at Civil Docket Call at 2:30 p.m. Cases appealed from the J&DR Court are set at Civil Docket Call at 2:00 p.m., but may be pre-set with Judges' legal assistants prior to Docket Call.
				Wendy Hughes, Clerk 804/748-1241 Fax - 804/796-5625 8:00AM - 4:00PM			
P.O. Box 57 (Judges)							

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For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

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CIRCUIT COURT ADDRESS

Clarke Circuit Court
Twenty-sixth Judicial Circuit
P. O. Box 189
102 N. Church Street
Berryville, VA 22611-0189

JUDGE CLERK PHONE # HOURS

Hon. Alexander R. Iden
Hon. Clifford Lynwood Athey Jr.*
Hon. Bruce D. Albertson
Hon. Neil Randolph Bryant
Hon. Dennis Lee Hupp
Hon. Ronald Lewis Napier
Hon. Clark Andrew Ritchie
Hon. Thomas J. Wilson IV

Helen Butts, Clerk
540/955-5116
Fax - 540/955-0284
9:00AM - 5:00PM

E-Mail:
hbutts@courts.state.va.us

Colonial Heights Circuit Court
Twelfth Judicial Circuit
550 Boulevard
P. O. Box 3401
Colonial Heights, VA 23834

Hon. Timothy J. Hauler*
Hon. Steven C. McCallum
Hon. Frederick G. Rockwell III
Hon. Lynn S. Brice
Hon. David E. Johnson
Hon. Edward A. Robbins Jr.

Stacy L. Stafford, Clerk
804/520-9364
8:00AM - 4:00PM

E-Mail:
SStafford@courts.state.va.us

Craig Circuit Court
Twenty-fifth Judicial Circuit
182 Main Street, Suite 4
P. O. Box 185
New Castle, VA 24127

Hon. Malfourd W. Trumbo*
Hon. Anita D. Filson
Hon. W. Chapman Goodwin
Hon. Victor V. Ludwig
Hon. Charles L. Ricketts III

Sharon P. Oliver, Clerk
540/864-6141
Fax - 540/864-7471
9:00AM - 5:00PM

E-Mail:
spoliver@courts.state.va.us

TERMS OF COURT AND GENERAL INFORMATION

Terms begin, 3rd Monday, Jan., April, July & Oct.
Motion Day, 3rd Wednesday of each month, 9:00 a.m.
Grand Juries, 1st day of Term.
Misdemeanor appeals day, 4th Wednesday of Jan., March, May, July,
Sept. & Nov.
Praecipies must be filed not less that 7 days preceding Motion Day.
Court convenes 9:00 a.m.
Local rules adopted pursuant to § 8.01-4.
Clarke County mails the final orders to the attorneys and
unrepresented parties, or if requested, we fax the orders.

Terms begin, 1st Tuesday, Jan., Mar., May, July, Sept., & Nov.
Grand Juries, 1st day of Term, 10:00 a.m.
Civil cases set by consent of counsel with Circuit Court Clerk or at
docket call.
Criminal cases set by Circuit Court Clerk on designated days.
General criminal cases on Tues.; civil cases on Mon.
Court convenes 8:00 a.m. and 9:00 a.m. depending on docket.
Commissioners in Chancery are utilized in general chancery causes and
in designated divorce cases.

Terms begin, last Monday, Feb.; 2nd Monday, May, Sept., Nov.
Grand Juries, 1st day of Term.
Cases set on Term Day and chancery matters set between docket calls
by agreement of counsel with court's approval.
Court convenes 9:30 a.m.
Commissioners in Chancery are utilized in general chancery causes;
i.e., partition suits.
Craig County Circuit Court sends the final orders out by regular mail.

Asterisk (*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

<u>CIRCUIT</u>	<u>COURT</u>	<u>ADDRESS</u>	<u>JUDGE</u>	<u>CLERK</u>	<u>PHONE #</u>	<u>HOURS</u>	<u>TERMS OF COURT AND GENERAL INFORMATION</u>
Culpeper	Circuit Court	Sixteenth Judicial Circuit Courthouse Building 135 W. Cameron Street Culpeper, VA 22701-3097	<u>Hon. Susan L. Whitlock</u>	Hon. Timothy K. Sanner*			Terms begin, 3rd Monday, Feb., April, June, Aug., Oct., Dec. Grand Juries, 1st day of Term. Criminal cases set on Term Date; civil cases set through Judge's Administrative Assistant, Leola Morse, 540-727-3440, or by praecipe on Term Day. Court convenes 9:30 a.m. Commissioners in Chancery are utilized in some contested chancery causes. Motion Day, 2nd & 4th Tuesday; 9:30 a.m. Criminal Cases; 1:30 p.m. Civil Cases Criminal cases we either send by regular mail, Secure Remote Access, Interoffice mail boxes, email (scram orders) or facsimile (physiological evaluation orders). Civil cases we either send regular mail or interoffice mail boxes.
					Janice J. Corbin, Clerk 540/727-3438 Fax - 540/727-3475 8:30AM - 4:30PM		
					E-Mail: jcorbin@courts.state.va.us		
Cumberland	Circuit Court	Tenth Judicial Circuit P. O. Box 8 1 Courthouse Circle Cumberland, VA 23040-0008	<u>Hon. Kimberley S. White</u>	Hon. Leslie M. Osborn*			Terms begin, Tuesday following 4th Monday, Jan., April, June, Sept. & Nov. Grand Juries, 1st day of Term. Court convenes 9:30 a.m. All criminal cases are to be set with the office of the Commonwealth's Attorney. Civil cases are set by written request (email is preferred). Send request to dblessing@courts.state.va.us with copy to ajamerson@courts.state.va.us.
					Sarah A. Spry, Clerk 804/492-4442 Fax - 804/492-4876 8:30AM - 4:30PM		
					E-Mail: sspry@courts.state.va.us		
Danville	Circuit Court	Twenty-second Judicial Circuit P. O. Box 3300 Courts and Jail Building 401 Patton Street Danville, VA 24543	<u>Hon. Joseph W. Milam Jr.</u>	<u>Hon. James J. Reynolds</u>			Grand Juries and Terms begin on the 1st Monday in Jan., March, May, July, Sept. & Nov. If the 1st Monday is a holiday, term will begin on the next business day. Grand Jury, 1st day of each Term; Docket Call 9:00 a.m., 2nd day of each Term Call 434-799-5171 to set civil cases directly with Court. Commissioners in Chancery are utilized when the nature of the cases requires.
					Gerald A. Gibson, Clerk 434/799-5168 Fax - 434/799-6502 9:00AM - 4:00PM		

Asterisk (*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

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CIRCUIT COURT ADDRESS

JUDGE CLERK PHONE # HOURS

TERMS OF COURT AND GENERAL INFORMATION

Dickenson Circuit Court
Twenty-ninth Judicial Circuit
P. O. Box 190
293 Clintwood Main Street
Clintwood, VA 24228-0190

Hon. Henry A. Vanover
Hon. Jack S. Hurley Jr.*
Hon. Patrick R. Johnson
Hon. Michael Lee Moore
Hon. Richard C. Patterson

Richard W. Edwards, Clerk
276/926-1616
Fax - 276/926-6465
8:00AM - 4:30PM

Criminal Terms begin, 2nd Monday, March, June & September; 1st Monday, Dec.
Grand Juries, 2nd Monday, March, June and Sept.; 1st Monday, Dec.
All cases set on Term Day.
Commissioners in Chancery are utilized in selection of jury.
Civil Terms begin Tuesday, following Grand Jury.

Dinwiddie Circuit Court
Eleventh Judicial Circuit
P. O. Box 63
Dinwiddie, VA 23841-0063

Hon. Paul W. Cella*
Hon. Dennis M. Martin Sr.
Hon. Joseph M. Teefey Jr.

John B. Chappell Jr., Clerk
804/469-4540
Fax - 804/469-5386
8:30AM - 4:30PM

E-Mail:
bchappell@courts.state.va.us

Court convenes 9:00 a.m., and 1:00 p.m.
Criminal term begins, 3rd Tues. each month
Civil term begins, 3rd Tues. each month
Grand Juries, 1st day of criminal term.
Criminal cases set through Commonwealth's Attorney on designated days.
Civil cases, hearings in civil cases, set through the Court
Administrator, Tamera Wilson (804)733-2423 or
twilson@courts.state.va.us, or on term days in matured cases.
Criminal bench days every Wednesday a.m., 2nd Wed., a.m. and p.m.,
1st Fri. a.m. and 4th Fri. a.m., and traffic appeals 4th Wed. p.m.
The Court will email orders if we have an email address on file. If
we don't have an email address then a self addressed stamped envelope
is required. Online access to court orders and documents is also
available for immediate retrieval. For more information concerning
online access please visit our website here,
<http://www.dinwiddieva.us/index.aspx?nid=746>.

Physical address: 14008
Boydton Plank Road

Essex Circuit Court
Fifteenth Judicial Circuit
P. O. Box 445
305 Prince Street
Tappahannock, VA 22560

Hon. J. Overton Harris*
Hon. Sarah L. Deneke
Hon. Joseph J. Ellis
Hon. Herbert M. Hewitt
Hon. Patricia Kelly
Hon. Michael E. Levy
Hon. R. Michael McKenney
Hon. Ricardo Rigual
Hon. Charles S. Sharp
Hon. Gordon F. Willis
Hon. Victoria A. B. Willis

Gayle Ashworth, Clerk
804/443-3541
804/443-4381
Fax - 804/445-1216
8:30AM - 4:30PM

E-Mail:

Terms begin 4th Wednesday, Jan., April, July, & October.
All cases set by agreement with Commonwealth's Attorney at
preliminary hearing, on Term Day, or by agreement of counsel and the
Court. The latter may be done by a telephone call to the Judge's
office.
Court convenes 9:00 a.m.
In civil jury trials, instructions must be submitted to the Court and
opposing counsel 5 days prior to trial.
Commissioners in Chancery are utilized in general chancery causes and
divorces.
The practice for distribution of final orders is the following: DOC
-fax P&P - fax Sentencing Guidelines - mail Orders to attorneys -
automatically mailed to them after the judge signs, whether they ask
or not.

Asterisk (*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

CIRCUIT COURT ADDRESS

JUDGE CLERK PHONE # HOURS

TERMS OF COURT AND GENERAL INFORMATION

Essex Circuit Court - Continued
Fairfax Circuit Court
Nineteenth Judicial Circuit
4110 Chain Bridge Road
Fairfax, VA 22030
Website:
www.fairfaxcounty.gov/courts/circuit

gashworth@courts.state.va.us
Hon. Bruce D. White*
Hon. Penney S. Azcarate
Hon. Randy I. Bellows
Hon. Jan L. Brodie
Hon. Grace Burke Carroll
Hon. Michael F. Devine
Hon. Brett A. Kassabian
Hon. Thomas P. Mann
Hon. Daniel Eric Ortiz
Hon. Stephen C. Shannon
Hon. Robert J. Smith
Hon. John M. Tran
Hon. Richard E. Gardiner

John T. Frey, Clerk
703/246-4111
703/691-7320 - General Court
Information
Fax - 703/273-6564
8:00AM - 4:00PM

Fauquier Circuit Court
Twentieth Judicial Circuit
29 Ashby Street
Warrenton, VA 20186-3202

Hon. Jeffrey W. Parker*
Hon. Douglas L. Fleming Jr.
Hon. Jeanette A. Irby
Hon. Stephen E. Sincavage

Gail H. Barb, Clerk
540/422-8100
8:00AM - 4:30PM

Court convenes: Monday - Thursday 10:00 a.m.
--Criminal Motions - Friday 9:00 a.m. & 10:00 a.m.
--Civil Motions - Friday 9:00 a.m., 10:00 a.m. & 11:30 a.m.
Arraignments: Monday - Thursday, 10 a.m., & Fri., 9:00 a.m.
Term Begins: 3rd Monday of every odd month (Jan., March, May, July, Sept., Nov.; except if it's a holiday, then it would be the 3rd Tues. of the month.)
Grand Juries:
--Regular Grand Jury: 3rd Monday of every odd month except when Monday is a holiday, then Grand Jury would be on a Tuesday.
--Interim Grand Jury: 3rd Monday of every even month except when Monday is a holiday, then Grand Jury would be on a Tuesday.
Grand Jury meets the 3rd Monday of every odd-numbered month (January, March, May, July, September and November) and Criminal Term Day shall commence at 9:00 a.m. on each Thursday immediately following the regular Grand Jury. Interim Grand Jury meets the 3rd Monday of every even-numbered month (February, April, June, August, October and December) and an Interim Criminal Term Day shall be held commencing at 9:00 a.m. on each Thursday immediately following any Interim Grand Jury. Exceptions: 1. Should Grand Jury or Interim Grand Jury fall on a state holiday, it will commence the next business day and Term Day will follow at 9:00 a.m. on Thursday immediately following. 2. In the event that Grand Jury falls during a mandatory judicial conference (usually in May), please contact the Clerk's Office for actual Grand Jury and Term Day dates.

Misdemeanor Appeal Days, 2nd Tuesday each month.
Terms begin, 4th Monday, Jan., March, May, July, Sept., & Nov.
Motion Day, 1st & 3rd Tuesday each month at 9:00 a.m.; Domestic Motions called at 1:30 p.m.
Grand Juries, 1st day of Term.
Court convenes 9:00 a.m.
Commissioners in Chancery are utilized in partition suits and other selected suits.
Depositions are utilized in divorces.
Fauquier Circuit distributes final orders by e-mail and mails certified copies of divorce decrees

Asterisk (*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

CIRCUIT COURT ADDRESS

JUDGE CLERK PHONE # HOURS

TERMS OF COURT AND GENERAL INFORMATION

Frederick Circuit Court
Twenty-sixth Judicial Circuit
5 North Kent Street
Winchester, VA 22601

Hon. Clifford Lynwood Athey Jr.*
Hon. Neil Randolph Bryant
Hon. Alexander R. Iden
Hon. Bruce D. Albertson
Hon. Dennis Lee Hupp
Hon. Ronald Lewis Napier
Hon. Clark Andrew Ritchie
Hon. Thomas J. Wilson IV

Rebecca P. Hogan, Clerk
540/667-5770
9:00AM - 5:00PM

E-Mail:
rhogan@courts.state.va.us

Terms begin, Thursday after the 1st Monday, Jan., April, July, & Oct.
A mini-term day is held each month, Thursday after the 1st Monday.
Motion Day, 1st Wed. after the 1st Monday of each month.
Misdemeanor appeal days, 3rd Wed. after 1st Mon. each month.
Grand Juries, 1st Thursday after the 1st Monday of each month.
Praecipes must be filed not less than 7 days preceding Motion Day.
Court convenes 9:00 a.m.
Commissioners in Chancery are utilized in special instances.
Local Rules adopted pursuant to § 8.01-4.
Faxes from attorneys and litigants will NOT be accepted without prior approval.
Frederick County Circuit Court either hand deliver the orders to the litigants/attorneys or if they are not available we will mail copies within 2 days.

Fredericksburg Circuit Court
Fifteenth Judicial Circuit
701 Princess Anne Street, Suite 100
Fredericksburg, VA 22401
<http://www.fredericksburgva.gov/index.aspx?nid=548>
Judge's Chambers: 701
Princess Anne St. Suite 300
Fredericksburg, VA 22401

Hon. Gordon F. Willis
Hon. J. Overton Harris*
Hon. Sarah L. Deneke
Hon. Joseph J. Ellis
Hon. Herbert M. Hewitt
Hon. Patricia Kelly
Hon. Michael E. Levy
Hon. R. Michael McKenney
Hon. Ricardo Rigual
Hon. Charles S. Sharp
Hon. Victoria A. B. Willis

Jeff Small, Clerk
540/372-1066
540/372-1171 - Judge's Chambers
Fax - 540/372-1174 - Judge's Chambers
8:30AM - 4:30PM

Terms begin, 4th Monday, Jan., April, July, & Oct.
Grand Juries convene 4th Monday of every month.
Civil cases set on Term Day; criminal cases set upon indictment.
Court convenes 9:00 a.m.
Motion days are the 2nd & 4th Mondays of each month. Motions lasting longer than 20 minutes or on a day other than motions day must be scheduled with chambers.
Notice of criminal motions must be received in the Clerk's office by noon 3 business days before hearing.
Notice of civil motions must be received in Clerk's office by noon the Wednesday of the week preceeding the week in which the motion is to be heard.
Term day praecipes must be received in Clerk's office by 4:00 p.m. twelve (12) days before the requested term day.
Estate matters are handled by appointment.
VLRCS coversheets are required for all land recordings. Gpin numbers need to be noted on the first page of all recordings. The Gpin must be placed on both the parcel identification and tax map lines of the ILS coversheet.
Last recording is completed by 3:00 p.m.
All Civil filings require a Civil order cover sheet. (Form CC-1416)
Fredericksburg emails certified final orders. Please provide us with a valid email address for all parties wishing to receive a copy.

Asterisk (*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

<u>CIRCUIT</u>	<u>COURT</u>	<u>ADDRESS</u>	<u>JUDGE</u>	<u>CLERK</u>	<u>PHONE #</u>	<u>HOURS</u>	<u>TERMS OF COURT AND GENERAL INFORMATION</u>
Giles Circuit Court Twenty-seventh Judicial Circuit P. O. Box 502 501 Wenonah Avenue Pearisburg, VA 24134			Hon. Josiah T. Showalter Jr.* Hon. Bradley W. Finch Hon. Brett L. Geisler Hon. H. Lee Harrell Hon. Marcus H. Long Jr. Hon. Robert M. D. Turk				Terms begin, 2nd Tuesday, Jan., April, July, & Oct. Grand Juries, 1st day of Term. Cases set on docket calls or by agreement of counsel with consent of court. Court convenes 9:00 a.m. Commissioners in Chancery are utilized in selection of jury, partition suits, and other major contested chancery causes. Docket calls are scheduled 10:00 a.m. on opening day of Term. Giles County mails a certified copy to each party involved in the case.
			Charles L. Fraley III, Clerk 540/921-1722 Fax - 540/921-3825 8:30AM - 5:00PM				
			E-Mail: cfraley@courts.state.va.us				
Gloucester Circuit Court Ninth Judicial Circuit 7400 Justice Drive, Room 327 Gloucester, VA 23061			Hon. Michael E. McGinty* Hon. B. Elliott Bondurant Hon. Richard H. Rizk Hon. Jeffrey W. Shaw				Terms begin, 1st Monday, Jan., March, May, July, Sept., & Nov. Grand Juries, 1st day of term, 9:00 a.m. All cases set on Term Day; civil cases set by praecipe only. Court convenes 9:00 a.m.; docket call at 10:00 a.m. Local rules adopted pursuant to § 8.01-4. Should a Term Day fall on a legal holiday as set forth in § 2.1-21, Code of Virginia (1950), as amended, the Term Day will be on the following day. Pendente Lite and motions heard on motions day set by the judge.
			Margaret F. Walker, Clerk 804/693-2502 Fax - 804/693-2186 8:00AM - 4:30PM				
			E-Mail: mwalker@courts.state.va.us				
Goochland Circuit Court Sixteenth Judicial Circuit P. O. Box 196 2938 River Road West Goochland, VA 23063			<u>Hon. Timothy K. Sanner*</u> Hon. Daniel R. Bouton Hon. Cheryl V. Higgins Hon. Richard E. Moore Hon. Susan L. Whitlock				Court convenes 9:30 a.m. except Motion Days which begins at 9:00 a.m. Terms begin, 2nd Tuesday, Feb., April, June, Aug., Oct., & Dec. Grand Juries, 1st day of Term. Civil cases set on Term Day by praecipe. Commissioners in Chancery are rarely utilized and only by agreement of Counsel. Local rules adopted pursuant to § 8.01-4. Goochland Circuit Court sends copies of orders by regular mail. **Term day for December 2016 is on Tuesday, December 6, 2016.**
			Dale W. Agnew, Clerk 804/556-5353 Fax - 804/556-4962 8:30AM - 5:00PM				

Asterisk (*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

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<u>CIRCUIT</u>	<u>COURT</u>	<u>ADDRESS</u>	<u>JUDGE</u>	<u>CLERK</u>	<u>PHONE #</u>	<u>HOURS</u>	<u>TERMS OF COURT AND GENERAL INFORMATION</u>
Grayson Circuit Court Twenty-seventh Judicial Circuit P. O. Box 130 129 Davis Street Independence, VA 24348-0130			<u>Hon. H. Lee Harrell</u> Hon. Josiah T. Showalter Jr.* Hon. Bradley W. Finch Hon. Brett L. Geisler Hon. Marcus H. Long Jr. Hon. Robert M. D. Turk				Terms begin 4th Friday, Oct., Jan., April, & July at 9:00 a.m. Grand Juries, 1st day of Term. All cases set on Docket calls on the opening day of each term, or by agreement of counsel with consent of court. Court convenes 9:00 a.m. Commissioners in Chancery utilized in partitions suits, not normally used in divorce cases.
				Susan M. Herrington, Clerk 276/773-2231 Fax - 276/773-3338 8:00AM - 5:00PM			
Greene Circuit Court Sixteenth Judicial Circuit P. O. Box 386 Stanardsville, VA 22973-0386			<u>Hon. Daniel R. Bouton</u> Hon. Timothy K. Sanner* Hon. Cheryl V. Higgins Hon. Richard E. Moore Hon. Susan L. Whitlock				Terms begin 2nd Mon., Feb., April, June, Aug., Oct., & Dec. October Term: Tues. after 2nd Mon. as 2nd Mon. is a holiday Grand Juries, 1st day of Term, 9:00 a.m. Criminal cases set on Term Day. Civil cases set by praecipe on Term Day, 11:00 a.m. Court convenes 9:00 a.m. Commissioners in Chancery are utilized in some chancery causes. Motions Day, 3rd Tues. (Criminal 9:00 a.m.; Civil 1:30 p.m.) As soon as the Judge enters the final order it is processed and certified copies are distributed by mail.
22 Court Street				Brenda M. Compton, Clerk 434/985-5208 Fax - 434/985-6723 8:15AM - 4:30PM			
Greensville Circuit Court Sixth Judicial Circuit P. O. Box 631 337 South Main Street Emporia, VA 23847-0631			<u>Hon. W. Allan Sharrett*</u> Robert C. Wrenn, Clerk 434/348-4215 Fax - 434/348-4020 8:30AM - 5:00PM				Terms begin, 1st Tuesday, Feb., April, June, Aug., Oct., & Dec. Motions Day, 1st and 3rd Friday, each month. Grand Juries, 1st day of Term. All cases set on Term Day. Civil cases set by court administrator. Court convenes 9:00 a.m. (criminal and civil) Commissioners in Chancery are utilized in chancery causes and some divorce cases. Instructions must be submitted 5 days prior to trial. Local rules adopted pursuant to § 8.01-4.
Halifax Circuit Court Tenth Judicial Circuit P. O. Box 729 8 South Main Street Halifax, VA 24558			Hon. Leslie M. Osborn* Hon. Donald Carl Blessing Hon. S. Anderson Nelson Hon. Kimberley S. White				Grand jury meets 1st day of term & term days are the 1st Thursday of each month Docket call days will be the 1st Thurs. of every month beginning Feb. 5, 2015. If the docket call day falls on a legal holiday, then docket call shall occur the following Thursday. Civil cases set by written request (email is preferred). Send request to ptabott@courts.state.va.us. Court convenes at 9:00 a.m. Commissioners in Chancery are utilized in general chancery causes, except divorce.
				Cathy M. Cosby, Clerk 434/476-6211 Judge's Office: 434-476-6114 Fax - 434/476-2890 Fax - Clerk's Office: 434-476-2890 8:30AM - 4:30PM			

Asterisk (*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

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CIRCUIT COURT ADDRESS

JUDGE CLERK PHONE # HOURS

TERMS OF COURT AND GENERAL INFORMATION

Hampton Circuit Court
Eighth Judicial Circuit
P. O. Box 40
237 N. King Street
Hampton, VA 23669-0040

Hon. Christopher W. Hutton*
Hon. Bonnie L. Jones
Hon. Wilford Taylor Jr.

Linda Batchelor Smith, Clerk
757/727-6105
Fax - 757/728-3505
8:30AM - 4:00PM

Terms begin, 1st Monday, Feb., April, June, Aug., Oct., & Dec.
Criminal Term Grand Juries, 1st Monday, each month 9:00 a.m.
All cases set on Term Day.
Civil cases set by praecipe (Judges' secretary handles all scheduling issues).
Court convenes 9:00 a.m. - civil matters; 9:00 a.m., 10:30 a.m., and 2:00 p.m. - criminal matters.
Commissioners in Chancery are utilized in divorce and other cases for good cause shown.
Local rules adopted pursuant to § 8.01-4.
To set or cancel court hearing, contact Judges' office.
Faxes not accepted in civil matters.
Faxes only accepted in Criminal matters as set forth in the Docket Management & Continuance Policy, amended March 11, 2005.
Recordation cutoff time 3:30 p.m.

Hanover Circuit Court
Fifteenth Judicial Circuit
P. O. Box 39
7530 County Complex Road
Hanover, VA 23069

Hon. J. Overton Harris*
Hon. Patricia Kelly
Hon. Sarah L. Deneke
Hon. Joseph J. Ellis
Hon. Herbert M. Hewitt
Hon. Michael E. Levy
Hon. R. Michael McKenney
Hon. Ricardo Rigual
Hon. Charles S. Sharp
Hon. Gordon F. Willis
Hon. Victoria A. B. Willis

Frank D. Hargrove Jr., Clerk
804/365-6150
Fax - 804/365-6278
8:00AM - 4:30PM

E-Mail:
FHargrove@courts.state.va.us

Terms begin, 3rd Tuesday, Jan., March, July, Sept., & Nov.
May Term Day is May 23, 2017 at 2:00 p.m.
Grand Juries, 1st day of Term and as otherwise called.
Criminal cases set at preliminary hearing, when appealed or at the convening of a grand jury.
Civil cases set on Term Day at 2:00 p.m., by appearance or by contacting Judge's chambers at 804/365-6161.
Court convenes 9:00 a.m.
Commissioners in Chancery are utilized in partition suits.

Henrico Circuit Court
Fourteenth Judicial Circuit
P. O. Box 90775
4301 East Parham Road
Henrico, VA 23273

Hon. James Stephen Yoffy*
Hon. Lee A. Harris Jr.
Hon. Gary A. Hicks
Hon. John Marshall
Hon. Richard S. Wallerstein Jr.

Heidi S. Barshinger, Clerk
804/501-4202
8:00AM - 4:30PM

Criminal Terms begin, 2nd Monday, Jan., March, May, July, Sept., & Nov.
Grand Juries, 1st day of Term, 9:00 a.m.
Civil cases set 2nd Monday, July, Oct., Jan., & April (2:00 p.m.) or may be set by telephone.
Criminal cases set when appealed or at preliminary hearing.
Court convenes 9:00 a.m.; 10:00 a.m. for jury trials.
Commissioners in Chancery are utilized in unusual causes; accountings; suits by creditors; suits on mechanic's lien; partition suits; sale of land of persons under disability, some divorce cases.
Instructions must be submitted 2 days prior to trial.

Asterisk (*) Denotes Chief Judge.
Underscoring Denotes Judge Presiding in this Court.
For Judge's Home Court, see Virginia Judges 6-1.

CIRCUIT COURT ADDRESS

JUDGE CLERK PHONE # HOURS

TERMS OF COURT AND GENERAL INFORMATION

Henrico Circuit Court - Continued

Effective May 1, 2016, the Henrico Circuit Court will no longer be holding civil docket calls.

Henry Circuit Court
Twenty-first Judicial Circuit
Suite B
3160 Kings Mountain Rd.
Martinsville, VA 24112-3966

Hon. David V. Williams*
Hon. Martin F. Clark Jr.
Hon. G. Carter Greer

Jennifer R. Ashworth, Clerk
276/634-4880
9:00AM - 5:00PM

Terms begin, 3rd Monday, 9:00 a.m., in July, Sept., Nov., Mar., & May; 1st Tuesday after 3rd Monday, 9:00 a.m., in Jan.
Grand Juries, 1st day of Term.
Pursuant to Rule 1:20, counsel of record may agree to a trial date as a part of a written plan prepared and submitted to the court for approval pursuant to Rule 1:18, after obtaining a trial date from the court's administrative assistant.
Court convenes 9:00 a.m.
Commissioners in Chancery are utilized in partition suits, creditors suits, etc.
Distribution of Final Orders Procedures: Civil: send copies as directed by order. J&DR Civil appeals: Copy to attorneys of record, parties pro se, DCSE and CASA when appropriate Criminal: Upon request.

Highland Circuit Court
Twenty-fifth Judicial Circuit
P. O. Box 190
Monterey, VA 24465-0190

Hon. Malfourd W. Trumbo*
Hon. Anita D. Filson
Hon. W. Chapman Goodwin
Hon. Victor V. Ludwig
Hon. Charles L. Ricketts III

Judy W. Hupman, Clerk
540/468-2447
Fax - 540/468-2047
8:30AM - 4:30PM

E-Mail:
jhupman@courts.state.va.us

Terms begin, 3rd Tuesday, March, June, Sept., & Dec.
Grand Juries, 1st day of Term.
Court convenes 9:30 a.m.
Commissioners in Chancery are utilized.
The Highland Circuit Court uses regular mail to distribute final orders and appreciate, but do not require, self addressed stamped envelopes.

Hopewell Circuit Court
Sixth Judicial Circuit
P. O. Box 310
100 E. Broadway
Room 251
Hopewell, VA 23860

Hon. W. Allan Sharrett*

Tamara J. Ward, Clerk
804/541-2239
Fax - 804/541-2438
8:30AM - 4:00PM

Terms begin, 2nd Tuesday, Feb., Apr., June, Aug., Oct., & Dec.
Motions Day, 2nd and 4th Fridays.
Grand Juries, 1st day of Term.
Civil cases set by praecipe.
Civil Court convenes 9:00 a.m.
Criminal Court convenes 9:00 a.m.
Commissioners in Chancery are utilized in partition suits.
Instructions must be submitted 5 days prior to trial.
Local rules adopted pursuant to § 8.01-4.
Final Orders will be mailed to all counsel of record and any unrepresented party as soon as they have been entered by the Judge.
The preferred practice is to submit self-addressed, stamped envelopes for the return of the certified copies of the Final Order.
However, this office will always mail and provide certified copies

Asterisk (*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

CIRCUIT COURT ADDRESS

JUDGE CLERK PHONE # HOURS

TERMS OF COURT AND GENERAL INFORMATION

Hopewell Circuit Court - Continued

to all parties whether an envelope has been provided to us or hasn't been provided to us.

Isle of Wight Circuit Court
Fifth Judicial Circuit
17000 Josiah Parker Circle
P. O. Box 110
Isle of Wight, VA 23397

Hon. Carl Edward Eason Jr.*
Hon. Lawson Wayne Farmer
Hon. Robert H. Sandwich Jr.

Sharon N. Jones, Clerk
757/365-6233
9:00AM - 5:00PM

E-Mail:
snjones@courts.state.va.us

Terms begin, 2nd Monday, Jan., March, May, July, Sept., & Nov.
Motion Day, every Tues.. 9:00 a.m., in Suffolk.
Civil cases set by civil court administrator.
Grand Juries, 1st day of Term.
Court convenes 9:30 a.m.
Commissioners in Chancery are utilized for divorce, annulments, and depositions if an affidavit conducted before a notary is filed.
Instructions must be submitted seven days prior to trial.
Local rules adopted pursuant to § 8.01-4.
Civil final orders are certified and mailed to attorneys; and any other pertinent orders (such as temporary custody orders etc) are certified and mailed. All others orders during the course of the case are emailed to attorneys. The same is done if dealing with pro se parties.

James City County/Williamsburg
Circuit Court
Ninth Judicial Circuit
5201 Monticello Avenue
Suite Six
Williamsburg, VA 23188-8218
Judge's Address: 5201
Monticello Avenue, Suite One,
Williamsburg, VA 23188-8218

Hon. Michael E. McGinty*
Hon. B. Elliott Bondurant
Hon. Richard H. Rizk
Hon. Jeffrey W. Shaw

Mona A. Foley, Clerk
757/564-2242
Judge's Chambers: 757/564-2300
8:30AM - 4:30PM

Terms begin, 3rd Wednesday, Jan., March, May, July, Sept., & Nov.
Grand Juries, 1st day of Term.
All cases set on Term Day or by pre-trial order, no appearance required.
Grand Juries at 9:00 a.m.
Criminal docket calls at 9:00 a.m.
Civil docket calls at 11:00 a.m.
Commissioners in Chancery are utilized generally in chancery cases.
Instructions must be submitted prior to trial.
Local rules adopted pursuant to § 8.01-4.
Should term day fall on a legal holiday as set forth in § 2.2-3300, Code of Virginia (1950), as amended, the term day will be rescheduled.

King and Queen Circuit Court
Ninth Judicial Circuit
P. O. Box 67
234 Allen's Circle
King and Queen Court House
King And Queen, VA 23085

Hon. Michael E. McGinty*
Hon. B. Elliott Bondurant
Hon. Richard H. Rizk
Hon. Jeffrey W. Shaw

Vanessa D. Porter, Clerk
804/785-5984
Fax - 804/785-5698
9:00AM - 5:00PM

Terms begin, 2nd Tuesday, Feb., Apr., June, Aug., Oct., & Dec.
Grand Juries, 1st day of Term.
Should a Term Day fall on a legal holiday as set forth in § 2.1-21, Code of Virginia (1950), as amended, the Term Day will be on the following day.
Praecipes must be filed seven days preceding Civil Term Day.
Civil cases set for trial by conference call with the judge.
Instructions must be submitted 2 days prior to trial.
Commissioners in Chancery are rarely used and only at request of attorneys.
Local Rules adopted pursuant to § 8.01-4 for divorce cases.
King and Queen Circuit Court mails orders through the postal service to the attorneys and pro se litigants within 5 business days of the orders being signed by the Judge.

Asterisk (*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

CIRCUIT COURT ADDRESS

JUDGE CLERK PHONE # HOURS

TERMS OF COURT AND GENERAL INFORMATION

King George Circuit Court
Fifteenth Judicial Circuit
9483 Kings Highway, Suite 3
King George, VA 22485-3444

Hon. Joseph J. Ellis
Hon. Herbert M. Hewitt
Hon. J. Overton Harris*
Hon. Sarah L. Deneke
Hon. Patricia Kelly
Hon. Michael E. Levy
Hon. R. Michael McKenney
Hon. Ricardo Rigual
Hon. Charles S. Sharp
Hon. Gordon F. Willis
Hon. Victoria A. B. Willis

Charles V. Mason, Clerk
540/775-3322
Fax - 540/775-5466
7:30AM - 4:30PM

E-Mail:
CMason@courts.state.va.us

Terms begin, 2nd Thursday, Jan., Apr., July, & Oct. at 10:00 a.m.
Grand Juries, 1st day of Term.
Cases set on Term Day by praecipe.
Court convenes 9:00 a.m.
Commissioners in Chancery are utilized in general chancery causes,
i.e., partition suits, etc.
Term Day Convenes 10:00 a.m.

King William Circuit Court
Ninth Judicial Circuit
351 Courthouse Lane, Suite 130
King William, VA 23086

Hon. Michael E. McGinty*
Hon. B. Elliott Bondurant
Hon. Richard H. Rizk
Hon. Jeffrey W. Shaw

Patricia M. Norman, Clerk
804/769-4936
804/769-4937
804/769-4938
Fax - 804/769-4991
8:30AM - 4:30PM

E-Mail:
pnorman@courts.state.va.us

Terms begin, 1st Monday, Feb., Apr., June, Aug., Oct., & Dec.
Grand Juries, 1st day of Term.
Grand Juries will meet at 9:00 a.m.
Criminal docket will be held at 9:00 a.m.
Civil docket will be held at 11:00 a.m.
Commissioners in Chancery are utilized.
Instructions must be submitted 2 days prior to trial.
Should a Term Day fall on a legal holiday as set forth in § 2.1-21,
Code of Virginia (1950), as amended, the Term Day will be on the
following day.
Praecipes must be filed seven days preceding Civil Term Day.

Lancaster Circuit Court
Fifteenth Judicial Circuit
8265 Mary Ball Road
Lancaster, VA 22503
Mailing Address: P.O. Box
99, Lancaster, VA 22503

Hon. R. Michael McKenney
Hon. J. Overton Harris*
Hon. Sarah L. Deneke
Hon. Joseph J. Ellis
Hon. Herbert M. Hewitt
Hon. Patricia Kelly
Hon. Michael E. Levy
Hon. Ricardo Rigual
Hon. Charles S. Sharp
Hon. Gordon F. Willis
Hon. Victoria A. B. Willis

Terms begin, 4th Friday, Jan., Apr., July, & Oct.
All cases set by agreement with Commonwealth's Attorney at
preliminary hearing, on Term Day, or by agreement of counsel and the
Court. The latter may be done by a telephone call to the Judge's
office.
Court convenes 9:00 a.m.
In civil jury trials, instructions must be submitted to the Court and
opposing counsel 5 days prior to trial.
Commissioners in Chancery are utilized in general civil causes and
divorces.

Asterisk (*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

<u>CIRCUIT</u>	<u>COURT</u>	<u>ADDRESS</u>	<u>JUDGE</u>	<u>CLERK</u>	<u>PHONE #</u>	<u>HOURS</u>	<u>TERMS OF COURT AND GENERAL INFORMATION</u>
Lancaster	Circuit Court - Continued		Diane H. Mumford, Clerk		804/462-5611		
					Fax - 804/462-9978		
					8:30AM - 4:30PM		
Lee	Circuit Court		<u>Hon. Tammy S. McElyea</u>				Terms begin, 1st Monday, March, June, & Dec.; 2nd Monday, Sept.
	Thirtieth Judicial Circuit		Hon. Jeffrey Hamilton*				Grand Juries, 1st day of Term and 1st Friday of each month.
	P. O. Box 326		Hon. Chadwick S. Dotson				Cases set on Term Day. Civil cases set by praecipe.
	Main Street		Hon. John C. Kilgore				Court convenes 9:00 a.m.
	Jonesville, VA 24263-0326						Commissioners in Chancery are utilized.
			Rene Lamey, Clerk				Motion day at discretion of Chief Judge.
			276/346-7763				
			Fax - 276/346-3440				
			8:00AM - 4:30PM				
			E-Mail:				
			rlamey@courts.state.va.us				
Loudoun	Circuit Court		Hon. Jeffrey W. Parker*				Terms begin, 2nd Monday, Feb., Apr., June, Aug., & Dec.; Tuesday
	Twentieth Judicial Circuit		Hon. Douglas L. Fleming Jr.				following 2nd Monday in Oct.
	P. O. Box 550		Hon. Jeanette A. Irby				Grand Juries, 2nd Mon. each month and October Grand Jury will convene
	18 E. Market St., 3rd floor		Hon. Stephen E. Sincavage				on October 16th in light of the holiday on October 9th.
	Leesburg, VA 20178						Civil scheduling, Monday mornings, except holidays (by praecipe).
			Gary M. Clemens, Clerk				Criminal cases are scheduled the day following term day at 9:00 a.m.
			703/777-0270				or may be scheduled by praecipe.
			Fax - 703/777-0376				Court convenes 9:00 a.m. unless specially set otherwise.
			Fax - Judges: 703/777-0676				Commissioners in Chancery are utilized.
			8:00AM - 4:00PM				Motion Day, Civil - 1st Friday of each month -- Ore Tenus Hearings,
							9:00 a.m., Domestic cases, 10:00 a.m., Civil Law cases, 2:00 p.m.;
							Motions Day, Criminal - 4th Friday of each month, 9:00 a.m., No
							regular Motions Day in November or December.
							Praecipe must be filed 7 calendar days in advance of court docket.
							Recordation of deeds business hours are 8:00 a.m. - 4:00 p.m.
							Misdemeanor appeals, 2nd Fri., each month (except holidays).
							Financial transactions are accepted by the Clerk from 8:00 a.m. -
							4:00 p.m.
							All visitors to Courts Complex are subject to security screening by
							Sheriff's deputies upon entering the facility.
							Cell phones with cameras are not permitted in the Courts Complex by
							members of the public. Members of the bar are allowed to bring one
							cellphone with cameras in the Courts Complex. Except as noted above,
							no cameras are permitted in the Courts Complex. The use of cameras
							or recording devices are not allowed without the permission of the
							presiding judge. The cellphone policy is established by order for the
							circuit court judges.

Asterisk (*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

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<u>CIRCUIT</u>	<u>COURT</u>	<u>ADDRESS</u>	<u>JUDGE</u>	<u>CLERK</u>	<u>PHONE #</u>	<u>HOURS</u>	<u>TERMS OF COURT AND GENERAL INFORMATION</u>
Louisa Circuit Court Sixteenth Judicial Circuit Box 37 100 W. Main Street Louisa, VA 23093-0037			<u>Hon. Timothy K. Sanner*</u> Hon. Daniel R. Bouton Hon. Cheryl V. Higgins Hon. Richard E. Moore Hon. Susan L. Whitlock				Terms begin, 2nd Monday, Jan., March, July, Sept. & Nov. Due to the mandatory Judicial Conference, the May Term Day will be May 8, 2017. Grand Juries, 1st day of Term. All cases set on Term Day by praecipe filed 7 days prior. Court convenes 9:30 a.m., except for Motions Day which begins at 9:00 a.m. Commissioners in Chancery are rarely utilized and generally only by agreement of counsel. Local rules adopted pursuant to § 8.01-4.
				Patty Madison, Clerk 540/967-5312 Judges: 540/967-5300 Fax - 540/967-2705 8:30AM - 5:00PM			
Lunenburg Circuit Court Tenth Judicial Circuit 11435 Courthouse Road Lunenburg, VA 23952 Physical address: 11413 Courthouse Rd., Lunenburg, VA 23952			<u>Hon. Donald Carl Blessing</u> Hon. Leslie M. Osborn* Hon. S. Anderson Nelson Hon. Kimberley S. White				Court convenes 9:30 a.m. Terms begin, 1st Monday, Feb., Apr., June, Aug., Oct., & Dec. If the first day, known as Term Day, of any Term as scheduled above shall fall on a legal holiday, then such Term shall commence and its Term Day be on the following day. All criminal cases are to be preset with the office of the Commonwealth's Attorney before Term Day. Civil cases are set by written request. (Email is preferred.) anelson@courts.state.va.us with a copy to pcolgate@courts.state.va.us. Final Orders are disbursed through the mail or by fax.
				Gordon F. Erby, Clerk 434/696-2132 Fax - 434/696-3931 8:30AM - 4:30PM			
Lynchburg Circuit Court Twenty-fourth Judicial Circuit P. O. Box 4 900 Court Street Lynchburg, VA 24505 Please send all mail to ; P.O. Box 4, Lynchburg, VA 24505. Mail addressed to the street address will not be delivered in a timely manner.			<u>Hon. F. Patrick Yeatts*</u> <u>Hon. R. Edwin Burnette Jr.</u> Hon. John T. Cook Hon. Michael T. Garrett Hon. James W. Updike Jr.				Criminal Terms begin, 1st Monday every month. Civil Terms begin, 1st Monday monthly. Grand Juries, 1st day of Term. All cases set on Term Day; Criminal - 9:00 a.m., Civil - 2:00 p.m. *PLEASE NOTE: beginning June 1, 2017 the Civil docket will begin at 1:30 p.m. Court convenes 9:00 a.m. Commissioners in Chancery are utilized in limited instances. Motion Day, 2nd & 4th Fri. after Term day, 9:00 a.m. - 4:30 p.m. by appointment. Misdemeanor appeals - 1st two days after opening day of Term.
				Eugene C. Wingfield, Clerk 434/455-2620 Fax - 434/847-1864 8:30AM - 4:30PM			
Madison Circuit Court Sixteenth Judicial Circuit 1 Main Street P. O. Box 220 Madison, VA 22727			<u>Hon. Daniel R. Bouton</u> Hon. Timothy K. Sanner* Hon. Cheryl V. Higgins Hon. Richard E. Moore Hon. Susan L. Whitlock				Terms begin, 1st Monday, Jan., March, May, July, Sept., & Nov. Grand Juries, 1st day of Term. Cases set on Term Day; 9:30 a.m. (Criminal), 11:00 a.m. (Civil) Motion Day, 2nd Wednesday, 9:00 (Criminal), 1:30 (Civil) Court convenes 9:30 a.m. Commissioners in Chancery are utilized in limited instances.
				Leeta D. Louk, Clerk 540/948-6888 Fax - 540/948-3759 8:30AM - 4:30PM			Madison County Circuit Court mails the Final Order in Civil and Criminal Cases.

Asterisk (*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

1-22

<u>CIRCUIT</u>	<u>COURT</u>	<u>ADDRESS</u>	<u>JUDGE</u>	<u>CLERK</u>	<u>PHONE #</u>	<u>HOURS</u>	<u>TERMS OF COURT AND GENERAL INFORMATION</u>
	Martinsville Circuit Court Twenty-first Judicial Circuit P. O. Box 1206 55 W. Church Street Martinsville, VA 24114-1206		<u>Hon. G. Carter Greer</u> Hon. David V. Williams* Hon. Martin F. Clark Jr.				Criminal Terms begin, 1st Monday, Nov.; 2nd Monday, Feb.; 1st Mon., May; 4th Monday, July. Grand Juries, 1st day of Term. Civil cases set by Pretrial Scheduling Order. Criminal cases are set on Misdemeanor Appeal Day for Misdemeanor Trial Day; felony cases are set on Term Day, or on Felony Disposition Day #1 or #2, or on Return on Indictments Day. Court convenes 9:00 a.m. Commissioners in Chancery are utilized in divorce proceedings, partition suits, creditors suits, etc. Distribution of Final Orders ¿ Civil Case: Once received from the Judge¿s Office, certified copies of final orders are distributed to attorneys of record and to other persons identified in the Order to receive a copy. Certified copies are mailed to the recipient¿s address appearing in the file or provided in the final order. If attorneys request an immediate copy, an uncertified copy is sent by electronic transmission. Distribution of Final Orders ¿ Criminal Case: The Clerk¿s Office prepares final orders. Once endorsed by the Judge, copies are transmitted by electronic transmission , by fax and by mail to parties required by law to receive them.
	P. O. Box 1347 (Judges)			Ashby R. Pritchett, Clerk 276/403-5106 Fax - 276/403-5232 9:00AM - 5:00PM			
			E-Mail: APritchett@courts.state.va.us				
	Mathews Circuit Court Ninth Judicial Circuit P. O. Box 463 10622 Buckley Hall Road Mathews, VA 23109		Hon. Michael E. McGinty* Hon. B. Elliott Bondurant Hon. Richard H. Rizk Hon. Jeffrey W. Shaw				Terms begin, 3rd Monday, Jan., March, May, July, Sept., & Nov. Grand Juries, 1st day of Term. All cases set on Term Day. Court convenes 9:30 a.m. Commissioners in Chancery are utilized. Instructions must be submitted 2 days prior to trial. Should a Term Day fall on a legal holiday as set forth in § 2.1-21, Code of Virginia (1950), as amended, the Term Day will be on the following day. When the judge signs the original final order, the Court will mail a certified copy to all counsel, probation officers etc.
			Angela Ingram, Clerk 804/725-2550 8:00AM - 4:00PM				
	Mecklenburg Circuit Court Tenth Judicial Circuit 393 Washington Street P. O. Box 530 Boydton, VA 23917-0530 Street Address:393 Washington Street, Boydton, VA 23917		<u>Hon. Leslie M. Osborn*</u> Hon. Donald Carl Blessing Hon. S. Anderson Nelson Hon. Kimberley S. White				Court convenes 9:30 a.m. Terms begin, 3rd Monday, Jan., Feb., March, April, May, June, July, Aug., Sept., Oct., & Nov. 2nd Monday, Dec. Should a Term Day fall on a legal holiday, the Term Day will be on the following day. Grand Juries, 1st day of Term. Commissioners in Chancery are utilized. All criminal cases are to be preset with the office of the Commonwealth's Attorney before Term Day. Civil cases are set by written request (email is preferred). Send request to anelson@courts.state.va.us with copy to pcolgate@courts.state.va.us.
			Michelle Gordon, Clerk 434/738-6191 434/738-6191 Ext. 5113 Fax - 434/738-6861 8:30AM - 5:00PM				

Asterisk (*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

1-23

<u>CIRCUIT</u>	<u>COURT</u>	<u>ADDRESS</u>	<u>JUDGE</u>	<u>CLERK</u>	<u>PHONE #</u>	<u>HOURS</u>	<u>TERMS OF COURT AND GENERAL INFORMATION</u>
Middlesex Circuit Court Ninth Judicial Circuit P. O. Box 158 Routes 17 & 33 Courthouse Saluda, VA 23149			Hon. Michael E. McGinty*	Hon. B. Elliott Bondurant Hon. Richard H. Rizk Hon. Jeffrey W. Shaw			Terms begin, 4th Monday, Jan., March, May, July, Sept., Nov. Grand Juries, 1st day of Term, 9:00 a.m. All cases set on Term Day. Court convenes 9:00 a.m. Commissioners in Chancery are utilized. Instructions must be submitted prior to trial. Civil cases set by praecipe. Should a Term Day fall on a legal holiday as set forth in § 2.1-21, Code of Virginia (1950), as amended, the Term Day will be on the following day. Local rules adopted pursuant to § 8.01-4. Middlesex Circuit Court sends final orders through the regular mail.
			Lynn L. Dunlevy, Clerk 804/758-5317 Fax - 804/758-8637 8:30AM - 4:30PM				
			E-Mail: ldunlevy@courts.state.va.us				
Montgomery Circuit Court Twenty-seventh Judicial Circuit 55 East Main Street, Suite 1 Christiansburg, VA 24073			<u>Hon. Robert M. D. Turk</u> Hon. Josiah T. Showalter Jr.* Hon. Bradley W. Finch Hon. Brett L. Geisler Hon. H. Lee Harrell Hon. Marcus H. Long Jr.				Terms begin, 2nd Tuesday, Jan., April, July, & Oct. Grand Juries, 1st day of Term and 4th Tues. of each Term. Court convenes 9:00 a.m. Commissioners are utilized in equitable distribution matters; not divorce. Civil cases set by praecipe received 10 days prior to Term, by agreement of court and counsel. Criminal and traffic misdemeanor appeals pre-set with Commonwealth's Attorney's secretary for 2nd day of Term. Civil misdemeanor appeals set with Judge's secretary. Recordation cut off time 4:00 p.m.
			Erica W. Williams, Clerk 540/382-5760 Judges' Chambers: 540-382-5754 Fax - (540) 382-6937 8:30AM - 4:30PM				
Nelson Circuit Court Twenty-fourth Judicial Circuit P. O. Box 10 84 Courthouse Square, 1st Floor Lovingston, VA 22949-0010			Hon. F. Patrick Yeatts* Hon. R. Edwin Burnette Jr. Hon. John T. Cook Hon. Michael T. Garrett Hon. James W. Updike Jr.				Terms begin, 4th Tuesday, Jan, March, May, Sept , & Nov. Grand Juries, 1st day of Term. All cases set on Term Day or directly through Judge at other times. Court convenes 9:30 a.m. Commissioners in Chancery are utilized in general chancery causes. Divorce cases not usually referred. The Clerk of the Nelson County Circuit Court provides copies of Orders to local attorneys (within the Court square)and the Probation Officer by placing certified copies in their mailbox in the Clerk's Office. Certified copies of Orders for Attorneys outside the local area, to agencies (i.e. DMV, VASAP, DOC, etc.) are mailed by regular mail. This is the practice in both civil and criminal cases.
			Lisa Dugan Bryant, Clerk 434/263-7020 Fax - 434/263-7027 8:00AM - 5:00PM				

Asterisk (*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

1-24

<u>CIRCUIT</u>	<u>COURT</u>	<u>ADDRESS</u>	<u>JUDGE</u>	<u>CLERK</u>	<u>PHONE #</u>	<u>HOURS</u>	<u>TERMS OF COURT AND GENERAL INFORMATION</u>
New Kent Circuit Court Ninth Judicial Circuit P. O. Box 98 Courthouse 12001 Courthouse Circle New Kent, VA 23124-0098			Hon. Michael E. McGinty*	Hon. B. Elliott Bondurant Hon. Richard H. Rizk Hon. Jeffrey W. Shaw			Court convenes: 9:00 a.m. Terms begin, 2nd Monday Jan; 3rd Monday Mar., May, July, Sept., & Nov. Grand Juries, 1st day of Term at 9:00 a.m. Praecipes must be filed by seven days preceding civil term day. Civil cases are set for trial by conference call with the Judge. Instructions must be submitted 2 days prior to trial. Commissioners in Chancery are rarely used and only at request of attorneys. Local Rules adopted pursuant to § 8.01-4 for divorce cases. Final civil orders are distributed using regular mail with postage paid self addressed envelopes provided by the parties.
				Amy P. Crump, Clerk 804/966-9520 Fax - 804/966-9528 8:30AM - 4:30PM			
Newport News Circuit Court Seventh Judicial Circuit 2500 Washington Avenue Courthouse Building Newport News, VA 23607-4307			<u>Hon. Bryant L. Sugg*</u> <u>Hon. Timothy S. Fisher</u> <u>Hon. Gary A. Mills</u> <u>Hon. C. Peter Tench</u>	Gary S. Anderson, Clerk 757/926-8561 8:00AM - 4:30PM			Criminal term begins, 2nd Monday monthly; Docket call 1:30 p.m. Felony cases trial dates initially set in District Court, thereafter at docket call 1:30 p.m. 1st day criminal term. Civil term begins, 2nd Mon., Jan., March, July, Sept., & Nov. Due to the mandatory Judicial Conference, May Term Day will be on Friday, May 13, 2016. Grand Jury: 9:30 a.m., Courtroom No. 3; Civil Docket Call: 10:00 a.m., Courtroom No. 2; Criminal Docket Call: 1:30 p.m., Courtroom No. 3. Civil docket call 10:00 a.m. Grand Juries, 1st day of Criminal Term at 9:30 a.m. Praecipes must be filed by ten days preceding Civil Term Day. Court convenes 10:00 a.m. Commissioners in Chancery are not utilized in divorce cases. If any Monday is a State holiday, docket call will be the following day. Scheduling orders are not mandatory, but pre-trial conferences are. Local rules can be found on the Internet at www.nngov.com/circuit-court Order to Meet and Confer must be completed and filed with the Court three days prior to each pendente lite hearing. Form Pendente Lite Order must be completed after each pendente lite hearing.
Norfolk Circuit Court Fourth Judicial Circuit 150 St. Paul's Boulevard Norfolk, VA 23510 gschaefer@circuitcourtva.us			<u>Hon. John R. Doyle III*</u> <u>Hon. Michelle J. Atkins</u> <u>Hon. Junius P. Fulton III</u> <u>Hon. Mary Jane Hall</u> <u>Hon. Jerrauld C. Jones</u> <u>Hon. David W. Lannetti</u> <u>Hon. Everett A. Martin Jr.</u> <u>Hon. Joseph A. Migliozzi Jr.</u>	George E. Schaefer, Clerk 757/664-4580 8:45AM - 4:45PM			Terms begin the first day of the month Grand Juries, 1st and 3rd Wednesday of each month Civil cases set by agreement of counsel and consent of the court; scheduling orders are mandatory in most cases. Civil and Criminal trials begin at 9:30 a.m. Commissioners in Chancery are appointed in suits for accounting, partition, delinquent taxes, and judgment debtor interrogatories, and in other suits by order of the Court. Local rules are adopted pursuant to 8.01-4; they can be found at http://www.norfolkcircuitcourt.us/civil/civil-plan Uncontested divorces are heard Monday through Thursday from 9:00 a.m. to 11:50 a.m. and set through the Clerk Final orders are sent to counsel by email and by regular mail to pro

