

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

1-1

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. W. Chapman Goodwin  
Hon. Charles L. Ricketts III\*  
Hon. Joel R. Branscom  
Hon. Anita D. Filson  
Hon. Victor V. Ludwig  
  
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@vacourts.gov

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 - 4:30PM  
  
E-Mail:  
MWilson@vacourts.gov

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 Coffey Mazingo, 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<br>Tenth Judicial Circuit        | 297 Court Street, Suite B<br>P. O. Box 672<br>Appomattox, VA 24522-0672  | <u>Hon. S. Anderson Nelson</u>     | Hon. Leslie M. Osborn*         |                                      |                 | Court convenes 9:30 a.m.<br>Terms begin, Tuesday after the 1st Monday, Jan., Apr., June, Sept., & Nov. Effective 7/1/18, Terms begin Thursday after the first Monday Jan., April, June, Sept. & Nov.<br>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.<br>Grand Juries, 1st day of Term.<br>All criminal cases are to be set with the Office of the Commonwealth's Attorney.<br>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.   |
|                |  |  |                                    | Janet A. Hix, Clerk            | 434/352-5275                         | 8:30AM - 4:30PM |  |
|                |  |  |                                    | E-Mail:                        |                                      |                 |  |
|                |  |  |                                    | jhix@vacourts.gov              |                                      |                 |  |
| Arlington      | Circuit Court<br>Seventeenth Judicial Circuit  | 1425 North Courthouse Road<br>Arlington, VA 22201<br><a href="https://courts.arlingtonva.us/circuit-court/">https://courts.arlingtonva.us/circuit-court/</a> | <u>Hon. William T. Newman Jr.*</u> | <u>Hon. Louise M. DiMatteo</u> | <u>Hon. Daniel S. Fiore II</u>       |                 | Terms begin the first Monday (or next business day if Monday falls on a holiday) of January, March, May, July, September and November at 2pm.<br>Civil Motions Day - Every Friday, 10:00 a.m., fiduciary matters, appointment of guardians, and uncontested wills are set at 9:30 a.m.<br>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.<br>Grand Juries, 3rd Monday of each month.<br>Court convenes 10:00 a.m. (civil) and 9:30 a.m. (criminal).<br>Commissioners in Chancery are utilized in partition cases, and for judgment debtor interrogatories. They are no longer utilized in divorce cases.<br>Ore tenus hearings are held Monday through Thursday at 9:30am.<br>All bench warrant arraignments can be heard Monday through Friday at 9:30 am   |
|                |  |  |                                    | Paul F. Ferguson, Clerk        | 703/228-7010                         | 8:00AM - 4:00PM |  |
| Augusta        | Circuit Court<br>Twenty-fifth Judicial Circuit | P. O. Box 689<br>Augusta County Courthouse<br>1 East Johnson Street<br>Staunton, VA 24402-0689   | <u>Hon. Anita D. Filson</u>        | <u>Hon. Victor V. Ludwig</u>   | <u>Hon. Charles L. Ricketts III*</u> |                 | Terms begin, 4th Monday, Jan., Apr., July & Oct.<br>Grand Juries, 4th Monday in January, March, May, July, September & November.<br>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.)<br>Court convenes 9:00 a.m.<br>Commissioners in Chancery are utilized in limited instances.<br>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. |
|                |  |  |                                    | Carol M. Brydge, Clerk         | 540/245-5321                         | 8:30AM - 5:00PM |  |
|                |  |  |                                    |                                | Fax - 540/245-5318                   |                 |  |
|                |  |  |                                    |                                |                                      |                 |  |

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

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

Circuit Courts

1-3

CIRCUIT COURT ADDRESS

JUDGE CLERK PHONE # HOURS

TERMS OF COURT AND GENERAL INFORMATION

Bath Circuit Court  
Twenty-fifth Judicial Circuit  
P. O. Box 180  
Courthouse  
Warm Springs, VA 24484-0180

Hon. Charles L. Ricketts III\*  
Hon. Joel R. Branscom  
Hon. Anita D. Filson  
Hon. W. Chapman Goodwin  
Hon. Victor V. Ludwig  
  
Annette T. Loan, Clerk  
540/839-7226  
Fax - 540/839-7248  
8:30AM - 4:30PM

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.

Bedford Circuit Court  
Twenty-fourth Judicial Circuit  
123 East Main St.  
Suite 201  
Bedford, VA 24523  
Judges' Address: 123 East  
Main St. Suite 301

Hon. James W. Updike Jr.  
Hon. F. Patrick Yeatts\*  
Hon. R. Edwin Burnette Jr.  
Hon. John T. Cook  
Hon. Michael T. Garrett  
  
Cathy C. Hogan, Clerk  
540/586-7632  
Fax - 540/586-6197  
8:30AM - 5:00PM  
  
E-Mail:  
chogan@vacourts.gov

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.  
Term Dates and Grand Jury dates are subject to changes created by State holiday schedules. Contact the Clerk of Court for questions.  
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.

Bland Circuit Court  
Twenty-seventh Judicial Circuit  
612 Main Street, Suite 104  
P. O. Box 295  
Bland, VA 24315

Hon. Josiah T. Showalter Jr.\*  
Hon. H. Lee Harrell  
Hon. Bradley W. Finch  
Hon. Brett L. Geisler  
Hon. Marcus H. Long Jr.  
Hon. Robert M. D. Turk  
  
Rebecca I. Johnson, Clerk  
276/688-4562  
Fax - 276/688-2438  
8:00AM - 5:00PM  
  
E-Mail:  
rijohnson@vacourts.gov

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.

