

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

### **ALERTS:**

- **You MUST GO TO THE COURT SERVICE UNIT FIRST to file for a Family Abuse Protective Order.**
- **The Court does NOT consider Family Abuse Protective Order petitions on 2<sup>nd</sup> Tuesdays of each month.**
- **If you feel in immediate danger and neither the Court Service Unit nor the Court is available, you may go to the Magistrate's office, which is open 24 hours a day, seven days a week, to seek an Emergency Protective Order.**

### **1. Where are the Court Service Unit and Pulaski Juvenile and Domestic Relations District Court located?**

The Court Service Unit is located at:  
55 Commerce Street  
Pulaski, VA 24301  
540-980-7735

The Juvenile and Domestic Relations District Court is located at:  
45 Third Street, NW  
Pulaski, VA 24301  
540-980-3822

The Court is located across from the Pulaski County Library, between Third and Main Streets and Washington and Jefferson Avenues. It is the brown brick courthouse adjacent to the old grey stone courthouse, which now houses the Registrar, the Treasurer, and Commissioner of Revenue.

The Court Service Unit is a few blocks away from the courthouse in the Maple Shade Plaza on Commerce Street (next to Pulaski Co. Dept. of Social Services), in the same shopping center as Dollar General. Inside the Court Service Unit office the receptionist will have you wait in the lobby until a Court Service Intake Officer can assist you with paperwork.

### **2. What are Driving Directions to the Court?**

**Directions from the North (Roanoke, VA) and East:**

- Take I-81 South towards Bristol
- Take Exit 94 to Route 99/Hospital (this is the first Pulaski exit). Turn right on Rt. 99 and continue into town (about 4.5 miles) past the shopping center, Food Lion, McDonald's, and Bank of America on Main Street. Continue past the Exxon Station on the right where Main Street forks to the right and becomes Third Street. Continue down Third Street (past the large blue Pulaski Furniture building) and through the traffic light at the Intersection of Washington Avenue (Route 11) and Third Street. The Court is located at 45 Third Street in the middle of the block on your left, directly across from the Library.

**Directions from the South (Bristol, VA/TN):**

- Take I-81 North towards Roanoke
- Take Exit 89 B for Pulaski/Route 11 N. This is the first Pulaski exit but takes you over the mountain. Turn right off the exit on Route 11 N and continue into town. This road comes into town over Draper Mountain. As you come into town this road becomes Washington Avenue. Cross over the railroad crossing and bridge in the middle of town until you come to the Intersection of Third Street and Washington Avenue. Turn left on Third Street, the Court is located at 45 Third Street in the middle of the block on your left, directly across from the Library.

**OR**

- Continue on I-81 North to exit, 94B and onto Route 99/Pulaski/Hospital. Follow the directions above for North/Roanoke/East after exiting I-81 N onto Rt. 99.

**Directions from the West (WVA, etc.):**

- Take I-77 South to Wytheville, VA.
- Exit off I-77S onto I-81 North towards Roanoke. Continue for approximately 30 +/- miles.
- Follow the directions above for South/Bristol, VA/TN for exiting off I-81 N at Exit 89 or Exit 94B.

**Directions from the South East (NC, etc.):**

- Take 74 West toward I 77 N / Wytheville. At exit 5, merge onto I 77 N toward Wytheville.
- Take I-77 North for approximately 37 miles to exit 32.
- At exit 32, exit off I-77N onto I-81 North towards Roanoke. Continue for approximately 8 miles to exit 89 **OR** 12 miles to exit 94B.

- Follow the directions above for Bristol, VA/TN for exiting off I-81 North at Exit 89 or Exit 94B.

### **3. What are Driving Directions to the Court Service Unit?**

- From I-81 S, take exit 94 toward Pulaski. Merge onto VA-99N/ Count Pulaski Dr. and continue to follow VA-99. Turn left onto Washington Ave. Cross the railroad tracks and turn right onto Commerce St. Court Services will be on your left.
- From I-81 N, take exit 89B toward Pulaski. Merge onto US-11/Lee Highway and continue on US 11. Turn left on Commerce St. There is plenty of parking in the Maple Shade Plaza near the Court Services Unit.

### **4. What are Driving Directions to the Magistrate's Office?**

The Magistrate's Office is located at the New River Valley Jail, 108 Baker Road, Dublin, VA inside the main lobby of the jail.

- From I-81 S, take exit **98** and at the end of the ramp bear right. Proceed north on Rt. 100 toward Dublin. As you approach the second stop light (approximately **.8** mile) get into the right turn lane. Turn right at this second light and bear hard right onto Newbern Road. Follow this road for **.6** mile to the jail entrance which will be on the left (across from cemetery).
- From I-81 N, take exit **98** and at the end of the ramp cross over the median and turn left onto north Rt. 100. Pass under the interstate and proceed north on Rt. 100 toward Dublin. As you approach the second stop light (approximately **1** mile) get into the right turn lane. Turn right at this second light and bear hard right onto Newbern Road. Follow **.6** mile to the jail entrance which will be on the left (across from cemetery).

### **5. Where is parking available for Courthouse?**

Parking is available on the street on either Third or Main Streets. Parking on the street is for two hours only. There is a Public Parking Lot on the corner of Washington Avenue and Third Street. Parking is available in this lot for three hours only.

For the Court handicap parking, please note that there are two spots directly in front of the Courthouse across from the library. One spot is also available in the reserved lot between the Courthouse and the law office of Marc LeBlanc. This is the last spot on the right.

### **6. What transportation is available to the Court Service Unit and Courthouse and at what cost?**

*PUBLIC: Pulaski Area Transit (540-980-5040)* operates from 7 AM to 5 PM Monday through Saturday. The cost, as of April 20012, is 75 cents one way if you are coming from in the town of Pulaski. If you live outside town limits in the County, the fare is \$2. If you live outside the town limits, call ahead to make sure the Transit will come to your location, preferably 24 hours in advance. Pulaski Area Transit provides a “curb to curb” service. Call 540-980-5040 for more information. If your court date is near the first of the month, call early for a reservation, as wait times are longer than usual during this period.

## 7. Where should I go after entering the Court Service Unit and Courthouse?

- At the **Court Service Unit**: Please notify the receptionist you would like to see an Intake Officer for a Protective Order. You will wait in the lobby while the receptionist alerts an Intake Officer you are waiting. Please notify the receptionist if the Respondent (person you are taking the petition out against) is in the building and identify any safety concerns. There is a conference room you can wait in if safety is a concern.
- At **Court**: After passing through the metal detectors and Courthouse security, you need to take your petition to the J&DR Clerk’s Office. Then you should have a seat in the **Juvenile and Domestic Relations Court** Waiting Room. Do not leave the waiting room to smoke! If you must exit the waiting room before your case is called, tell the Bailiff. **If you are not present when your case is called, the Court may dismiss it.** While you are in the waiting room, you may wish to review the materials in the Domestic Violence Kiosk.

## 8. What should I bring with me?

You **MUST** have:

- ◆ A full description of the event that led you to seek a protective order. If you used the I-CAN! Virginia system\* to complete your paperwork, bring the Affidavit with you. **YOU WILL BE REQUIRED TO TESTIFY AT ALL HEARINGS AND WILL NEED THIS INFORMATION FOR ALL HEARINGS.**
- ◆ The name and physical address (not a P.O. Box) of the person from whom you are seeking protection.

You should also bring:

- ◆ As much identifying and contact information as possible about the person from whom you are seeking protection – **this information is very important because the Sheriff must be able to find and SERVE this person for the Protective Order to take effect. PLEASE GIVE:**
  - nicknames, aliases;
  - home, work, cell phone and pager numbers;

- addresses and directions for home, work, friends, relatives, and places frequented;
  - age, height, weight, eye color, hair color, distinguishing marks
  - social security number
  - history of drug or alcohol abuse
  - ownership, possession of or access to weapons, especially firearms
  - recent photograph of that person
- ◆ A copy of an Emergency Protective Order if one was issued,
  - ◆ Any Safety Plan that is in place,
  - ◆ Any photographs and medical records related to the event that led to the petition for a Family Abuse Protective Order.

\* I-CAN! Virginia is a free internet-based service that provides assistance with preparing protective order petition forms. This service is provided to the public as a convenience and you are not required to visit the site prior to coming to the Court Service Unit to request a preliminary protective order. I-CAN! Virginia is accessible from the Virginia's Judicial System Web site at: <http://www.courts.state.va.us/> From either the Online Services or Programs heading, click on "Assistance with Protective Orders (I-CAN!)." You can also do a keyword search using "Assistance with Protective Orders" from the homepage of <http://www.courts.state.va.us>. The direct link to I-CAN! Virginia is: <https://www.vacourtformhelp.courts.state.va.us/>

## 9. What should I NOT bring with me?

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

**The Court** prohibits **ANYTHING that could be used as a weapon** including but not limited to: firearms, knives, scissors, nail trimmers and knitting needles. **Cell phones are not allowed in the courtroom! If you enter the Courthouse to go into a courtroom and have a cell phone on your person, you will be asked by the Bailiff to return it to your car. If your cell phone contains pictures or other relevant evidence, notify the Bailiff.**

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

Do not bring infants and children to Court.

## 10. What should I wear to Court?

Proper attire is required. Please do not appear in:

- Shorts
- Halter or tank tops
- Flip flop shoes
- Hats
- Explicit T-shirts or tops

- Ripped, torn, or dirty clothing
- Exposed undergarments
- Facial piercings

## 11. What days can I go to the Pulaski Court Service Unit to ask for a Family Abuse Protective Order petition?

*(A petition is a formal, written request asking the Court to do something)*

The Court Service Unit issues petitions for Family Abuse Protective Orders. You **MUST** take these petitions to the Court to be filed. **The Court does not consider these petitions on 2<sup>nd</sup> Tuesdays of each month.**

The Court Service Unit is open Monday through Friday from 8:15 AM until 5 PM. **EXCEPT** for state holidays. **In bad weather, call ahead** to assure the Court Service Unit is open. The office is closed from 12 noon to 12:45 PM each day. If you want the Court to hear your petition on the same day **you MUST arrive at the Court Service Unit** no later than 11:30 AM. **The Court does not consider these petitions on 2<sup>nd</sup> Tuesdays of each month.**

## 12. What days will the Court consider my petition for a Family Abuse Protective Order?

*(A petition is a formal, written request asking the Court to do something)*

The Pulaski County Juvenile and Domestic Relations District Court will consider these petitions on Mondays, Tuesdays (except for 2<sup>nd</sup> Tuesdays of each month), Wednesdays, Thursdays and some Fridays at 1 PM, **EXCEPT** for state holidays. The Clerk's office is open Monday through Friday from 8:30 AM to 4:30 PM. **In bad weather, call ahead** to assure the Court is open.

If you arrive at the Courthouse after 12:00 PM, the Court may not be able to consider your petition that day. You will be asked to return on the next regularly scheduled Court day.

## 13. How late can I arrive at the Court Service Unit have my petition considered the same day?

*(A petition is a formal, written request asking the Court to do something)*

**You MUST arrive at the Court Service Unit NO LATER than 11:30 AM.** Anyone arriving after 11:30 AM should expect their case to be considered by a judge the following day.

The Court Service Unit Intake Officer will not accept petitions after 5 PM.

If you feel in immediate danger and your petition can not be considered on a particular day, you can go the Magistrate's office, which is open 24 hours a day, and seek an Emergency Protective Order.

#### **14. How much time will I need to spend at the Court Service Unit and Courthouse?**

Your meeting with the **Court Service Unit Intake** Officer will last at least fifteen minutes, but there may be some delay before you can see an Intake Officer.

After visiting Court Services, you will need to take your petition to **The Juvenile and Domestic Relations District Court Clerk's Office** at the Courthouse. The Court tries to consider petitions @ 1pm every day except on Tuesdays, and some Fridays, so you need to bring your petition in prior to 12pm if you want to be heard the same day. Petitions brought to the Clerk's Office after 12 pm will be heard the following day (with the exception of 2<sup>nd</sup> Tuesdays and some Fridays).

#### **15. How do I contact the Court Service Unit and Court for more information?**

- **Court Service Unit:** 540-980-7735 (Monday through Friday, 8:15-noon; 12:45PM-5:00PM)
- **Court:** 540-980-3822 (Monday through Friday, 8:30 AM to 4:30 PM)

#### **16. What should I do if the Emergency Protective Order that was issued expires before I am able to have a petition for the Family Abuse Protective Order filed and heard?**

*(Emergency Protective Orders are most often issued by Magistrates and may last only 72 hours)*

If you believe you are in immediate danger call:

- 911 or
- the Town of Pulaski Police Department at 540-994-8680 or
- Pulaski County Sheriff's Office at 540-980-7800

You may go to the Magistrate's office, which is open 24 hours a day, 7 days a week to ask for another Emergency Protective Order.

The Women's Resource Center of the New River Valley provides a 24 hour hotline and emergency shelter to victims of domestic violence and sexual assault. The hotline number is 540-639-1123.

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

Call the New River Valley Regional Jail at 540-643-2009.

#### **18. How will I know when the Protective Order is served on the person from whom I want protection?**

Contact the Sheriff's Department at 540-980-7800.

## 19. Where else can I get help?

There are a number of agencies and organizations that can help you:

**The Commonwealth's Attorney (540-980-7893)** 45 Third Street, N.W. Suite 201  
– This office deals with criminal cases and is not involved in the issuance of protective orders.

**Department of Social Services (540-980-7995)** provides a number of services and benefits to eligible residents of Pulaski.

**Magistrate's Office (540-643-2009)** is located at the New River Valley Jail, 108 Baker Road, Dublin, VA inside the main lobby of the jail. The Office is open 24-hours per day, seven days per week including holidays. The magistrate is a judicial hearing officer who has the authority to issue warrants of arrest, emergency protective orders and set bail.

**Town of Pulaski Police Department: (EMERGENCY – 911)** if you are in immediate danger – **(NON-EMERGENCY 540-994-8680)** for all other services.

**Sheriff's Department (EMERGENCY – 911)** if you are in immediate danger **(NON-EMERGENCY 540-980-7800)** for all other services.

**Sheriff's Office (540-980-7800)** provides information on the service of Protective Orders.

**Southwest Virginia Legal Aid Society (1-888-201-2772)** Free legal services may be available to low income clients who qualify through Southwest Virginia Legal Aid Society, Inc. They can complete applications by phone on their toll free line at 1-888-201-2772. You may also complete an application on-line at <http://www.svlas.org>. Normal intake hours are Monday through Thursday from 9:00 a.m. to 4:00 p.m. and Friday from 9:00 a.m. to 12:00 p.m. Legal Aid can provide free lawyers to help with obtaining and enforcing preliminary and permanent protective orders. Legal Aid also provides assistance with other matters related to family abuse including, custody, support, divorce, and housing.

**Victim/Witness Assistance Program.** The Victim/Witness Program helps victims and witnesses of crimes by providing information and support throughout the Court process. If you have been a victim of domestic violence or sexual assault, call: The Women's Resource Center of the New River Valley at 540-639-1123. If you are the victim of any other violent crime, call: Pulaski Victim Assistance Program at 540-980-7945 or 540-980-7859.

**Virginia Lawyer Referral Service** can provide information about private attorneys through their toll free number at 800-552-7977 or visit their website at [www.vsb.org](http://www.vsb.org) . You can also get information on local lawyers by checking the yellow pages of the phone book.

**The Women's Resource Center of the New River Valley** provides programs and services for adult and child victims of domestic violence and sexual assault, as well as an extensive public education and prevention program. It is a



non-profit human service agency serving residents of the counties of Floyd, Giles, Montgomery, Pulaski and the City of Radford. Services offered are: A 24 hour hotline; emergency shelter for victims of domestic and sexual violence; individual counseling and support groups for domestic violence and sexual violence victims; Emergency Advocacy Program in which advocates are available 24 hours a day to accompany sexual violence and domestic violence victims to the hospital, police station/law enforcement agency; and Victim/Witness staff that provides information and options on the legal process, as well as court escort and support. You can contact this agency by calling the hotline at 540-639-1123 or 540-639-2197 (TTY) or access our website at [www.wrcnrv.org](http://www.wrcnrv.org)

**VINE Service Number: (800) 467-4943** Virginia VINELink ([www.vinelink.com](http://www.vinelink.com)) is an on-line resource that allows you to search for information regarding current custody status of inmates serving sentences in Virginia local and regional jails and the Virginia Department of Corrections. Local and regional jails will provide automated notification when an offender is released, transferred, or escapes. Virginia Department of Corrections will provide automated notification when a State sentenced offender is released, transferred, escapes, dies, or has a parole based event. If you are the Victim of an offender held by the Department of Corrections and wish to register as the Victim on record, please contact the Virginia Department of Corrections Victim Service Unit.