Asterisk (*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

1-25

<u>CIRCUIT</u>	<u>COURT</u>	<u>ADDRESS</u>	<u>JUDGE</u>	<u>CLERK</u>	<u>PHONE #</u>	<u>HOURS</u>	<u>TERMS OF COURT AND GENERAL INFORMATION</u>
Norfolk Circuit Court - Continued			E-Mail: gschaefer@circuitcourtva.us				se parties and counsel for whom the Clerk has no email address. Self-addressed stamped envelopes are appreciated but not necessary.
Northampton Circuit Court Second Judicial Circuit P. O. Box 36 5229 The Hornes Eastville, VA 23347-0036			Hon. William R. O'Brien* Hon. Glenn R. Croshaw Hon. Steven C. Frucchi Hon. W. Revell Lewis III Hon. James Clayton Lewis Hon. Leslie L. Lilley Hon. Stephen C. Mahan Hon. H. Thomas Padrick Jr. Hon. A. Bonwill Shockley Traci L. Johnson, Clerk 757/678-0465 Fax - 757/678-5410 9:00AM - 5:00PM E-Mail: tljohnson@courts.state.va.us				Terms begin, 2nd Monday, Jan., March, May, July, Sept., & Nov. Grand Juries, 1st day of Term. Docket call held the 2nd Monday in Jan., March, May, July, Sept., & Nov. at 10:00 a.m. Court convenes 9:30 a.m. Motions and other pretrial hearings will be heard on the 2nd Friday of each month at 9:30 a.m. by scheduling a hearing with Court's Judicial Assistant to be placed on the motions docket for that day. Cases set by writtten request submitted one (1) business day previous to docket call, or by praecipe, followed by appearance at docket call held on 2nd Monday (Term Day) of odd months at 10:00 a.m. Commissioners in Chancery are utilized. Supreme Court Deed Calculation Page is required as the cover sheet for all land recordings. Tax Map Numbers are required. All civil filings require a (Form CC-1416) Cover Sheet for Filing Civil Actions. Arraignments: Tuesday at 1:30 p.m. by the General District Court; Mondays at 11:30 a.m. by the J&DR Court (domestic and juvenile related indictments only).
Northumberland Circuit Court Fifteenth Judicial Circuit P. O. Box 217 220 Judicial Place Heathsville, VA 22473			<u>Hon. R. Michael McKenney</u> Hon. J. Overton Harris* Hon. Sarah L. Deneke Hon. Joseph J. Ellis Hon. Herbert M. Hewitt Hon. Patricia Kelly Hon. Michael E. Levy Hon. Ricardo Rigual Hon. Charles S. Sharp Hon. Gordon F. Willis Hon. Victoria A. B. Willis Deborah Bingham, Clerk 804/580-3700 Fax - 804/580-2261 8:30AM - 4:45PM				Terms begin, 4th Tuesday, Jan., Apr., July & Oct. All cases set by agreement with Commonwealth's Attorney at preliminary hearing, on Term Day, or by agreement of counsel and the Court. The latter may be done by a telephone call to the Judge's office. Court convenes at 9:00 a.m. In civil jury trials, instructions must be submitted to the Court and opposing counsel 5 days prior to trial. Commissioners in Chancery are utilized in general chancery causes and divorces. Distribution of final orders are done through regular mail.

Asterisk (*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

1-26

<u>CIRCUIT</u>	<u>COURT</u>	<u>ADDRESS</u>	<u>JUDGE</u>	<u>CLERK</u>	<u>PHONE #</u>	<u>HOURS</u>	<u>TERMS OF COURT AND GENERAL INFORMATION</u>
Nottoway	Circuit Court	Eleventh Judicial Circuit 328 West Courthouse Road P.O. Box 25 Nottoway, VA 23955	Hon. Paul W. Cella*	Hon. Dennis M. Martin Sr. Hon. Joseph M. Teefey Jr.			Court convenes 9:00 a.m. unless otherwise notified. Term Days: 1st Tuesday, Jan., March, May, July, Sept., & Nov., 10:00 a.m. Criminal Days: 2nd, 3rd & 4th Mon. each month, 9:00 a.m. Grand Juries, 1st day of Term. Cases set on Term Day or by agreement of counsel and consent of court. Commissioners in Chancery are utilized in general chancery causes. Certified copies of orders are mailed, via US mail, to counsel/moving litigants. Certified copies of orders are mailed to all other parties upon request or as directed by a Court order. It is requested that counsel/litigants provide a self-addressed stamped envelope.
			Jane L. Brown, Clerk		434/645-9043	Fax - 434/645-2201 8:30AM - 4:30PM	
			E-Mail:		jlbrown@courts.state.va.us		
Orange	Circuit Court	Sixteenth Judicial Circuit 110 North Madison Road, Suite 300 P. O. Box 230 Orange, VA 22960	<u>Hon. Daniel R. Bouton</u>	Hon. Timothy K. Sanner* Hon. Cheryl V. Higgins Hon. Richard E. Moore Hon. Susan L. Whitlock			Terms begin, 4th Monday, Jan., March, May, July, Sept., & Nov. Grand Juries, 1st day of Term. Cases set on Term Day. Motion Day, 4th Monday Feb., Apr., June, Aug., Oct., Dec.; on Monday following Term Day Jan., March, May, July, Sept., & Nov. (Criminal motions day docket begins at 9:00 a.m.) Court convenes 9:30 a.m. Commissioners in Chancery are utilized.
			Teresa T. Carroll, Clerk		540/672-4030	Fax - 540/672-2939 8:30AM - 4:30PM	
Page	Circuit Court	Twenty-sixth Judicial Circuit 116 South Court Street Suite A Luray, VA 22835	<u>Hon. Bruce D. Albertson</u>	<u>Hon. Clark Andrew Ritchie</u> <u>Hon. Thomas J. Wilson IV</u> Hon. Clifford Lynwood Athey Jr.* Hon. Neil Randolph Bryant Hon. Dennis Lee Hupp Hon. Alexander R. Iden Hon. Ronald Lewis Napier			Terms begin, 4th Monday, Jan., Apr., July, & Oct. Motion Day, Tuesday after 2nd Monday, each month. Misdemeanor appeal days, Tuesday following fourth Monday, Jan. to Nov.; 3rd Tuesday in December Grand Juries, 4th Monday, each month; none in December Praeipe must be filed not less than 7 days preceding Motion Day nor more than 30 days. Court convenes 9:00 a.m. Commissioners in Chancery are utilized. Local rules adopted pursuant to § 8.01-4.
			C. Grayson Markowitz, Clerk		540/743-4064	540/743-6902 Fax - 540/743-2338 9:00AM - 5:00PM	

Asterisk (*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

1-27

<u>CIRCUIT</u>	<u>COURT</u>	<u>ADDRESS</u>	<u>JUDGE</u>	<u>CLERK</u>	<u>PHONE #</u>	<u>HOURS</u>	<u>TERMS OF COURT AND GENERAL INFORMATION</u>
Patrick Circuit Court Twenty-first Judicial Circuit P. O. Box 148 101 Blue Ridge Street Stuart, VA 24171-0148			<u>Hon. Martin F. Clark Jr.</u> Hon. David V. Williams* Hon. G. Carter Greer				Terms begin, 1st Monday, March, June, Sept., & Dec. Grand Juries, 1st day of Term. Court convenes at 9:00 a.m. Civil cases utilize scheduling procedures set out in Rules of Court 1:18 - 1:20. Commissioners in Chancery are utilized in general chancery causes.
P. O. Box 762 (Judge)			Vicki S. Reece, Clerk 276/694-7213 276/694-3775 (Judge) Fax - 276/694-6943 9:00AM - 5:00PM				
Petersburg Circuit Court Eleventh Judicial Circuit 7 Courthouse Avenue Petersburg, VA 23803 Judge's Chambers: 1 Courthouse Avenue			Hon. Paul W. Cella* Hon. Dennis M. Martin Sr. Hon. Joseph M. Teefey Jr.				Criminal term begins, 3rd Thursday, each month. Civil term begins, 3rd Thursday, each month. Grand Juries, 1st day of criminal term. Criminal cases set through Commonwealth's Attorney on designated days. Civil cases, and hearings in civil cases, set through the Court Administrator, Tamera Wilson (804)733-2423 or twilson@courts.state.va.us, or on term days in matured cases. Court convenes 9:00 a.m. Criminal bench days every Tuesday and every Thursday, except term days.
			Shalva J. Braxton, Clerk 804/733-2367 Fax - 804/732-5548 8:00AM - 4:00PM E-Mail: sbraxton@courts.state.va.us				
Pittsylvania Circuit Court Twenty-second Judicial Circuit One North Main Street P.O. Box 31 Chatham, VA 24531			<u>Hon. Stacey W. Moreau*</u> Hon. Joseph W. Milam Jr. Hon. Clyde H. Perdue Jr. Hon. James J. Reynolds				Terms begin, 3rd Monday, Feb., Apr., June, Aug., Oct., & Dec. Grand Juries, 1st day of Term. All criminal and civil cases are set by the court's administrative assistant, Ms. Angie Harris, and the dates are coordinated with the attorneys involved. Court convenes 8:30 a.m. Commissioners in Chancery are utilized in Decrees of Reference. Instructions must be submitted prior to trial. This office requires a self address envelope for the distribution of final orders.
			Mark W. Scarce, Clerk 434/432-7887 Fax - 434/432-7913 8:30AM - 4:30PM				
Portsmouth Circuit Court Third Judicial Circuit 1345 Court Street P. O. Box 1217 Portsmouth, VA 23705			<u>Hon. William S. Moore Jr.*</u> <u>Hon. Kenneth R. Melvin</u> <u>Hon. Johnny E. Morrison</u>				Terms begin, 1st Thursday, each month Criminal docket call, 2:15 p.m.; 1st day of Term. Grand Juries, 1st day of Term. Civil cases set by agreement of counsel after consultation with the docket clerk (757-393-5373). Scheduling order required for civil cases. Motions heard daily between 9:00 a.m. & 10:00 a.m. & every Friday, 10:00 a.m. Court convenes 10:00 a.m. Docket control procedures adopted pursuant to § 8.01-4 and available on the website (www.portsmouthva.gov/circuitcourtclerk).
			Cynthia P. Morrison, Clerk 757/393-8671 Fax - 757-399-4826 8:30AM - 4:30PM E-Mail: CMorrison@courts.state.va.us				

Asterisk (*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

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<u>CIRCUIT</u>	<u>COURT</u>	<u>ADDRESS</u>	<u>JUDGE</u>	<u>CLERK</u>	<u>PHONE #</u>	<u>HOURS</u>	<u>TERMS OF COURT AND GENERAL INFORMATION</u>
	Powhatan Circuit Court Eleventh Judicial Circuit 3880 Old Buckingham Road Suite C Powhatan, VA 23139 Recording Times: 8:30 a.m.-4:30 p.m. daily		Hon. Paul W. Cella*	Hon. Dennis M. Martin Sr. Hon. Joseph M. Teefey Jr.			Court convenes at 9:00 a.m. and 1:00 p.m., unless otherwise notified Term Days: 2nd Tuesday of February, April, June, August, October & December at 10:00 a.m. Criminal Cases set through Commonwealth's Attorney on designated days Grand Juries, 1st day of Term. Civil cases, hearings in civil cases, set through the Court Administrator, Tamera Wilson (804) 733-2423 or twilson@courts.state.va.us. Certified copies of orders are mailed, via US mail, to counsel/moving litigants. Certified copies of orders are mailed to all other parties upon request or as directed by a Court order. Counsel/litigants shall provide a self-addressed, stamped envelope. Commissioners in Chancery are used in general chancery causes.
			Teresa H. Dobbins, Clerk 804/598-5660 Fax - 804/598-5608 8:30AM - 4:30PM				
			E-Mail: tdobbins@courts.state.va.us				
	Prince Edward Circuit Court Tenth Judicial Circuit Courthouse Building P. O. Box 304 North Main Street Farmville, VA 23901-0304		<u>Hon. Donald Carl Blessing</u> Hon. Leslie M. Osborn* Hon. S. Anderson Nelson Hon. Kimberley S. White				Court convenes 9:30 a.m. or as otherwise set. Terms begin, Tuesday after 3rd Monday, Jan., Apr., June, Sept., & Nov. Grand Juries, 1st day of Term. All criminal cases are to be set with the office of the Commonwealth's Attorney. Court orders are distributed within 30 days. If additional information is needed please advise. Civil cases are set by written request (email is preferred). Send request to ajamerson@courts.state.va.us with copy to dblessing@courts.state.va.us.
			Machelle J. Eppes, Clerk 434/392-5145 Judges' Chambers: 434/392-5171 Fax - Clerk's Office: 434/392-3913 Fax - Judges' Chambers: 434/392-4662 8:30AM - 4:30PM				
			E-Mail: meppes@courts.state.va.us				
	Prince George Circuit Court Sixth Judicial Circuit P. O. Box 98 6601 Courts Drive Prince George, VA 23875-0098		<u>Hon. W. Allan Sharrett*</u> Bishop Knott Jr., Clerk 804/733-2640 Fax - 804/861-5721 8:30AM - 5:00PM				Terms begin, 3rd Tuesday, Jan., March, May, July, Sept., & Nov. Grand Juries, 1st day of Term. All cases set on Term Day. Civil cases set by calling court administrator 804/733-2623. Civil court convenes 9:00 a.m.; criminal court convenes 9:00 a.m. Commissioners in Chancery are utilized in execution of Decrees of Reference in general chancery causes, except divorce. Praeipie filed through Wednesday preceding Term Day. Instructions must be submitted 5 days prior to trial. Local rules adopted pursuant to § 8.01-4. The policy of the Prince George Circuit Court office concerning the distribution of Civil Court (Final) Orders is that the documents are certified and are mailed to the litigant and/or their counsel in a timely manner. A self addressed/stamped envelope is preferred in order to necessitate a timely turnaround but orders will be mailed to the addressed provided. The Criminal Court (Final) Orders are forwarded by fax or mailed to counsel.
	P. O. Box 280 (Judges)						

Asterisk (*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

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<u>CIRCUIT</u>	<u>COURT</u>	<u>ADDRESS</u>	<u>JUDGE</u>	<u>CLERK</u>	<u>PHONE #</u>	<u>HOURS</u>	<u>TERMS OF COURT AND GENERAL INFORMATION</u>
Prince William Circuit Court Thirty-first Judicial Circuit 9311 Lee Avenue Manassas, VA 20110 circuitcourt@pwcgov.org www.pwcgov.org/ccourt			<u>Hon. Carroll A. Weimer Jr.*</u> <u>Hon. Lon Edward Farris</u> <u>Hon. Craig D. Johnston</u> Hon. Tracy Calvin Hudson Hon. Kimberly A. Irving Hon. Steven S. Smith Jacqueline C. Smith, Clerk 703/792-6015 Civil: 703/792-6029 Fines/Costs: 703-792-6031 Criminal/Courtroom Support: 703-792-6025 Fax - Criminal Fax: 703-792-5746 Fax - Civil Fax: 703-792-7750 8:30AM - 5:00PM				Court convenes 10:00 a.m. Terms begin, 1st Monday, Feb., April, June; 1st Tuesday, July - December. Grand Jury meets 1st Monday of each month unless 1st Monday is a holiday then following Tuesday. 8:45 a.m. Criminal Term Day at 10:00 a.m. on 1st Tuesday following the 1st Monday of each month. Civil Term Day at 2:00 p.m. on 1st Tuesday following the 1st Monday of each month. Praecepte filed through Wednesday preceding Civil Term Day. Cases may be set on term day or by calling chambers at 703/792-6010.
Pulaski Circuit Court Twenty-seventh Judicial Circuit 45 Third Street, NW Suite 101 Pulaski, VA 24301			Hon. Josiah T. Showalter Jr.* Hon. Bradley W. Finch Hon. Brett L. Geisler Hon. H. Lee Harrell Hon. Marcus H. Long Jr. Hon. Robert M. D. Turk Maetta H. Crewe, Clerk 540/980-7825 Fax - 540/980-7835 8:30AM - 4:30PM				Terms begin, 3rd Monday, Feb., 4th Monday, May; **Effective July 1, 2013 - Terms will begin the 2nd Monday of July, October, January and April.** Grand Juries, 1st day of Term. Docket call 1st Thurs. Feb., Nov.; last Thurs. Apr., Aug. Court convenes 9:30 a.m. Civil actions are scheduled directly through the judge's office. Clerk is notified of hearing by letter from counsel. Orders are received by court and legal through the RMS system. All other distributions are faxed unless otherwise requested
Radford Circuit Court Twenty-seventh Judicial Circuit 619 Second Street, West Radford, VA 24141			<u>Hon. Josiah T. Showalter Jr.*</u> Hon. Bradley W. Finch Hon. Brett L. Geisler Hon. H. Lee Harrell Hon. Marcus H. Long Jr. Hon. Robert M. D. Turk Ann Howard, Clerk 540/731-3610 Fax - 540/731-3612 8:30AM - 5:00PM (no machine receipts after 4:30 p.m.) E-Mail: ann.howard@radfordva.gov				Terms begin, 2nd Friday, Mar., June, & Sept. and Dec. Grand Juries, 1st day of Term. Civil cases set by contacting Judge's Office by agreement of counsel. Criminal cases pre-set with Commonwealth's Attorney's office. Court convenes 9:00 a.m. Commissioners in Chancery are utilized only in certain cases

Asterisk (*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

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CIRCUIT COURT ADDRESS

JUDGE CLERK PHONE # HOURS

TERMS OF COURT AND GENERAL INFORMATION

Rappahannock Circuit Court
Twentieth Judicial Circuit
238 Gay Street
P. O. Box 517
Washington, VA 22747-0517

Hon. Jeffrey W. Parker*
Hon. Douglas L. Fleming Jr.
Hon. Jeanette A. Irby
Hon. Stephen E. Sincavage

Margaret Ralph, Clerk
540/675-5350
Fax - 540/675-5351
8:30AM - 4:30PM

Terms begin, 2nd Monday, Jan., March, May, July, Sept., & Nov.
Grand Juries, 1st day of Term.
All cases set on Term Day.
Court convenes 9:00 a.m.
Commissioners in Chancery are utilized in partition and other complicated chancery causes.
Civil Trial Scheduling: all counsel must appear to set a trial date.
Recordation cutoff time: 4:00 p.m.
Faxes not accepted.
All final orders are mailed via USPS.

Richmond City Circuit Court
Thirteenth Judicial Circuit
400 North Ninth Street
John Marshall Courts Building
Richmond, VA 23219

Hon. C. N. Jenkins Jr.*
Hon. Bradley B. Cavedo
Hon. Phillip L. Hairston
Hon. William R Marchant
Hon. Gregory L. Rupe
Hon. Beverly W. Snukals
Hon. Joi Jeter Taylor

Civil Terms begin, 4th Monday, Jan., April, July, & Oct.
Criminal Terms begin, 1st Monday, monthly.
Grand Juries, 1st Monday monthly.
Docket call on Term Day, 9:00 a.m. (criminal),
Commissioners in Chancery are not utilized in uncontested divorces.
Court convenes 9:00 a.m.

Edward F. Jewett, Clerk
804/646-6505
Fax - 804/646-6562
Fax - Law: 804/646-7274
Fax - Criminal: 804/646-6562
8:30AM - 4:30PM

E-Mail:
Edward.Jewett@richmondgov.com

Richmond County Circuit Court
Fifteenth Judicial Circuit
P. O. Box 1000
101 Court Circle
Warsaw, VA 22572

Hon. J. Overton Harris*
Hon. Sarah L. Deneke
Hon. Joseph J. Ellis
Hon. Herbert M. Hewitt
Hon. Patricia Kelly
Hon. Michael E. Levy
Hon. R. Michael McKenney
Hon. Ricardo Rigual
Hon. Charles S. Sharp
Hon. Gordon F. Willis
Hon. Victoria A. B. Willis

Terms begin on the 4th Monday of January, April, July and October.
All cases set by agreement with Commonwealth's Attorney at preliminary hearing, on Term Day, or by agreement of counsel and the Court. The latter may be done by a telephone call to the Judge's office @ 804-333-5568.
Court convenes 9:00 a.m.
In civil jury trials, instructions must be submitted to the Court and opposing counsel 5 days prior to trial.
Commissioners in Chancery are utilized in general chancery causes and divorces.

Cheryl B. Pierson, Clerk
804/333-3781
Fax - 804/333-5396
9:00AM - 5:00PM

Asterisk (*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

CIRCUIT COURT ADDRESS

Roanoke City Circuit Court
Twenty-third Judicial Circuit
P. O. Box 2610
315 West Church Avenue
Roanoke, VA 24010-2610
E-mail Address:
Brenda.Hamilton@roanokeva.gov

JUDGE CLERK PHONE # HOURS

Hon. Charles N. Dorsey*
Hon. William D. Broadhurst
Hon. David B. Carson
Hon. J. Christopher Clemens
Hon. James R. Swanson

Brenda S. Hamilton, Clerk
540/853-6702
Judge Carson's Office:
540/853-2436
Judge Broadhurst's Office:
540/853-2051
Judge Dorsey's Office:
540/853-2437
Judge Weckstein's Office:
540/853-2435
Judge Swanson's Office:
540/387-6270
Fax - 540/853-1024
8:15AM - 4:45PM
Hours for Judges: 8:30 AM - 5:00 PM

E-Mail:
brenda.hamilton@roanokeva.gov

TERMS OF COURT AND GENERAL INFORMATION

Civil and criminal terms begin 1st Monday of each month.

Grand Juries, 1st Monday, monthly.
Civil cases set by praecipe received by clerk 7 days preceding civil docket call, 1st Monday, and by agreement of counsel, by docket judge and secretary.
Court convenes 8:30 a.m.
Commissioners in Chancery are utilized on petition of counsel or by order of court.
The process for distributing of Criminal Orders are either put in attorney's box located in the Clerk's Office, mail via USPS or fax. The process for distributing of Civil Orders are put in attorney's box located in the Clerk's Office. If they do not have a box, they are mailed via USPS.

Roanoke County Circuit Court
Twenty-third Judicial Circuit
P. O. Box 1126
305 E. Main Street
Salem, VA 24153-1126

Hon. Charles N. Dorsey*
Hon. David B. Carson
Hon. James R. Swanson
Hon. William D. Broadhurst
Hon. J. Christopher Clemens

Steven A. McGraw Sr., Clerk
540/387-6205
Fax - 540/387-6145
8:30AM - 4:30PM

E-Mail:
smcgraw@roanokecountyva.gov

Criminal term begins, 1st Friday, Feb., Apr., June, Oct., & Dec.; 2nd Friday, Aug.
Civil term begins, 1st Friday, Jan., Feb., Apr., June, Oct., & Dec.; 2nd Friday, Aug.
Grand Juries, 1st day of criminal term, 9:00 a.m.
Criminal docket call immediately following Grand Jury convening, criminal probation reporting at 9:30 a.m., followed by civil docket call at 11:00 a.m.
All cases set on Term Day.
Court convenes 8:30 a.m.
Commissioners in Chancery are utilized at request of counsel or by order of court.
Civil cases set by praecipe received by clerk 7 days prior to docket call, by agreement of counsel, by docket judge and secretary.

Asterisk (*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

<u>CIRCUIT</u>	<u>COURT</u>	<u>ADDRESS</u>	<u>JUDGE</u>	<u>CLERK</u>	<u>PHONE #</u>	<u>HOURS</u>	<u>TERMS OF COURT AND GENERAL INFORMATION</u>
Salem Circuit Court	Twenty-third Judicial Circuit	2 East Calhoun Street Salem, VA 24153	<u>Hon. David B. Carson</u>	Hon. Charles N. Dorsey*			Terms begin, 3rd Friday, Feb., May, July, Sept.; 2nd Fri., Dec. Grand Juries, 1st day of Term. Civil cases set by praecipe received by clerk 7 days preceding docket call. Criminal cases set on Term day. Court convenes 8:30 a.m. Commissioners in Chancery are utilized on petition of counsel.
					Chance Crawford, Clerk 540/375-3067 Fax - 540/375-4039 8:30AM - 4:30PM		
					E-Mail: CCrawford@courts.state.va.us		
Scott Circuit Court	Thirtieth Judicial Circuit	202 West Jackson Street, Suite 102 Gate City, VA 24251	<u>Hon. John C. Kilgore</u>	Hon. Jeffrey Hamilton*			Terms begin, 1st Monday, Feb., May, Aug., Nov. Grand Juries, 1st day of Term. Criminal cases set on Term Day, cases set by agreement of counsel and consent of court between docket calls. Civil cases set by praecipe filed with court. Court convenes 9:00 a.m.
					Mark A. (Bo) Taylor, Clerk 276/386-3801 Fax - 276/386-2430 8:30AM - 5:00PM		
Shenandoah Circuit Court	Twenty-sixth Judicial Circuit	P. O. Box 406 112 South Main Street Woodstock, VA 22664	<u>Hon. Clifford Lynwood Athey Jr.*</u>	<u>Hon. Dennis Lee Hupp</u>	<u>Hon. Ronald Lewis Napier</u>		Terms begin, Wednesday after 2nd Monday, Jan., Apr., July, & Oct. Motions Day, Second Thurs. of the month, 8:30 a.m. Grand Juries, 1st day of Term and on additional days as needed. Misdemeanor appeals days, Wed. after 1st Mon., Feb., Apr., June, Aug., Oct., & Dec. Praecipe must be filed 7 days preceding Motion Day. Court convenes 9:00 a.m. Commissioners in Chancery are utilized only in certain cases. Local Rules adopted pursuant to § 8.01-4. Instructions must be submitted prior to trial.
					Hon. Bruce D. Albertson Hon. Neil Randolph Bryant Hon. Alexander R. Iden Hon. Clark Andrew Ritchie Hon. Thomas J. Wilson IV		
					Sarona S. Irvin, Clerk 540/459-6150 Fax - 540/459-6155 9:00AM - 5:00PM		