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>   |
|----------------|---------------|---|---|---|---|--------------|---|
| Botetourt      | Circuit Court | Twenty-fifth Judicial Circuit<br>P. O. Box 219<br>Courthouse<br>Main Street<br>Fincastle, VA 24090-0219   | Hon. Charles L. Ricketts III*   | Hon. Joel R. Branscom<br>Hon. Anita D. Filson<br>Hon. W. Chapman Goodwin<br>Hon. Victor V. Ludwig |   |              | Terms begin, 1st Monday, March, June, August, Oct. & Dec.<br>Grand Juries, 1st day of Term.<br>Court convenes 9:30 a.m.<br>Motion Day 1st Thursday of each month.<br>Commissioners in Chancery are utilized upon request.   |
|                |               |   |   |   | Tommy L. Moore, Clerk<br>540/473-8274<br>Fax - 540/473-8209<br>8:30AM - 4:30PM      |              |   |
| Bristol        | Circuit Court | Twenty-eighth Judicial Circuit<br>Courthouse<br>497 Cumberland Street<br>Bristol, VA 24201  | <u>Hon. Sage B. Johnson*</u><br>Hon. C. Randall Lowe<br>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.<br>Terms begin, 1st Monday, Aug., Nov., Feb., May.<br>Grand Juries, 1st day of Term.<br>Civil cases are set on Term Day or through contact with the Judge's office.<br>Criminal cases set by Court upon receipt of record in Circuit Court from District Court.<br>Court convenes 9:00 a.m.<br>Commissioners in Chancery are used only to review accountings of Special Commissioners.       |
|                |               |   |   |   | Kelly F. Duffy, Clerk<br>276/645-7321<br>Fax - 276/821-6097<br>9:00AM - 5:00PM      |              |   |
|                |               |   |   |   | E-Mail:<br>kduffy@vacourts.gov  |              |   |
| Brunswick      | Circuit Court | Sixth Judicial Circuit<br>216 North Main Street<br>Lawrenceville, VA 23868-0160   | <u>Hon. W. Allan Sharrett*</u><br>Hon. William Edward Tomko III   |   |   |              | Terms of Court begin the 4th Tuesday of February, April, June, August, October, and the 3rd Tuesday of December.<br>Grand Juries, 1st day of Term.<br>All cases are set on Term Day.<br>Civil Court convenes 9:00 a.m.; Criminal court convenes at 9:00 a.m.<br>Commissioners in Chancery are utilized as determined by court.<br>Instructions must be submitted 5 days prior to trial.<br>Local rules adopted pursuant to § 8.01-4.<br>Brunswick Circuit Court requires a self-addressed, stamped envelope to send a copy of a final order to counsel or a litigant.                     |
|                |               |   |   |   | V. Earl Stanley Jr., Clerk<br>434/848-2215<br>Fax - 434/848-4307<br>8:30AM - 5:00PM |              |   |
|                |               |   |   |   | E-Mail:<br>vesjr@telpage.net  |              |   |
| Buchanan       | Circuit Court | Twenty-ninth Judicial Circuit<br>Post Office Box 929<br>Grundy, VA 24614<br>Temporary Physical Address:<br>4447 Slate Creek Road,<br>Grundy, VA 24614 | <u>Hon. Patrick R. Johnson</u><br>Hon. Richard C. Patterson*<br>Hon. Jack S. Hurley Jr.<br>Hon. Michael Lee Moore<br>Hon. Brian K. Patton |   |   |              | Terms begin, 2nd Monday, Jan., April, July, & Oct.*<br>*Court term begins on Tuesday in October due to the Monday holiday.<br>Criminal Term begins, 4th Monday, Jan., April, July & Oct.<br>Civil Term begins, 2nd Tuesday Jan., April, July, & Oct.<br>Grand Juries, 2nd Monday, Jan., April, July, & Oct.<br>All Cases set at early docket call on 4th Thursday preceding Term and on Term Day.<br>Court convenes 9:00 a.m.<br>Commissioners in Chancery are utilized primarily in cases dealing with partition suits.<br>Normal practice is to send final orders by regular mail. Upon |
|                |               |   |   |   | Beverly S. Tiller, Clerk<br>276/935-6567<br>Fax - 276-935-7086<br>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

1-5

CIRCUIT      COURT      ADDRESS      JUDGE   CLERK   PHONE #   HOURS

TERMS OF COURT AND GENERAL INFORMATION

Buchanan Circuit Court - Continued  
Buckingham Circuit Court  
Tenth Judicial Circuit  
13061 W. James Anderson Hwy.  
P. O. Box 107  
Buckingham, VA 23921-0107

Hon. Donald Carl Blessing  
Hon. Leslie M. Osborn\*  
Hon. S. Anderson Nelson  
Hon. Kimberley S. White

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

Hon. Anita D. Filson  
Hon. Charles L. Ricketts III\*  
Hon. Joel R. Branscom  
Hon. W. Chapman Goodwin  
Hon. Victor V. Ludwig

Christopher W. Coleman, Clerk  
540/261-8627  
Fax - 540/261-8625  
8:30AM - 4:30PM  
Passport Processing: Mon-Thurs  
8:30 a.m.-4:00 p.m.

E-Mail:  
ccoleman@vacourts.gov

Campbell Circuit Court  
Twenty-fourth Judicial Circuit  
732 Village Highway  
P. O. Box 7  
Rustburg, VA 24588

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

Valerie P. Younger, Clerk  
434/592-9517  
8:30AM - 4:30PM

E-Mail:  
vyounger@vacourts.gov

request other arrangements can be made.  
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.

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.

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.

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

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

Circuit Courts

1-6

| <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<br>Fifteenth Judicial Circuit<br>P. O. Box 309<br>112 Courthouse Lane, Suite A<br>Bowling Green, VA 22427-0309 |              |                | Hon. Charles S. Sharp*   | Hon. Sarah L. Deneke<br>Hon. Joseph J. Ellis<br>Hon. J. Overton Harris<br>Hon. Herbert M. Hewitt<br>Hon. Patricia Kelly<br>Hon. Michael E. Levy<br>Hon. R. Michael McKenney<br>Hon. Ricardo Rigual<br>Hon. Gordon F. Willis<br>Hon. Victoria A. B. Willis |                |              |   | Criminal court convenes 9:00 a.m., Wed. & Thurs.<br>Civil court convenes 9:00 a.m., Fri.<br>Terms begin 1st Wed. at 9:00 a.m., Jan., March, May, July, Sept. & Nov.<br>Grand Juries, 1st day of Term<br>Civil cases are set on Term Day by praecipe and pursuant to Rule 1:20 (a)<br>Criminal cases are set on the 1st day of each term (1st Wed.) in Jan., March, May, July, Sept. & Nov.<br>Commissioners in Chancery are utilized in general chancery causes and selectively in divorce suits. |
|   |              |                |  | Susan W. Minarchi, Clerk<br>804/633-5800<br>8:30AM - 4:00PM   |                |              |   |   |
| Carroll Circuit Court<br>Twenty-seventh Judicial Circuit<br>P. O. Box 218<br>605 Pine Street<br>Hillsville, VA 24343-0218             |              |                | <u>Hon. Brett L. Geisler</u><br>Hon. Josiah T. Showalter Jr.*<br>Hon. Bradley W. Finch<br>Hon. H. Lee Harrell<br>Hon. Marcus H. Long Jr.<br>Hon. Robert M. D. Turk |   |                |              | Terms begin- 3rd Monday in March, June, and September; 2nd Monday in December<br>Grand Juries- First day of each Term<br>Misdemeanor Appeals- 3rd Tuesday in March, June, and September; 2nd Tuesday in December<br>All cases are set on Docket Call of each Term or scheduled through the Judge's office. The Clerk is notified of hearing by letter from counsel on civil cases.<br>Commissioners utilized in partition suits and selectively in other matters.<br>Court convenes at 9:00 a.m.  |   |
|   |              |                |  | Gerald R. Goad, Clerk<br>276/730-3070<br>Fax - 276/730-3071<br>8:00AM - 5:00PM  |                |              |   |   |
| Charles City Circuit Court<br>Ninth Judicial Circuit<br>P. O. Box 86<br>10780 Courthouse Road<br>Charles City, VA 23030-0086          |              |                | <u>Hon. B. Elliott Bondurant</u><br>Hon. Jeffrey W. Shaw*<br>Hon. Michael E. McGinty<br>Hon. Richard H. Rizk   |   |                |              | Terms begin, 1st Tuesday, Jan., March, May, July, Sept., & Nov. 12.<br>Grand Juries, 1st day of Term at 9:00 a.m.<br>Criminal cases set for term at 9:00 a.m.<br>Civil cases set for term at 11:00 a.m.<br>Civil cases set by praecipe submitted seven days preceding Term Day.<br>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.<br>Commissioners in Chancery are utilized in real property cases.<br>Instructions must be submitted 2 days prior to trial.<br>Civil cases are set for trial by conference call with the Judge.<br>Court convenes at 9:00 a.m.<br>Final civil orders are distributed using regular mail with postage paid self addressed envelopes provided by the parties. |   |
|   |              |                |  | Victoria E. Washington, Clerk<br>804/652-2105<br>804/652-2107<br>Fax - 804/829-5647<br>8:30AM - 4:30PM<br>Stop recording at 4:00 p.m.   |                |              |   |   |

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

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

Circuit Courts

1-7

CIRCUIT COURT ADDRESS

JUDGE CLERK PHONE # HOURS

TERMS OF COURT AND GENERAL INFORMATION

Charlotte Circuit Court  
Tenth Judicial Circuit  
125 David Bruce Avenue  
P. O. Box 38  
Charlotte Cthse, VA 23923-0038

Hon. Leslie M. Osborn\*  
Hon. Donald Carl Blessing  
Hon. S. Anderson Nelson  
Hon. Kimberley S. White  
  
Nan R. Colley, Clerk  
434/542-5147  
Fax - 434/542-4336  
8:30AM - 4:30PM

Court convenes 9:30 a.m.  
Terms begin, Wednesday after the 1st Monday, Feb., April, June,  
Aug., Oct., & Dec.  
Grand Juries, 1st day of Term.  
All cases set on Docket Day. Attorneys are required to be present.  
Commissioners in Chancery are utilized.  
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.

Charlottesville Circuit Court  
Sixteenth Judicial Circuit  
315 East High Street  
Charlottesville, VA 22902

Hon. Richard E. Moore  
Hon. Timothy K. Sanner\*  
Hon. Dale B. Durrer  
Hon. Cheryl V. Higgins  
Hon. Susan L. Whitlock  
  
Llezelle Agustin Dugger, Clerk  
434/970-3766  
8:30AM - 4:30PM  
  
E-Mail:  
duggerl@charlottesville.org

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.

Chesapeake Circuit Court  
First Judicial Circuit  
307 Albemarle Drive  
Suite 300A  
Chesapeake, VA 23322-5579

Hon. Randall D. Smith\*  
Hon. Marjorie T. Arrington  
Hon. Rufus A. Banks Jr.  
Hon. John W. Brown  
Hon. Timothy S. Wright  
  
Alan P. Krasnoff, Clerk  
757/382-3000  
Fax - 757/382-3034  
Fax - Criminal & Civil:  
757/382-3035  
8:00AM - 4:00PM

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 at 9:00 a.m. for criminal and civil trials and 9:30  
a.m. for arraignments.  
Final orders are distributed using regular mail and require  
self-addressed stamped envelopes.

Judges' Chambers:  
757/382-3050

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>  |
|----------------|---|----------------|---|--|----------------|--------------|--|
|                | Chesterfield Circuit Court<br>Twelfth Judicial Circuit<br>P. O. Box 125<br>9500 Courthouse Road, 2nd Floor<br>Chesterfield, VA 23832-0125 |                | <u>Hon. Timothy J. Hauler*</u><br><u>Hon. Lynn S. Brice</u><br><u>Hon. David E. Johnson</u><br><u>Hon. Steven C. McCallum</u><br><u>Hon. Edward A. Robbins Jr.</u><br><u>Hon. Frederick G. Rockwell III</u> |  |                |              | Criminal and Civil Terms begin Tuesday following 3rd Monday in Jan.,<br>3rd Monday in March, May, July, Sept. & Nov.<br>Grand Juries, 1st day of Criminal Term at 9:00 a.m.<br>Criminal dockets generally convene at 9:00 a.m. and 1:00 p.m.<br>Criminal docket call held every term day morning.<br>Criminal appeals scheduled the 1st and 3rd Tuesday (morning and<br>afternoon) and every Friday (morning only).<br>Criminal cases set through Commonwealth Attorney on designated days.<br>Civil docket call generally held every Monday afternoon (or as<br>assigned) for the presiding Judge's cases.<br>Civil trials and most hearings are set with Judges' legal assistants.<br>Civil appeals will be scheduled for the presiding Judge's duty docket<br>call.<br>The pre-setting of all cases is strongly encouraged. |
|                | P.O. Box 57 (Judges)  |                |   | Wendy Hughes, Clerk<br>804/748-1241<br>Fax - 804/796-5625<br>8:00AM - 4:00PM |                |              |  |
|                | Clarke Circuit Court<br>Twenty-sixth Judicial Circuit<br>P. O. Box 189<br>102 N. Church Street<br>Berryville, VA 22611-0189               |                | <u>Hon. Alexander R. Iden</u><br>Hon. Bruce D. Albertson*<br>Hon. Clifford Lynwood Athey Jr.<br>Hon. Neil Randolph Bryant<br>Hon. Dennis Lee Hupp<br>Hon. Clark Andrew Ritchie<br>Hon. Thomas J. Wilson IV  |  |                |              | Terms begin, 3rd Monday, Jan., April, July & Oct.<br>Motion Day, 3rd Wednesday of each month, 9:00 a.m.<br>Grand Juries, 1st day of Term.<br>Misdemeanor appeals day, 4th Wednesday of Jan., March, May, July,<br>Sept. & Nov.<br>Praecipies must be filed not less that 7 days preceding Motion Day.<br>Court convenes 9:00 a.m.<br>Local rules adopted pursuant to § 8.01-4.<br>Clarke County mails the final orders to the attorneys and<br>unrepresented parties, or if requested, we fax the orders.  |
|                |   |                |   | Helen Butts, Clerk<br>540/955-5116<br>Fax - 540/955-0284<br>9:00AM - 5:00PM  |                |              |  |
|                |   |                |   | E-Mail:<br>hbutts@vacourts.gov   |                |              |  |
|                | Colonial Heights Circuit Court<br>Twelfth Judicial Circuit<br>550 Boulevard<br>P. O. Box 3401<br>Colonial Heights, VA 23834               |                | <u>Hon. Timothy J. Hauler*</u><br><u>Hon. Steven C. McCallum</u><br><u>Hon. Frederick G. Rockwell III</u><br>Hon. Lynn S. Brice<br>Hon. David E. Johnson<br>Hon. Edward A. Robbins Jr.                      |  |                |              | Terms begin, 1st Tuesday, Jan., Mar., May, July, Sept., & Nov.<br>Grand Juries, 1st day of Term, 10:00 a.m.<br>Civil cases set by consent of counsel with Circuit Court Clerk or at<br>docket call.<br>Criminal cases set by Circuit Court Clerk on designated days.<br>General criminal cases on Tues.; civil cases on Mon.<br>Court convenes 8:00 a.m. and 9:00 a.m. depending on docket.<br>Commissioners in Chancery are utilized in general chancery causes and<br>in designated divorce cases.   |
|                |   |                |   | Stacy L. Stafford, Clerk<br>804/520-9364<br>8:00AM - 4:00PM                  |                |              |  |
|                |   |                |   | E-Mail:<br>SStafford@vacourts.gov  |                |              |  |

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

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

Circuit Courts

1-9

| <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>   |
|---|--------------|----------------|--|---|----------------|--------------|---|
| Craig Circuit Court<br>Twenty-fifth Judicial Circuit<br>Post Office Box 185<br>182 Main Street, Suite 4<br>New Castle, VA 24127 |              |                | Hon. Charles L. Ricketts III*  | Hon. Joel R. Branscom<br>Hon. Anita D. Filson<br>Hon. W. Chapman Goodwin<br>Hon. Victor V. Ludwig |                |              | Terms begin, last Monday, Feb.; 2nd Monday, May, Sept., Nov.<br>Grand Juries, 1st day of Term.<br>Cases set on Term Day and chancery matters set between docket calls<br>by agreement of counsel with court's approval.<br>Court convenes 9:30 a.m.<br>Commissioners in Chancery are utilized in general chancery causes;<br>i.e., partition suits.<br>Craig County Circuit Court sends the final orders out by regular mail.   |
|   |              |                |  | Sharon P. Oliver, Clerk<br>540/864-6141<br>Fax - 540/864-7471<br>9:00AM - 5:00PM                  |                |              |   |
|   |              |                |  | E-Mail:<br>spoliver@vacourts.gov  |                |              |   |
| Culpeper Circuit Court<br>Sixteenth Judicial Circuit<br>Courthouse Building<br>135 W. Cameron Street<br>Culpeper, VA 22701-3097 |              |                | <u>Hon. Susan L. Whitlock</u><br>Hon. Timothy K. Sanner*<br>Hon. Dale B. Durrer<br>Hon. Cheryl V. Higgins<br>Hon. Richard E. Moore |   |                |              | Terms begin, 3rd Monday, Feb., April, June, Aug., Oct., Dec.<br>Grand Juries, 1st day of Term.<br>Criminal cases set on Term Date; civil cases set through Judge's<br>Administrative Assistant, Leola Morse, 540-727-3440, or by praecipe<br>on Term Day.<br>Court convenes 9:30 a.m.<br>Commissioners in Chancery are utilized in some contested chancery<br>causes.<br>Motion Day, 2nd & 4th Tuesday; 9:30 a.m. Criminal Cases; 1:30 p.m.<br>Civil Cases<br>Criminal cases we either send by regular mail, Secure Remote Access,<br>Interoffice mail boxes, email (scram orders) or facsimile<br>(physiological evaluation orders). Civil cases we either send regular<br>mail or interoffice mail boxes. |
|   |              |                |  | Janice J. Corbin, Clerk<br>540/727-3438<br>Fax - 540/727-3475<br>8:30AM - 4:30PM                  |                |              |   |
|   |              |                |  | E-Mail:<br>jcorbin@vacourts.gov   |                |              |   |
| Cumberland Circuit Court<br>Tenth Judicial Circuit<br>P. O. Box 8<br>1 Courthouse Circle<br>Cumberland, VA 23040-0008           |              |                | <u>Hon. Donald Carl Blessing</u><br><u>Hon. Kimberley S. White</u><br>Hon. Leslie M. Osborn*<br>Hon. S. Anderson Nelson            |   |                |              | Terms begin, Tuesday following 4th Monday, Jan., April, June, Sept. &<br>Nov.<br>Grand Juries, 1st day of Term.<br>Court convenes 9:30 a.m.<br>All criminal cases are to be set with the office of the<br>Commonwealth's Attorney.<br>Civil cases are set by written request (email is preferred). Send<br>request to dblessing@vacourts.gov with copy to ajamerson@vacourts.gov  |
|   |              |                |  | Deidre D. Martin, Clerk<br>804/492-4442<br>Fax - 804/492-4876<br>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

1-10

| <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>   |
|----------------|---|----------------|--|--------------|----------------|--------------|---|
|                | Danville Circuit Court<br>Twenty-second Judicial Circuit<br>P. O. Box 3300<br>Courts and Jail Building<br>401 Patton Street<br>Danville, VA 24543     |                | <u>Hon. James J. Reynolds*</u><br><u>Hon. Joseph W. Milam Jr.</u><br>Hon. Stacey W. Moreau<br>Hon. Clyde H Perdue Jr.<br><br>Gerald A. Gibson, Clerk<br>434/799-5168<br>Fax - 434/799-6502<br>9:00AM - 4:00PM                |              |                |              | 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.<br>Grand Jury, 1st day of each Term; Docket Call 9:00 a.m., 2nd day of each Term<br>Call 434-799-5171 to set civil cases directly with Court.<br>Commissioners in Chancery are utilized when the nature of the cases requires.   |
|                | Dickenson Circuit Court<br>Twenty-ninth Judicial Circuit<br>P. O. Box 190<br>119 Court House Lane<br>Clintwood, VA 24228                              |                | Hon. Richard C. Patterson*<br>Hon. Jack S. Hurley Jr.<br>Hon. Patrick R. Johnson<br>Hon. Michael Lee Moore<br>Hon. Brian K. Patton<br><br>Richard W. Edwards, Clerk<br>276/926-1616<br>Fax - 276/926-6465<br>8:00AM - 4:30PM |              |                |              | Criminal Terms begin, 2nd Monday, March, June & September; 1st Monday, Dec.<br>Grand Juries, 2nd Monday, March, June and Sept.; 1st Monday, Dec.<br>All cases set on Term Day.<br>Commissioners in Chancery are utilized in selection of jury.<br>Civil Terms begin Tuesday, following Grand Jury.  |
|                | Dinwiddie Circuit Court<br>Eleventh Judicial Circuit<br>P. O. Box 63<br>Dinwiddie, VA 23841-0063<br><br>Physical address: 14008<br>Boydton Plank Road |                | Hon. Paul W. Cella*<br>Hon. Dennis M. Martin Sr.<br>Hon. Joseph M. Teefey Jr.<br><br>John B. Chappell Jr., Clerk<br>804/469-4540<br>Fax - 804/469-5386<br>8:30AM - 4:30PM<br><br>E-Mail:<br>bchappell@vacourts.gov           |              |                |              | Court convenes 9:00 a.m., and 1:00 p.m.<br>Criminal term begins, 3rd Tues. each month<br>Civil term begins, 3rd Tues. each month<br>Grand Juries, 1st day of criminal term.<br>Criminal cases set through Commonwealth's Attorney on designated days.<br>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.<br>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.<br>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, <a href="http://www.dinwiddieva.us/index.aspx?nid=746">http://www.dinwiddieva.us/index.aspx?nid=746</a> . |

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

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

Circuit Courts

1-11

CIRCUIT      COURT      ADDRESS      JUDGE   CLERK   PHONE #   HOURS

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

Hon. Charles S. Sharp\*  
Hon. Sarah L. Deneke  
Hon. Joseph J. Ellis  
Hon. J. Overton Harris  
Hon. Herbert M. Hewitt  
Hon. Patricia Kelly  
Hon. Michael E. Levy  
Hon. R. Michael McKenney  
Hon. Ricardo Rigual  
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:  
gashworth@vacourts.gov

Fairfax Circuit Court  
Nineteenth Judicial Circuit  
4110 Chain Bridge Road  
Fairfax, VA 22030  
Website:  
<https://www.fairfaxcounty.gov/circuit/>

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

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

TERMS OF COURT AND GENERAL INFORMATION

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.

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.

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

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

Circuit Courts

1-12

| <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>   |
|------------------------|---------------------------------|---|--------------------------------|-------------------------------|----------------|--|---|
| Fauquier Circuit Court | Twentieth Judicial Circuit      | 29 Ashby Street<br>Warrenton, VA 20186-3202           | <u>Hon. Jeffrey W. Parker</u>  | Hon. Stephen E. Sincavage*    |                |  | Misdemeanor Appeal Days, 2nd Tuesday each month.<br>Terms begin, 4th Monday, Jan., March, May, July, Sept., & Nov.<br>Motion Day, 1st & 3rd Tuesday each month at 9:00 a.m.; Domestic<br>Motions called at 1:30 p.m.<br>Grand Juries, 1st day of Term.<br>Court convenes 9:00 a.m.<br>Commissioners in Chancery are utilized in partition suits and other<br>selected suits.<br>Depositions are utilized in divorces.<br>Fauquier Circuit distributes final orders by e-mail and mails<br>certified copies of divorce decrees |
|                        |                                 |   |                                | Gail H. Barb, Clerk           | 540/422-8100   | 8:00AM - 4:30PM  |   |
| Floyd Circuit Court    | Twenty-seventh Judicial Circuit | 100 East Main St.<br>Room 200<br>Floyd, VA 24091-0057 | <u>Hon. Marcus H. Long Jr.</u> | Hon. Josiah T. Showalter Jr.* |                |  | Terms begin the first Tuesday of January, April July & October<br>Grand Juries convene on the 1st day of Term @ 9:00 a.m.<br>Criminal cases preset with the Commonwealth Attorney's Office<br>Cases set by agreement of counsel and consent of court. Contact the<br>Court to set hearings up to 4 hours, otherwise a praecipe is<br>required.<br>Court convenes at 9:30 a.m.<br>Commissioners utilized @ the request of Counsel or by Order of Court.  |
|                        |                                 |   |                                | Hon. Bradley W. Finch         |                |  |   |
|                        |                                 |   |                                | Hon. Brett L. Geisler         |                |  |   |
|                        |                                 |   |                                | Hon. H. Lee Harrell           |                |  |   |
|                        |                                 |   |                                | Hon. Robert M. D. Turk        |                |  |   |
|                        |                                 |   |                                | Rhonda T. Vaughn, Clerk       | 540/745-9330   | Fax - 540/745-9303<br>8:30AM - 4:30PM<br>8:30 am - 12:00 noon, Sat, except<br>holiday weekends |   |
| Fluvanna Circuit Court | Sixteenth Judicial Circuit      | 72 Main Street<br>P. O. Box 550<br>Palmyra, VA 22963  | <u>Hon. Richard E. Moore</u>   | Hon. Timothy K. Sanner*       |                |  | Terms begin, 4th Monday, Feb., April, June, Aug., Oct.; 3rd Tues. in<br>Dec.<br>Grand Juries, 1st day of Term.<br>Criminal cases set on Term Day; civil cases set through Judge's<br>Administrative Assistant, Jennette Runner, 434-970-3760, or by<br>praecipe on Term Day.<br>Court convenes 9:30 a.m., except at 10:00 a.m. on Term Days.<br>Commissioners in Chancery are utilized in some contested civil cases.   |
|                        |                                 |   |                                | Hon. Dale B. Durrer           |                |  |   |
|                        |                                 |   |                                | Hon. Cheryl V. Higgins        |                |  |   |
|                        |                                 |   |                                | Hon. Susan L. Whitlock        |                |  |   |
|                        |                                 |   |                                | Tristana P. Treadway, Clerk   | 434/591-1970   | Fax - 434/591-1971<br>8:00AM - 4:30PM  |   |
|                        |                                 |   |                                | E-Mail:                       |                |  |   |
|                        |                                 |   |                                | ttreadway@vacourts.gov        |                |  |   |

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

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

Circuit Courts

1-13

| <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>  |
|---|--------------|----------------|--|--------------|----------------|--------------|--|
| Franklin Circuit Court<br>Twenty-second Judicial Circuit<br>P. O. Box 567<br>275 South Main Street<br>Suite 212<br>Rocky Mount, VA 24151<br><br>P. O. Box 601 (Judge)   |              |                | <u>Hon. Clyde H. Perdue Jr.</u><br>Hon. James J. Reynolds*<br>Hon. Joseph W. Milam Jr.<br>Hon. Stacey W. Moreau<br><br>Teresa J. Brown, Clerk<br>540/483-3065<br>Fax - 540/483-3042<br>8:30AM - 5:00PM<br><br>E-Mail:<br>tjbrown@vacourts.gov  |              |                |              | Terms begin, 1st Monday, Feb., April, June, Aug., Oct., and Dec.<br>All cases are set by the Court's Administrative Assistant, Lori Cundiff, and the dates coordinated with the attorneys involved.<br>Criminal cases are set the week following the preliminary hearing.<br>Civil Cases are set 90 days after filing.<br>Criminal and misdemeanor appeals are set by the Clerk of the General District Court or the Juvenile and Domestic Relations District Court at the time the appeal is noted.   |
| Frederick Circuit Court<br>Twenty-sixth Judicial Circuit<br>5 North Kent Street<br>Winchester, VA 22601   |              |                | <u>Hon. Clifford Lynwood Athey Jr.</u><br><u>Hon. Neil Randolph Bryant</u><br><u>Hon. Alexander R. Iden</u><br>Hon. Bruce D. Albertson*<br>Hon. Dennis Lee Hupp<br>Hon. Clark Andrew Ritchie<br>Hon. Thomas J. Wilson IV<br><br>Rebecca P. Hogan, Clerk<br>540/667-5770<br>9:00AM - 5:00PM<br><br>E-Mail:<br>rhogan@vacourts.gov   |              |                |              | Terms begin, Thursday after the 1st Monday, Jan., April, July, & Oct.<br>A mini-term day is held each month, Thursday after the 1st Monday.<br>Motion Day, 1st Wed. after the 1st Monday of each month.<br>Misdemeanor appeal days, 3rd Wed. after 1st Mon. each month.<br>Grand Juries, 1st Thursday after the 1st Monday of each month.<br>Praecipies must be filed not less than 7 days preceding Motion Day.<br>Court convenes 9:00 a.m.<br>Commissioners in Chancery are utilized in special instances.<br>Local Rules adopted pursuant to § 8.01-4.<br>Faxes from attorneys and litigants will NOT be accepted without prior approval.<br>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<br>Fifteenth Judicial Circuit<br>701 Princess Anne Street, Suite 100<br>Fredericksburg, VA 22401<br><br>Judge's Chambers: 701<br>Princess Anne St. Suite 300<br>Fredericksburg, VA 22401 |              |                | <u>Hon. Gordon F. Willis</u><br>Hon. Charles S. Sharp*<br>Hon. Sarah L. Deneke<br>Hon. Joseph J. Ellis<br>Hon. J. Overton Harris<br>Hon. Herbert M. Hewitt<br>Hon. Patricia Kelly<br>Hon. Michael E. Levy<br>Hon. R. Michael McKenney<br>Hon. Ricardo Rigual<br>Hon. Victoria A. B. Willis<br><br>Jeff Small, Clerk<br>540/372-1066<br>540/372-1171 - Judge's Chambers<br>Fax - 540/372-1174 - Judge's Chambers<br>8:30AM - 4:30PM |              |                |              | Terms begin, 4th Monday, Jan., April, July, & Oct.<br>Grand Juries convene 4th Monday of every month.<br>Civil cases set on Term Day; criminal cases set upon indictment.<br>Court convenes 9:00 a.m.<br>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.<br>Notice of criminal motions must be received in the Clerk's office by noon 3 business days before hearing.<br>Notice of civil motions must be received in Clerk's office by noon the Wednesday of the week preceding the week in which the motion is to be heard.<br>Term day praecipies must be received in Clerk's office by 4:00 p.m. twelve (12) days before the requested term day.<br>Estate matters are handled by appointment.<br>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. |

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

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

Circuit Courts

1-14

CIRCUIT      COURT      ADDRESS      JUDGE   CLERK   PHONE #   HOURS

TERMS OF COURT AND GENERAL INFORMATION

Fredericksburg Circuit Court - Continu

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.

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.

Sherry E. Gautier, Clerk  
540/921-1722  
Fax - 540/921-3825  
8:30AM - 5:00PM

Gloucester Circuit Court  
Ninth Judicial Circuit  
7400 Justice Drive, Room 327  
Gloucester, VA 23061

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

Terms begin, 1st Monday, Jan., March, May, July, Sept., & Nov.  
Grand Juries, 1st day of term, 9:30 a.m.  
Court convenes 9:30 a.m.; docket call at 10:00 a.m.  
Should a Term Day fall on a legal holiday, the Term Day will be on  
the following day.  
Local rules adopted pursuant to Virginia Code § 8.01-4.  
All civil cases shall be set prior to and outside of Docket Call  
after praecipe is filed.  
Pendente Lite and civil motions heard on motions day set by the judge  
(804) 693-1358.  
Ninth Circuit Domestic Relations Trial Forms required  
(<http://yorkcounty.gov/CountyGovernment/Courts-Circuit.aspx>).

Margaret F. Walker, Clerk  
804/693-2502  
Fax - 804/693-2186  
8:00AM - 4:30PM

E-Mail:  
mwalker@vacourts.gov

Goochland Circuit Court  
Sixteenth Judicial Circuit  
P. O. Box 196  
2938 River Road West  
Goochland, VA 23063

Hon. Timothy K. Sanner\*  
Hon. Dale B. Durrer  
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

1-15

| <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<br>Twenty-seventh Judicial Circuit<br>P. O. Box 130<br>129 Davis Street<br>Independence, VA 24348-0130  |              |                | <u>Hon. H. Lee Harrell</u><br>Hon. Josiah T. Showalter Jr.*<br>Hon. Bradley W. Finch<br>Hon. Brett L. Geisler<br>Hon. Marcus H. Long Jr.<br>Hon. Robert M. D. Turk |  |                |              | Terms begin 4th Friday, Oct., Jan., April, & July at 9:00 a.m.<br>Grand Juries, 1st day of Term.<br>All cases set on Docket calls on the opening day of each term, or by agreement of counsel with consent of court.<br>Court convenes 9:00 a.m.<br>Commissioners in Chancery utilized in partitions suits, not normally used in divorce cases.  |
|   |              |                |  | Susan M. Herrington, Clerk<br>276/773-2231<br>Fax - 276/773-3338<br>8:00AM - 5:00PM  |                |              |  |
| Greene Circuit Court<br>Sixteenth Judicial Circuit<br>P. O. Box 386<br>Stanardsville, VA 22973-0386   |              |                | Hon. Timothy K. Sanner*<br>Hon. Dale B. Durrer<br>Hon. Cheryl V. Higgins<br>Hon. Richard E. Moore<br>Hon. Susan L. Whitlock  |  |                |              | Terms begin 2nd Mon., Feb., April, June, Aug., Oct., & Dec.<br>October Term: Tues. after 2nd Mon. as 2nd Mon. is a holiday<br>Grand Juries, 1st day of Term, 9:00 a.m.<br>Criminal cases set on Term Day.<br>Civil cases set by praecipe on Term Day, 11:00 a.m.<br>Court convenes 9:00 a.m.<br>Commissioners in Chancery are utilized in some chancery causes.<br>Motions Day, 3rd Tues. (Criminal 9:00 a.m.; Civil 1:30 p.m.)<br>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<br>434/985-5208<br>Fax - 434/985-6723<br>8:15AM - 4:30PM  |                |              |  |
| Greensville Circuit Court<br>Sixth Judicial Circuit<br>P. O. Box 631<br>337 South Main Street<br>Emporia, VA 23847-0631   |              |                | <u>Hon. W. Allan Sharrett*</u><br>Hon. William Edward Tomko III  |  |                |              | Terms begin, 1st Tuesday, Feb., April, June, Aug., Oct., & Dec.<br>Motions Day, 1st and 3rd Friday, each month.<br>Grand Juries, 1st day of Term.<br>All cases set on Term Day.<br>Civil cases set by court administrator.<br>Court convenes 9:00 a.m. (criminal and civil)<br>Commissioners in Chancery are utilized in chancery causes and some divorce cases.<br>Instructions must be submitted 5 days prior to trial.<br>Local rules adopted pursuant to § 8.01-4.   |
|   |              |                | Robert C. Wrenn, Clerk<br>434/348-4215<br>Fax - 434/348-4020<br>8:30AM - 5:00PM  |  |                |              |  |
| Halifax Circuit Court<br>Tenth Judicial Circuit<br>1030 Mary Bethune Street<br>Halifax, VA 24558<br>Note: The post office does not deliver to the physical address.<br>Mailing Address: P.O. Box 729, Halifax, VA 24558 |              |                | Hon. Leslie M. Osborn*<br>Hon. Donald Carl Blessing<br>Hon. S. Anderson Nelson<br>Hon. Kimberley S. White  |  |                |              | Grand jury meets 1st day of term & term days are the 1st Thursday of each month<br>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.<br>Civil cases set by written request (email is preferred). Send request to ptabott@courts.state.va.us. Court convenes at 9:00 a.m.<br>Commissioners in Chancery are utilized in general chancery causes, except divorce.  |
|   |              |                |  | Cathy M. Cosby, Clerk<br>434/476-6211<br>Judge's Office: 434-476-6114<br>Fax - 434/476-2890<br>Fax - Clerk's Office: 434-476-2890<br>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

1-16



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  
Mr. Michael A. Gaten  
  
Linda Batchelor Smith, Clerk  
757/727-6105  
Fax - 757/728-3505  
Fax - Criminal: 757-728-3367  
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. Charles S. Sharp\*  
Hon. Sarah L. Deneke  
Hon. Joseph J. Ellis  
Hon. Herbert M. Hewitt  
Hon. Michael E. Levy  
Hon. R. Michael McKenney  
Hon. Ricardo Rigual  
Hon. Gordon F. Willis  
Hon. Victoria A. B. Willis  
  
Frank D. Hargrove Jr., Clerk  
804/365-6150  
Fax - Civil Cases Fax -  
804/365-6278  
Fax - Criminal Cases Fax -  
804/365-7148  
8:00AM - 4:30PM  
  
E-Mail:  
FHargrove@vacourts.gov

Terms begin, 3rd Tuesday, Jan., March, July, Sept., & Nov.  
May Term Day is May 22, 2018 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.

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

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

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

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

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.  
\*\*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  
Deed recording hours 9:00 a.m. - 4:30 p.m.  
Passport acceptance hours 9:00 a.m. - 4:00 p.m.

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  
Physical Address: 165 W. Main Street, Monterey, VA 24465

Hon. Charles L. Ricketts III\*  
Hon. Joel R. Branscom  
Hon. Anita D. Filson  
Hon. W. Chapman Goodwin  
Hon. Victor V. Ludwig

Judy W. Hupman, Clerk  
540/468-2447  
Fax - 540/468-2047  
8:30AM - 4:30PM  
Passport Issuance Times: 8:30 a.m. - 4:00 p.m.

Terms Dates: March, June, Sept., & Dec. - \*Please contact court for specific designated date until further notice.\*  
Grand Juries, 1st day of Term.  
Court convenes 9:00 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.

E-Mail:  
jhupman@vacourts.gov

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>  |
|----------------|--|----------------|---|--|----------------|--------------|--|
|                | Hopewell Circuit Court<br>Sixth Judicial Circuit<br>P. O. Box 310<br>100 E. Broadway<br>Room 251<br>Hopewell, VA 23860   |                | <u>Hon. W. Allan Sharrett*</u><br>Hon. William Edward Tomko III                                       | Tamara J. Ward, Clerk<br>804/541-2239<br>Fax - 804/541-2438<br>8:30AM - 4:00PM                   |                |              | Terms begin, 2nd Tuesday, Feb., Apr., June, Aug., Oct., & Dec.<br>Motions Day, 2nd and 4th Fridays.<br>Grand Juries, 1st day of Term.<br>Civil cases set by praecipe.<br>Civil Court convenes 9:00 a.m.<br>Criminal Court convenes 9:00 a.m.<br>Commissioners in Chancery are utilized in partition suits.<br>Instructions must be submitted 5 days prior to trial.<br>Local rules adopted pursuant to § 8.01-4.<br>Final Orders will be mailed to all counsel of record and any unrepresented party as soon as they have been entered by the Judge.<br>The preferred practice is to submit self-addressed, stamped envelopes for the return of the certified copies of the Final Order.<br>However, this office will always mail and provide certified copies to all parties whether an envelope has been provided to us or hasn't been provided to us. |
|                | Isle of Wight Circuit Court<br>Fifth Judicial Circuit<br>17000 Josiah Parker Circle<br>P. O. Box 110<br>Isle of Wight, VA 23397  |                | <u>Hon. Carl Edward Eason Jr.*</u><br>Hon. Lawson Wayne Farmer<br>Hon. Robert H. Sandwich Jr.         | Sharon N. Jones, Clerk<br>757/365-6233<br>9:00AM - 5:00PM<br><br>E-Mail:<br>snjones@vacourts.gov |                |              | Terms begin, 2nd Monday, Jan., March, May, July, Sept., & Nov.<br>Motion Day, every Tues.. 9:00 a.m., in Suffolk.<br>Civil cases set by civil court administrator.<br>Grand Juries, 1st day of Term.<br>Court convenes 9:30 a.m.<br>Commissioners in Chancery are utilized for divorce, annulments, and depositions if an affidavit conducted before a notary is filed.<br>Instructions must be submitted seven days prior to trial.<br>Local rules adopted pursuant to § 8.01-4.<br>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<br>Circuit Court<br>Ninth Judicial Circuit<br>5201 Monticello Avenue<br>Suite Six<br>Williamsburg, VA 23188-8218<br>Judge's Address: 5201<br>Monticello Avenue, Suite One,<br>Williamsburg, VA 23188-8218 |                | Hon. Jeffrey W. Shaw*<br>Hon. B. Elliott Bondurant<br>Hon. Michael E. McGinty<br>Hon. Richard H. Rizk | Mona A. Foley, Clerk<br>757/564-2242<br>Judge's Chambers: 757/564-2300<br>8:30AM - 4:30PM        |                |              | Terms begin, 3rd Wednesday, Jan., March, May, July, Sept., & Nov.<br>Grand Juries, 1st day of Term.<br>All cases set on Term Day or by pre-trial order, no appearance required.<br>Grand Juries at 9:00 a.m.<br>Criminal docket calls at 9:00 a.m.<br>Civil docket calls at 11:00 a.m.<br>Commissioners in Chancery are utilized generally in chancery cases.<br>Instructions must be submitted prior to trial.<br>Local rules adopted pursuant to § 8.01-4.<br>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.   |

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

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

Circuit Courts

1-19

| <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>   |
|--|--------------|----------------|--|--|----------------|--------------|---|
| King and Queen Circuit Court<br>Ninth Judicial Circuit<br>P. O. Box 67<br>234 Allen's Circle<br>King and Queen Court House<br>King And Queen, VA 23085 |              |                | <u>Hon. B. Elliott Bondurant</u><br>Hon. Jeffrey W. Shaw*<br>Hon. Michael E. McGinty<br>Hon. Richard H. Rizk   |  |                |              | Terms begin, 2nd Tuesday, Feb., Apr., June, Aug., Oct., & Dec.<br>Grand Juries, 1st day of Term.<br>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.<br>Praecipies must be filed seven days preceding Civil Term Day.<br>Civil cases set for trial by conference call with the judge.<br>Instructions must be submitted 2 days prior to trial.<br>Commissioners in Chancery are rarely used and only at request of attorneys.<br>Local Rules adopted pursuant to § 8.01-4 for divorce cases.<br>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. |
| King George Circuit Court<br>Fifteenth Judicial Circuit<br>9483 Kings Highway, Suite 3<br>King George, VA 22485-3444                                   |              |                | <u>Hon. Herbert M. Hewitt</u><br>Hon. Charles S. Sharp*<br>Hon. Sarah L. Deneke<br>Hon. Joseph J. Ellis<br>Hon. J. Overton Harris<br>Hon. Patricia Kelly<br>Hon. Michael E. Levy<br>Hon. R. Michael McKenney<br>Hon. Ricardo Rigual<br>Hon. Gordon F. Willis<br>Hon. Victoria A. B. Willis |  |                |              | Terms begin, 2nd Thursday, Jan., Apr., July, & Oct. at 10:00 a.m.<br>Grand Juries, 1st day of Term.<br>Cases set on Term Day by praecipe.<br>Court convenes 9:00 a.m.<br>Commissioners in Chancery are utilized in general chancery causes, i.e., partition suits, etc.<br>Term Day Convenes 10:00 a.m.   |
|  |              |                |  | Charles V. Mason, Clerk<br>540/775-3322<br>Fax - 540/775-5466<br>7:30AM - 4:30PM                                   |                |              |   |
|  |              |                |  | E-Mail:<br>vmason@vacourts.gov   |                |              |   |
| King William Circuit Court<br>Ninth Judicial Circuit<br>351 Courthouse Lane, Suite 130<br>King William, VA 23086                                       |              |                | <u>Hon. B. Elliott Bondurant</u><br>Hon. Jeffrey W. Shaw*<br>Hon. Michael E. McGinty<br>Hon. Richard H. Rizk   |  |                |              | Terms begin, 1st Monday, Feb., Apr., June, Aug., Oct., & Dec.<br>Grand Juries, 1st day of Term.<br>Grand Juries will meet at 9:00 a.m.<br>Criminal docket will be held at 9:00 a.m.<br>Civil docket will be held at 11:00 a.m.<br>Commissioners in Chancery are utilized.<br>Instructions must be submitted 2 days prior to trial.<br>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.<br>Praecipies must be filed seven days preceding Civil Term Day.  |
|  |              |                |  | Patricia M. Norman, Clerk<br>804/769-4936<br>804/769-4937<br>804/769-4938<br>Fax - 804/769-4991<br>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

1-20

CIRCUIT      COURT      ADDRESS      JUDGE   CLERK   PHONE #   HOURS

TERMS OF COURT AND GENERAL INFORMATION

King William Circuit Court - Continued E-Mail:

pnorman@vacourts.gov

Lancaster Circuit Court  
Fifteenth Judicial Circuit  
Post Office Box 99  
Lancaster, VA 22503  
Physical Address: 8265 Mary  
Ball Road, Lancaster, VA  
22503  
MAIL IS NOT DELIVERABLE TO  
THE PHYSICAL ADDRESS. Please  
use the P.O. Box.

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

Diane H. Mumford, Clerk  
804/462-5611  
Fax - 804/462-9978  
8:30AM - 4:30PM

Lee Circuit Court  
Thirtieth Judicial Circuit  
P. O. Box 326  
Main Street  
Jonesville, VA 24263-0326

Hon. Tammy S. McElyea  
Hon. Jeffrey Hamilton\*  
Hon. Chadwick S. Dotson  
Hon. John C. Kilgore

Rene Lamey, Clerk  
276/346-7763  
Fax - 276/346-3440  
8:00AM - 4:30PM

E-Mail:  
rlamey@vacourts.gov

Loudoun Circuit Court  
Twentieth Judicial Circuit  
P. O. Box 550  
18 E. Market St., 3rd floor  
Leesburg, VA 20178

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

Gary M. Clemens, