

Chesterfield County Juvenile and Domestic Relations District Court Family Abuse Protective Order Filing Information

ALERTS:

- **If you are in immediate danger – call 911**
- **You MUST arrive at the Courthouse no later than 1:00 PM in order to have a petition for a Family Abuse Protective Order heard the same day.** *(A petition is a formal, written request asking the Court to do something.)*

1. Where is the Court located?

Both the Court and Court Service Unit are located in the Chesterfield Juvenile and Domestic Relations Court Building at:

7000 Lucy Corr Blvd.
Chesterfield, VA 23832

See #7 on the map of the “Chesterfield County Complex” referenced in the link below:

<http://www.chesterfield.gov/government.aspx?id=3029&terms=chesterfield%20county%20complex>

2. What are the driving directions to Chesterfield County Juvenile and Domestic Relations District Court?

From the East: Take I-64 West to I-95 South. Take Route 288 North and exit at the Route 10 Ironbridge Road East exit. Turn left at the second stoplight onto Lucy Corr Boulevard. Take the second left turn lane into the parking lot of the Chesterfield Juvenile & Domestic Relations Court Building. Park in the lot to your right and proceed to the security checkpoint just inside the front, main entrance.

From the West: Take I-64 East to Route 288 South. Exit at the Route 10 Ironbridge Road East exit. Turn left at the second stoplight onto Lucy Corr Boulevard. Take the second left turn lane into the parking lot of the Chesterfield Juvenile & Domestic Relations Court Building. Park in the lot to your right and proceed to the security checkpoint just inside the front, main entrance.

From the North: Take I-95 South to Route 288 North. Exit at the Route 10 Ironbridge Road East exit. Turn left at the second stoplight onto Lucy Corr Boulevard. Take the second left turn lane into the parking lot of the Chesterfield Juvenile & Domestic Relations Court Building. Park in the lot to your right and proceed to the security checkpoint just inside the front, main entrance.

From the South: Take I-95 North to Route 288 North. Exit at the Route 10 Ironbridge Road East exit. Turn left at the second stoplight onto Lucy Corr Boulevard. Take the second left turn lane into the parking lot of the Chesterfield

Juvenile & Domestic Relations Court Building. Park in the lot to your right and proceed to the security checkpoint just inside the front, main entrance.

Google map link to 7000 Lucy Corr Blvd. Chesterfield VA 23832

<http://maps.google.com/maps?f=q&hl=en&q=7000+Lucy+Corr+Blvd.+Chesterfield,+VA+23832&ie=UTF8&z=15&ll=37.385231,-77.512579&spn=0.014867,0.053988&om=1&iwloc=addr>

a. To Zoom in or out:

Click on the up or down arrow in the upper left corner

b. To Navigate closer to the location of choice:

Click and drag your mouse on the map

c. For Driving Directions:

Under the address text box click on Get Directions

Type your address or starting point in the empty text box

Click the "Get Directions" button.

3. Where is parking available at the courthouse?

From Lucy Corr Blvd, turn left at the Juvenile and Domestic Relations Court sign. Take an immediate right into the visitor parking lot. There is no fee for parking.

4. What bus transportation is available to the Courthouse and at what cost?

Chesterfield County does not have public bus transportation.

The Chesterfield County Coordinated Transportation Program, Access Chesterfield, provides transportation services for any Chesterfield County resident who is disabled or, over age 60, or who meets federal income guidelines regarding poverty levels. See: <http://www.chesterfield.gov/AccessChesterfield/>

Transportation providers are contracted by the Chesterfield County Access Chesterfield program to provide transportation service within the Chesterfield County, Richmond, Petersburg, Hopewell and Colonial Heights metropolitan areas.

5. What taxi service is available to the Courthouse?

There are several taxi companies that serve Chesterfield County. Go to **Google** , and type in the phrase **'taxi services and chesterfield vans;'** the first hit is map of the area and a list of taxi services available with address and phone numbers or look in the yellow pages of the phone book. You may also use services such as Uber and Lyft.

6. What other assistance is there for transportation?

The YWCA Women's Advocacy Program (804-612-6126) can sometimes help victims with cab fare if they can not find any other means of transportation to court for protective orders.

7. What should I wear to Court?

- Appropriate dress is required for all court proceedings. Please:
- No shorts
- No tank tops
- No mini skirts
- No cut-off jeans
- No clothing with obscene or vulgar wording or pictures

8. What should I bring with me?

You must have:

- A picture ID of yourself (this can be a driver's license, work identification tag, or military ID).
- The name and address (not a P.O. box) of the person from whom you are seeking protection.
- A full description of the event that led you to seek a protective order. If you used the I-CAN system, bring the Affidavit with you. **YOU WILL NEED THIS SAME INFORMATION FOR THE FULL HEARING that will be scheduled if a Preliminary Protective Order is issued.** You will be asked to testify at the full hearing about the event that made you want to seek protection.

You also should bring with you:

- As much identifying and contact information as possible about the person from whom you are seeking protection. **This information is essential because the Sheriff must be able to find this person for the Protective Order to take effect. PLEASE TRY TO PROVIDE:**
 - name, nicknames, aliases;
 - date of birth;
 - home, work, cell phone and pager numbers;
 - addresses for home, work, friends, relatives, and places frequented;
 - age, height, weight, eye color, hair color, distinguishing marks;
 - social security number
 - tendencies toward violence;
 - ownership or possession of weapons, especially firearms;
 - existence of a concealed weapons permit;
 - a history or presence of drug or alcohol abuse, or mental illness and
 - a recent photograph of that person.
 - A copy of an Emergency Protective Order if one was issued.

- Any photographs, police reports, or medical records related to the event that led to the petition for a Family Abuse Protective Order
- Copies of any other existing court orders involving BOTH you and the other person.
- If possible, birth certificates and social security numbers for children for whom you may be seeking protection.

9. What should I NOT bring with me?

The Court prohibits **ALL electronic devices** including but not limited to: cell phones that include a camera, tablets, lap top computers, tape recorders, radios, video games, iPods, Apple watches, MP3 players, DVD and CD players.

The Court prohibits **ANYTHING that could be used as a weapon** including but not limited to: guns, knives, scissors, nail trimmers and knitting needles.

As you enter the Courthouse, you will go through a screening process conducted by a Sheriff's deputy. The process includes screening of all cases and purses brought into the building as well as a "walk through" screening. **ALL Prohibited items MUST be left outside the Courthouse at home or in your vehicle. Sheriff's deputies WILL NOT hold or take any responsibility for items left outside the Courthouse. PLEASE DO NOT BRING ANY OF THE PROHIBITED ITEMS WITH YOU.**

- There is **NO SMOKING** in the Courthouse.
- Food and drink are allowed **ONLY IN RESTRICTED AREAS.**

10. What should I do if I need an Interpreter?

If you need an interpreter, call ahead to (804) 748-1372 to schedule an appointment and tell the Court Service Unit/Domestic Relations Office that you will need an interpreter.

If your case is not heard on the same day as your appointment and you are given a court date, the Clerk of Court's Office will ensure that you have an interpreter assigned for your hearing. Prior to court, you may confirm with the Clerk's Office at (804) 748-1379 that an interpreter has been assigned to assist you.

I-CAN! Virginia is available in Spanish. I-CAN! Virginia is a free online program that helps a person complete the forms necessary to ask the court for a protective order. Go to: <https://www.vacourtformhelp.courts.state.va.us/> and follow the prompts. For additional information about I-CAN! Virginia and how it works, go to: <http://www.ican.courts.state.va.us> and click on the I-CAN! Virginia Frequently Asked Questions link.

11. What should I do if I need help because of a physical challenge?

If you are physically challenged, you may notify the Clerk's Office at 804-748-1379 as soon as you file your petition. The Clerk's Office will arrange to have a Bailiff available to help when you arrive at the Court House.

12. Who should I bring with me to court?

- You should bring any adult witness to the abusive event.
- You are discouraged from bringing young children with you to court. If you must bring children, please bring an adult to supervise the child while you are in the courtroom.
- Avoid bringing anyone who may cause a disturbance during your visit to the Courthouse.

13. What days can I file for a Family Abuse Protective Order at Chesterfield County Juvenile and Domestic Relations District Court?

When seeking a Family Abuse Protective Order, you may come Monday through Friday from 8:00 AM- 4:30 PM, *except* for state and federal holidays and severe weather that typically causes the closing of government services and schools. Other Domestic Matters such as custody, visitation and support are handled Monday through Friday from 8:00 AM – 3:00 PM.

14. How early can I arrive to file a petition for a Family Abuse Protective Order?
(A petition is a formal, written request asking the Court to do something.)

The Court Service Unit office hours are from 8:00 AM until 4:30 PM. You may arrive as early as 8:00 AM.

15. How late can I arrive to file for a Family Abuse Protective Order and have the petition reviewed the same day?
(A petition is a formal, written request asking the Court to do something.)

Protective Order hearings occur at 2:00 PM daily. While the court does have an internal cut-off time for processing paperwork, decisions to hear protective order requests made after 2:00 PM (but before 4:30 PM) will be decided on a case-by-case basis. The Magistrate's Office is open 24 hours per day, 7 days per week, and can assist with Emergency Protective Orders as well.

16. How long should I expect to spend at the Courthouse in order to file the petition for a Family Abuse Protective Order and have the petition heard the same day?
(A petition is a formal, written request asking the Court to do something.)

- Be prepared to spend several hours at the Courthouse meeting with the Court Service Unit intake officer completing paper work and with other court personnel. You **MUST** arrive before 1:00 PM if you wish your petition to be heard the same day. (see answer to question #15)
- Once you have completed your paperwork at the Court Service Unit, you will meet with a victim advocate to help you prepare for the hearing. Sometimes there are pro-bono attorneys who represent victims in the protective order hearing (pro-bono means “at no cost” to you). If this is available, the victim advocate will tell you how to sign up.

17. Where should I go after passing through the security check at the door?

Turn right and proceed down the hall to the Court Service Unit. The door is marked “Court Services, Probation and Parole.” Enter through this doorway and a receptionist will be there to assist you from this point.

18. How do I contact the Court for more information?

- Clerk’s Office (804) 748-1379
- Court Service Unit (804) 748-1372

19. What should I do if I feel I am in immediate danger?

- Call 911 if you are in immediate danger.
- You may also call the YWCA Women’s Advocacy Program’s 24 hour hotline at 804-612-6126 for help with safety planning.

20. What should I do if an Emergency Protective Order that was issued expires before I am able to have a petition for the Family Abuse Protective Order filed and reviewed?

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

You may go to the Magistrate’s Office and ask for a new Emergency Protective Order. You will have to provide information to the Magistrate to justify a new order.

21. How do I contact the Magistrate’s Office for more information?

The Magistrate’s Office is in the Chesterfield County Jail located at 6900 Mimms Drive, two blocks south of the courthouse and directly behind the county police headquarters. The office never closes and may be reached by phone at 804-748-1410. There is no fee for parking.

See #25 on the map of the "Chesterfield County Complex" referenced in the link below:

<http://www.chesterfield.gov/government.aspx?id=3029&terms=chesterfield%20county%20complex>

22. Do I need a lawyer to file a petition for a Preliminary Protective Order?

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

You do not need a lawyer to file for a preliminary protective order. The CSU intake officer will provide assistance to help you complete the petition/necessary paperwork and will provide basic information about preparing for your court hearing. The intake officer, however, cannot give you legal advice. You may want to retain an attorney to represent you at your full hearing, especially if the person from whom you want protection will have an attorney. (see question 22)

23. How can I find a lawyer to help me?

You may qualify for a lawyer to help you at no cost by contacting **Central Va. Legal Aid** located in downtown Richmond (804) 648-1012 ext. 3017. If you cannot speak with someone immediately, please leave a telephone number where you can be safely contacted and the date of your hearing. The website has a lot of very helpful information, www.cvlas.org

You may also contact the **Va. State Bar Lawyer Referral Service** at (804) 775-0808 or 1-800-552-7997 or www.vsb.org.

Chesterfield County Victim/Witness participates in a pro-bono (free) program with local lawyers who volunteer to assist persons requesting a protective order. Please contact Jackie Dean, Coordinator, at (804) 717-6179 for more information. Their office is located on the 2nd floor of the Chesterfield Juvenile Court in the Commonwealth Attorney's office.

There are many lawyers in the Chesterfield area who practice family law regularly in the Juvenile Court and who would be willing to assist you, please check the Yellow pages under "Lawyers".

You may also find resources at <https://selfhelp.vacourts.gov/> and <https://virginia.freelegalanswers.org/>.

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

Contact Civil Process section in the Sheriff's Office at (804) 751-4412.

25. What resources are available in Chesterfield?

- **Chesterfield County Domestic and Sexual Violence Resource Center**
Victim Advocate (804-318-8265).
Provides assistance with protective orders, crisis intervention, individual and group counseling, case management, court accompaniment and community referrals.
- **Chesterfield County Victim/Witness Assistance Program, Domestic Violence Unit** (804-717-6179). Provides information on victims' rights and court accompaniment, assistance with protective orders, safety planning, referrals to community resources. Services available in Spanish.
- **Chesterfield County Police Domestic Violence Coordinator** (804-318-8110). Provides safety planning, assistance with protective orders, referrals to community resources.
- **YWCA Women's Advocacy Program** (804-612-6126). Provides a 24 hour hotline, shelter for women and children, individual and support group counseling, safety planning, and referrals to community resources.
- **Central Virginia Legal Aid, Domestic Violence Unit** (804-648-1012, ask for domestic violence intake). Provides legal advice and court representation for low-income victims *who meet eligibility requirements*. Handles protective orders, custody/visitation and child/spousal support.
- **Chesterfield County Mental Health Support Services Intake** (804-748-1227); 24 hour crisis (804-748-6356). Provides mental health counseling, substance abuse services, and crisis intervention services.
- **Chesterfield/Colonial Heights Department of Social Services** (804-748-1100). Provides financial assistance benefits. Provides child protective services for abused/neglected children and adult protective services for abused elderly/disabled adults.
- **The James House** (804-458-2840). Provides trauma informed support, advocacy, and education for people affected by sexual violence, domestic violence, or stalking.
- **Magistrate's Office** (804-748-1410) is in the Chesterfield County Jail located at 6900 Mimms Drive. The Office is open 24 hours per day, seven days per week including holidays. The magistrate is a judicial officer who has the authority to issue warrants of arrest, emergency protective orders, set bail and issue subpoenas. A magistrate can also issue mental health or medical temporary detention orders and emergency custody orders.
- **Virginia Family Violence and Sexual Assault Hot Line 1-800-838-8238 V/TTY**. This statewide hotline will connect you with domestic violence services and resources throughout the state.
- **Chesterfield County Public Library System**. The Chesterfield County Public Library System provides computers for the public to use free of charge. You must have a library card or a picture I.D. Staff is available to get you started on the computer, and help you understand the terminology used as well as the instructions that you must follow. Library staff can also help with directions to the

Magistrate, the Courthouse or the Domestic Violence Shelter. However, staff cannot give legal advice.

ALL PATRON/STAFF CONTACTS ARE CONFIDENTIAL.

You may contact the Chester Library for information about branch locations and hours of operation. The Chester Library is located at:

11800 Centre Street
Chester, VA 23831
804-318-8977
www.library.chesterfield.gov

26. REMINDER:

Having a protective order does not guarantee that you will be safe. It is critical that you take extra safety precautions BEFORE and AFTER the order is issued.