Asterisk (*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

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<u>CIRCUIT</u>	<u>COURT</u>	<u>ADDRESS</u>	<u>JUDGE</u>	<u>CLERK</u>	<u>PHONE #</u>	<u>HOURS</u>	<u>TERMS OF COURT AND GENERAL INFORMATION</u>
Smyth Circuit Court	Twenty-eighth Judicial Circuit	109 West Main Street, Suite 1081 Marion, VA 24354	<u>Hon. Deanis L. Simmons</u>	Hon. Sage B. Johnson*	Hon. C. Randall Lowe		Docket calls will no longer be used. The Court will proceed with the Praecepte System to be called on the opening day of the term as set forth in Rule 1:15 of the Supreme Court of Virginia. Terms begin, 4th Tuesday, March, June, Sept., and 2nd Tuesday in Dec. Grand Juries, 1st day of Term. All cases set on Term Day or through contact with the Judge's office. Court convenes 9:00 a.m. Commissioners in Chancery are only used to review accountings of Special Commissioners. Final orders are sent via email when an email address is known for attorneys. The court recommends that attorneys provide an email address when documents are filed.
				John H. Graham, Clerk	276/782-4044	Fax - 276/782-4045 9:00AM - 5:00PM	
Southampton Circuit Court	Fifth Judicial Circuit	P. O. Box 190 22350 Main Street Courtland, VA 23837	Hon. Carl Edward Eason Jr.*	Hon. Lawson Wayne Farmer	Hon. Robert H. Sandwich Jr.		Terms begin, 3rd Monday, Jan., March, May, July, Sept., & Nov. Motion Day, every Tuesday, 9:00 a.m., in Suffolk Grand Juries, 1st day of Term. Civil cases set by civil court administrator. Court convenes 9:30 a.m. Commissioners in Chancery are utilized for divorce annulments and depositions. Instructions must be submitted 7 days prior to trial. Local rules adopted pursuant to § 8.01-4.
				Richard L. Francis, Clerk	757/653-2200	Fax - 757/653-2547 8:30AM - 5:00PM	
				E-Mail:	rfrancis@courts.state.va.us		
Spotsylvania Circuit Court	Fifteenth Judicial Circuit	P. O. Box 96 9107 Judicial Center Lane Spotsylvania, VA 22553-0096	<u>Hon. Joseph J. Ellis</u>	<u>Hon. Ricardo Rigual</u>	Hon. J. Overton Harris*		Court convenes 9:00 a.m. Criminal Term/Grand Jury, 3rd Monday of each month at 9:00 a.m. Misdemeanor appeals are heard on the 3rd Friday of each month; 4th Friday, if 3rd Friday is a holiday Probation violation trials are heard on the 4th Tuesday of each month Civil Term, 3rd Monday of Jan., April, July, and Oct. at 9:00 a.m. Appearance is required at Term. Mature cases may be set by praecipe. Praecipe must be filed ten (10) business days prior to Term. Notice of criminal motions must be received in the Clerk's office by 3:00 p.m. the day before the hearing. Arraignments are set on Tuesdays. Depositions/affidavits are routinely accepted in uncontested divorce cases. Ore tenus hearings may be set by praecipe on Civil Term day. (Referral to Alternative Dispute Resolution may be required.) Pendente lite motions are heard the 2nd Thursday of each month and are set only through chambers. Pendente lite motions are limited to 30 minutes. Referral to parent education seminars required in all contested custody, visitation or support cases pursuant to § 20-103. Commissioners in chancery are utilized in accordance with § 8.01-607 and Rule 3:23, in appropriate cases. Judicial Settlement Conferences are utilized in civil cases and divorces. Please see the Supreme Court of Virginia's website at:
				Hon. Sarah L. Deneke	Hon. Herbert M. Hewitt		
				Hon. Patricia Kelly	Hon. Michael E. Levy		
				Hon. R. Michael McKenney	Hon. Charles S. Sharp		
				Hon. Gordon F. Willis	Hon. Victoria A. B. Willis		
				Christalyn M. Jett, Clerk	540/507-7600		
				Phone: Judge Rigual (Courtroom 1):	540-507-7623		
				Phone: Judge Ellis (Courtroom 2):	540-507-7624		
				Fax - 540/582-2169			
				Fax - Judge Rigual (Courtroom 1):	540-582-7973		
				Fax - Judge Ellis (Courtroom 2):			

Asterisk (*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

1-35

CIRCUIT COURT ADDRESS JUDGE CLERK PHONE # HOURS

Spotsylvania Circuit Court - Continued 540-507-4056
8:00AM - 4:30PM

Stafford Circuit Court
Fifteenth Judicial Circuit
P. O. Box 69
1300 Courthouse Road
Stafford, VA 22555
Judge Levy (Courtroom One)
Phone: 540/658-4840, option 1
Fax: 540/658-4625
Judge Sharp (Courtroom Two)
Phone: 540/658-4840, option 2
Fax: 540/658-4625
Judge Willis (Courtroom
Three) Phone: 540/658-4840,
option 3 Fax:
540/658-4625
Combined Chambers Address:
P.O. Box 895, Stafford, VA
22555-0895
No financial payments are
taken after 4:30 p.m.

Hon. Michael E. Levy
Hon. Charles S. Sharp
Hon. Victoria A. B. Willis
Hon. J. Overton Harris*
Hon. Sarah L. Deneke
Hon. Joseph J. Ellis
Hon. Herbert M. Hewitt
Hon. Patricia Kelly
Hon. R. Michael McKenney
Hon. Ricardo Rigual
Hon. Gordon F. Willis

Kathy M. Sterne, Clerk
540/658-8750
Fax - 540/658-4653
8:00AM - 4:30PM
Open to the public: 8:00AM - 4:00PM

TERMS OF COURT AND GENERAL INFORMATION

<http://www.courts.state.va.us/courts/scv/home.html> for all forms and procedures.
Motion days are the 1st and 3rd Monday of each month for Courtroom #2 and the 2nd and 4th Monday of each month for Courtroom #1 at 9:00 a.m. Original motions should be filed with the Clerk's office seven (7) days in advance of hearing; courtesy copies of notice and motion should be faxed to chambers. Time estimates should be shown on all notices. Motions exceeding 30 minutes must be scheduled through chambers.
If any term/motion day is a holiday, pursuant to § 2.2-3300, term/motion day will be held the following day.

Court convenes at 9:00 a.m; jury trials convene at 10:00 a.m.
Criminal Term/Grand Jury, First Monday of each month at 9:00 a.m.
Civil Term, First Monday of Jan., April, July and Oct. at 11:00 a.m.
Mature cases set by praecipe only. Appearance required for Term Day.
Motion Days, 1st and 3rd Mondays, Criminal motions at 9:00 a.m., civil motions at 11:00 a.m. Originals of Motions should be filed with the Clerk seven days in advance; advance courtesy copies of motions should be faxed to chambers. If necessary, alternative motion dates may be obtained through chambers. Motions over 20 minutes must be scheduled through chambers.
If any Monday is a State holiday, pursuant to § 2.2-3300, Term/Motions will be held the following day.
Commissioners in Chancery utilized in accordance with § 8.01-607 et seq. and Rule 3.23.
Depositions are routinely accepted in uncontested divorce cases. Ore tenus hearings may be set by praecipe on Civil Term Day. Appearance required.
Judicial Settlement Conferences are utilized in civil cases & divorces.
Hearing dates for motions to suppress must be coordinated through chambers.
Notices for hearings must contain time estimates for argument.
Stafford Circuit court mails (regular mail) Certified copies back as soon as possible to the parties of the case. Return envelopes moves them a little faster and we have a pick-up box here in the office for attorneys who are here daily.

Asterisk (*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

1-36

<u>CIRCUIT</u>	<u>COURT</u>	<u>ADDRESS</u>	<u>JUDGE</u>	<u>CLERK</u>	<u>PHONE #</u>	<u>HOURS</u>	<u>TERMS OF COURT AND GENERAL INFORMATION</u>
	Staunton Circuit Court	Twenty-fifth Judicial Circuit 113 East Beverley Street 2nd Floor Staunton, VA 24401	<u>Hon. Charles L. Ricketts III</u>	Hon. Malfourd W. Trumbo*			Terms begin, 3rd Monday, Jan., April, July, & Oct. Motion Day, 2nd Tuesday, monthly, 9:00 a.m. Grand Juries, 1st day of Term. Civil cases set by praecipe submitted not more than 28, or less than 7 days preceding Motion Day. Cases set by agreement of counsel and consent of court between Motion Days. Commissioners in Chancery are utilized in some matters.
	Clerk's Office - Third Floor		Thomas E. Roberts, Clerk		540/332-3874	Judges' Chambers: 540/332-3870 Fax - 540/332-3970 Fax - Judges' Chambers Fax: 540/332-3873 8:30AM - 5:00PM	
	Suffolk Circuit Court	Fifth Judicial Circuit P. O. Box 1604 Mills E. Godwin, Jr. Courts Bldg. 150 North Main Street Suffolk, VA 23439-1604 http://www.suffolkva.us/citygovt/co/clrk.html	<u>Hon. Carl Edward Eason Jr.*</u>	Hon. Lawson Wayne Farmer Hon. Robert H. Sandwich Jr.			Terms begin, 4th Monday, Jan., March, May, July, Sept. & Nov. Motion Day, every Tuesday, 9:00 a.m. Grand Juries, 1st day of Term and 4th Wed in Feb., April, June, Aug., & Oct.; 2nd Wed. in Dec. Civil cases set by civil court administrator. Court convenes 9:30 a.m. Commissions in Chancery are utilized in divorce, annulments, and depositions. Instructions must be submitted prior to trial. Local rules adopted pursuant to § 8.01-4. Freedom of Information Act ; Important Information In accordance with Virginia Code §§ 2.2-3704.1 and 2.2-3704.2, the following information is provided: Suffolk Circuit Court Clerks; Office FOIA Officer: W. Randolph Carter, Clerk. Telephone contact (757) 514-7800 All requests for documents should be requested through the Freedom of Information Act Office (FOIA) at: http://www.suffolkva.us/foia/ or via email at: foia@suffolkva.us Note: Please review entire Chapter 37 of Title 2.2 of the Code of Virginia for exclusions related to records maintained by the Clerk of Circuit Court.
			W. R. Carter Jr., Clerk		757/514-7800	Fax - 757/514-7103 8:30AM - 5:00PM Registers close at 4:30 p.m. No monetary transactions handled after 4:30 p.m. Passport & Marriage License Applications accepted 8:30AM - 3:30PM. E-Mail: WRcarter@courts.state.va.us	
	Surry Circuit Court	Sixth Judicial Circuit 28 Colonial Trail, East Surry, VA 23883	<u>Hon. W. Allan Sharrett*</u>	Gail P. Clayton, Clerk	757/294-3161	Fax - 757/294-0471 9:00AM - 5:00PM E-Mail: gclayton@courts.state.va.us	Terms begin, 4th Tuesday, Jan., March, May, July, Sept., & Nov. Grand Juries, 1st day of Term. Cases set on Term Day. Civil cases set by praecipe submitted through Wednesday preceding docket call. Court convenes 9:00 a.m. Commissioners in Chancery are utilized to take evidence in partition suits; injunctions; interrogatories. Instructions must be submitted 7 days prior to trial. Local rules adopted pursuant to § 8.01-4.

Asterisk (*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

1-37

<u>CIRCUIT</u>	<u>COURT</u>	<u>ADDRESS</u>	<u>JUDGE</u>	<u>CLERK</u>	<u>PHONE #</u>	<u>HOURS</u>	<u>TERMS OF COURT AND GENERAL INFORMATION</u>
Sussex Circuit Court Sixth Judicial Circuit P. O. Box 1337 15088 Courthouse Road Route 735 Sussex, VA 23884			<u>Hon. W. Allan Sharrett*</u>	Gary M. Williams, Clerk 434/246-1012 434/246-5511 Ext. 1012 Fax - 434/246-2203 9:00AM - 5:00PM			Terms begin, 2nd Tuesday, Jan., Mar., July, Sept., & Nov. The May term is usually scheduled to begin at an alternate date, due to a mandated judicial conference the 2nd week in May. Civil cases set by praecipe submitted through Wednesday preceding docket call. An attorney must appear at docket call, unless arrangements have been made through the court administrator, Ms. Sallie Neblett at 804-733-2623. Grand Juries, 1st day of Term. All Cases set on Term Day. Court convenes 9:00 a.m. (except first day of term which is 10:00 a.m.) Commissioners are utilized in partition matters, interrogatories and drawing of juries. Instructions must be submitted 5 days prior to trial. Local Rules adopted pursuant to § 8.01-4. The Sussex Circuit Court will forward final orders by regular mail, or by hand on the day of entry, certified copies of the final order to counsel or pro se parties once we receive the judge's signature. There is not a significant time lapse once the order has been entered, unless there is an untimely delay in receiving it by mail.
Tazewell Circuit Court Twenty-ninth Judicial Circuit 101 East Main Street, Suite 202 Tazewell, VA 24651			Hon. Jack S. Hurley Jr.* Hon. Patrick R. Johnson Hon. Michael Lee Moore Hon. Richard C. Patterson Hon. Henry A. Vanover	Tammy B. Allison, Clerk 276/385-1222 Fax - 276/988-7501 8:00AM - 4:30PM			Terms begin, 2nd Tuesday, Jan., Mar., May, July, Sept., & Nov. Grand Juries, 1st day of Term. Court convenes 9:00 a.m. unless presiding Judge shall designate some other hour. Commissioners in Chancery utilized in land title cases only. Misdemeanor appeal day begins the day following Term Day. Normal procedure dictates that Final Orders are certified and mailed to the attorney(s) of record, or mailed to the individual(s), if pro se. For local attorneys, we utilize the "mailbox" in our office, and certified Final Orders are placed in the designed slots for pick up. In criminal, one copy each Order is distributed to the Commonwealth and to the attorney of record; in civil, two copies are provided to the attorney(s) (one for the attorney file, one for their client), or one copy to the individual, if pro se.
Virginia Beach Circuit Court Second Judicial Circuit 2425 Nimmo Parkway Building 10, 3rd Floor Virginia Beach, VA 23456-9017			<u>Hon. William R. O'Brien*</u> <u>Hon. Glenn R. Croshaw</u> <u>Hon. Steven C. Frucci</u> <u>Hon. W. Revell Lewis III</u> <u>Hon. Leslie L. Lilley</u> <u>Hon. Stephen C. Mahan</u> <u>Hon. H. Thomas Padrick Jr.</u> <u>Hon. A. Bonwill Shockley</u> Hon. James Clayton Lewis				Court convenes: 9:30 a.m. Arraignments: Mon. - Fri., 9:30 a.m. Term Begins: 1st Mon. of each month. If Term Day is a holiday, then it will be the next day. Grand Juries: 1st & 3rd Mon., each month. If it is a holiday, then it will be the next day. Criminal Term Day: Cases set with Commonwealth Attorney with defense counsel. Civil Term Day: Cases are set through docket call or by agreement outside of docket call. Trial date for civil appeal cases from the J&DR District Court set by Clerk's Office. Divorce cases heard by
			Tina E. Sinnen, Clerk				

Asterisk (*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

1-38

CIRCUIT COURT ADDRESS JUDGE CLERK PHONE # HOURS

TERMS OF COURT AND GENERAL INFORMATION

Virginia Beach Circuit Court - Continu
757/385-4181
757/385-4182 - Assumed Business
Names
757/385-4186, 757/385-4188 - Civil
Division
757/385-4187 - Criminal Division
757/385-4819- Financing
Statements/UCC
757/385-8822, 757/385-4182 -
Hunting & Fishing Lic
757/385-4819 - Judgment Records
757/385-8821 - Land Records
757/385-8827 - Marriage License
Recorded Info Line
757/385-8822, 757/385-8926 -
Marriage License Div
757/385-4819- Military Discharge
(DD-214)
757/385-8831 - Probate/Wills
Division
8:30AM - 4:00PM

E-Mail:
TSinnen@courts.state.va.us

Commissioners and Court.
Divorce and civil case procedure manuals available online.
Motions Day: Fri., 9:30 a.m. Daily duty judge docket.
Commissioners in chancery are utilized for certain matters.
Additional information can be found online at www.vbgov.com/courts.
In the Virginia Beach Circuit Court Clerk's Office, copy fees are
\$0.50 per sheet of paper and \$2.00 per certification of order. A self
addressed stamped envelope is required for return of requested
document. One complimentary certified copy of a final divorce decree
is provided to the complainant or their counsel.

Warren Circuit Court
Twenty-sixth Judicial Circuit
1 East Main Street
Front Royal, VA 22630

Hon. Clifford Lynwood Athey Jr.*
Hon. Dennis Lee Hupp
Hon. Ronald Lewis Napier
Hon. Bruce D. Albertson
Hon. Neil Randolph Bryant
Hon. Alexander R. Iden
Hon. Clark Andrew Ritchie
Hon. Thomas J. Wilson IV

Terms begin, 1st Monday, Jan., Apr., July, & Oct.
Civil Motion Day, 3rd Thursday of each month.
Misdemeanor appeals days, 2nd Friday of each month.
Grand Juries, 1st day of Term and other days as needed.
Praecepte must be filed 7 days preceding Motion Day.
Court convenes 9:00 a.m.
Commissioners in Chancery are utilized only in certain cases.
Pretrial conference required in most civil cases.
Local Rules adopted pursuant to § 8.01-4.

Daryl L. Funk, Clerk
540/635-2435
Fax - 540/636-3274
9:00AM - 5:00PM

Asterisk (*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

1-39

<u>CIRCUIT</u>	<u>COURT</u>	<u>ADDRESS</u>	<u>JUDGE</u>	<u>CLERK</u>	<u>PHONE #</u>	<u>HOURS</u>	<u>TERMS OF COURT AND GENERAL INFORMATION</u>
Washington Circuit Court	Twenty-eighth Judicial Circuit	Courthouse 189 East Main Street Abingdon, VA 24210	<u>Hon. C. Randall Lowe</u>	Hon. Sage B. Johnson*			Docket calls will no longer be used. The Court will proceed with the Praecipe System to be called on the opening day of the term as set forth in Rule 1:15 of the Supreme Court of Virginia.
				Hon. Deanis L. Simmons			Terms begin, 4th Tuesday, Jan., Apr., July, & Oct. Grand Juries, 1st day of Term.
				Tricia S. Moore, Clerk	276/676-6224		All cases set on Term Day or through contact with the Judge's office.
					276/676-6226		Court convenes 9:00 a.m.
					Fax - 276/676-6218		Commissioners in Chancery are used only to review accountings of
					8:00AM - 5:00PM		Special Commissioners.
Waynesboro Circuit Court	Twenty-fifth Judicial Circuit	250 South Wayne Avenue, Suite 202 P. O. Box 910 Waynesboro, VA 22980	<u>Hon. Charles L. Ricketts III</u>	Hon. Malfourd W. Trumbo*			Terms begin, 2nd Monday, Jan., March, May, Sept., & Nov.
		Mailing address: P.O. Box 910, Waynesboro, VA 22980-0910		Hon. Anita D. Filson			Motion Day, 1st Wednesday each month, 9:00 a.m.
				Hon. W. Chapman Goodwin			Grand Juries, 1st day of Term and 2nd Monday in July.
				Hon. Victor V. Ludwig			Criminal cases set on Term Day.
				Nicole A. Briggs, Clerk	540/942-6616		Civil cases set by praecipue submitted by noon 7 days prior to Motion Day.
					Fax - 540/942-6774		Misdemeanor cases heard on 3rd Wednesday in each Term and in July.
					8:30AM - 5:00PM		Court convenes 9:00 a.m.
							Commissioners in Chancery are utilized in general civil causes; usually not divorce.
				E-Mail:			
				briggsna@ci.waynesboro.va.us			
Westmoreland Circuit Court	Fifteenth Judicial Circuit	175 Polk Street P. O. Box 307 Courthouse Montross, VA 22520-0307	Hon. J. Overton Harris*	Hon. Sarah L. Deneke			All court convenes at 9:00 criminal and civil.
				Hon. Joseph J. Ellis			Criminal cases are set by agreement with Commonwealth's Attorney at preliminary hearing, on Term Day, or by agreement of counsel and the Court.
				Hon. Herbert M. Hewitt			Terms are the 4th Friday of January, April, July and October.
				Hon. Patricia Kelly			In civil jury trials, instructions must be submitted to the Court and opposing counsel 5 days prior to trial.
				Hon. Michael E. Levy			Civil cases are set by the Clerk's Office.
				Hon. R. Michael McKenney			Commissioners in Chancery are utilized in general chancery causes and divorces.
				Hon. Ricardo Rigual			
				Hon. Charles S. Sharp			
				Hon. Gordon F. Willis			
				Hon. Victoria A. B. Willis			
				Gwynne J. Chatham, Clerk	804/493-0108		
					Fax - 804/493-0393		
					9:00AM - 5:00PM		

Asterisk (*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

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<u>CIRCUIT</u>	<u>COURT</u>	<u>ADDRESS</u>	<u>JUDGE</u>	<u>CLERK</u>	<u>PHONE #</u>	<u>HOURS</u>	<u>TERMS OF COURT AND GENERAL INFORMATION</u>
Williamsburg/James City County Circuit Court Ninth Judicial Circuit 5201 Monticello Avenue Suite Six Williamsburg, VA 23188-8218 Judge's address: 5201 Monticello Avenue, Suite One, Williamsburg, VA 23188-8218			Hon. Michael E. McGinty*	Hon. B. Elliott Bondurant Hon. Richard H. Rizk Hon. Jeffrey W. Shaw			Terms begin, 3rd Wednesday, Jan., March, May, July, Sept., & Nov. Term day for the month of May, 2017, is set on Friday, May 19, 2017. Term day for the month of November 2018, is set as November 14, 2018. Grand Juries, 1st day of Term. Civil trials are set by praecipe submitted seven days preceding Term Day. Setting of trials without appearance at docket call will be at the Judge's discretion. (Judge's administrator handles all scheduling of civil cases.) Grand Juries at 9:00 a.m. Criminal docket calls at 9:00 a.m. Civil docket calls at 11:00 a.m. Instructions must be submitted prior to trial. Local rules adopted pursuant to § 8.01-4. Should term day fall on a legal holiday as set forth in § 2.2-3300, Code of Virginia (1950), as amended, the term day will be rescheduled. Recordation cutoff time is 3:30 p.m. Faxes from attorneys and litigants will NOT be accepted for any civil cases. The criminal division emails the final court orders to the attorneys upon request. We also have quite a few attorneys that use the OCRA system to obtain their own copies. We strongly encourage attorneys to provide a self-addressed, stamped envelope for return of their certified orders.
			Mona A. Foley, Clerk		757/564-2242		
				Criminal Supervisor:	757-564-2350		
				Fines/Costs/Restitution:	757-564-2351		
				Concealed Handgun Permits:	757-564-2353		
				Jury Administrator:	757-564-2353		
				Marriage license, Judgments:	757-564-2360		
				Name changes, Expungements:	757-564-2360		
				Divorces/adoptions:	757-564-2354		
				Law suits/ministers:	757-564-2352		
				Recording Department:	757-564-2355		
				8:30AM - 4:00PM			
				Recordation cut off time:	4:00PM		
Winchester Circuit Court Twenty-sixth Judicial Circuit The Judicial Center 5 North Kent Street Winchester, VA 22601			<u>Hon. Clifford Lynwood Athey Jr.*</u> <u>Hon. Neil Randolph Bryant</u> <u>Hon. Alexander R. Iden</u> Hon. Bruce D. Albertson Hon. Dennis Lee Hupp Hon. Ronald Lewis Napier Hon. Clark Andrew Ritchie Hon. Thomas J. Wilson IV				Terms begin, the 3rd Tuesday, Apr., July & Oct. January term begins the 2nd Tuesday. Civil Motions are set by the Court. Civil motions day is usually the 3rd Thursday of each month beginning at 8:00 a.m. Misdemeanor appeals set by the Court. See court website for 2014 Misdemeanor Appeals Days. Grand Jury meets on the 3rd Tuesday of each month except for these months and dates: Jan. 14, May 27, & Sept. 23. Praecipe must be filed not less than 7 days preceding Motion Day. Court convenes 9:00 a.m. Local Rules adopted pursuant to § 8.01-4. Please check our website for court calendar and updates or changes to the calendar. Website: www.winfredclerk.com All orders are mailed to counsel or the litigants. In our jurisdiction, we do have mail boxes in our office for many local counsel. If local counsel have a mail box in the Clerk's Office, then the final order is placed in their respective mail boxes.
				Terry H. Whittle, Clerk	540/667-5770		
				Fax -	540/667-6638		
				9:00AM - 5:00PM			
				E-Mail:			
				twhittle@courts.state.va.us			

Asterisk (*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

1-41

<u>CIRCUIT</u>	<u>COURT</u>	<u>ADDRESS</u>	<u>JUDGE</u>	<u>CLERK</u>	<u>PHONE #</u>	<u>HOURS</u>	<u>TERMS OF COURT AND GENERAL INFORMATION</u>
	Wise/Norton Circuit Court Thirtieth Judicial Circuit P. O. Box 1248 206 East Main Street Wise, VA 24293-1248		<u>Hon. Tammy S. McElyea</u> Hon. Jeffrey Hamilton* Hon. Chadwick S. Dotson Hon. John C. Kilgore				Terms begin, 1st Tues. after 3rd Mon. in Jan.; 3rd Monday, Apr., July, Oct. Grand Juries, 1st day of Term, recalled once during the term. Civil cases set by praecipe; criminal cases set in conference two weeks prior to beginning of Term. Court convenes 9:00 a.m. Commissioners in Chancery are utilized in general chancery causes, except divorce. Local rules adopted pursuant to § 8.01-4.
	homepage: www.courtbar.org		J. Jack Kennedy Jr., Clerk 276/328-6111 Fax - No faxes accepted (only PDF) 8:30AM - 4:30PM				
			E-Mail: jack@jackkennedy.net				
	Wythe Circuit Court Twenty-seventh Judicial Circuit Circuit Court Building 225 S. Fourth Street Room 105 Wytheville, VA 24382		<u>Hon. Josiah T. Showalter Jr.*</u> Hon. Bradley W. Finch Hon. Brett L. Geisler Hon. H. Lee Harrell Hon. Marcus H. Long Jr. Hon. Robert M. D. Turk				Terms begin 3rd Monday, Jan., April, July & Oct. Grand Juries 1st day of Term. Civil cases set on 1st Tues., Jan., April, July & Oct. or by contacting Judge's legal assistant (276) 223-6113. Criminal cases pre-set with Commonwealth's Attorney's Office. Court convenes 9:30 a.m. Commissioners in Chancery are utilized in some cases. Misdemeanor appeals day, 4th Wed. at 9:00 a.m. of each month.
			Hayden H. Horney, Clerk 276/223-6050 Fax - 276/223-6057 8:30AM - 5:00PM				
			E-Mail: HHorney@courts.state.va.us				
	York County/Poquoson Circuit Court Ninth Judicial Circuit P. O. Box 371 300 Ballard Street Yorktown, VA 23690-0371 Recordation cutoff time is 3:45 p.m.		Hon. Michael E. McGinty* Hon. B. Elliott Bondurant Hon. Richard H. Rizk Hon. Jeffrey W. Shaw				Terms begin, 3rd Tuesday, Jan., March, July, Sept., & Nov. May Term is May 23, 2017. Grand Juries, 1st day of Term. Grand Juries will meet at 9:00 a.m. Criminal trials set on Term Day. Civil trials set by telephone conference with Judicial Assistant 757/890-3367 after praecipe is filed. Equitable distribution cases heard ore tenus. Criminal docket calls will be held at 9:00 a.m. Commissioners in Chancery are not utilized. Should a term day fall on a legal holiday as set forth in § 2.1-21, Code of Virginia (1950), as amended, the term day will be on the following Tuesday.
			Kristen N Nelson, Clerk 757/890-3350 Fax - 757/890-3364 8:00AM - 4:00PM				

Asterisk (*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

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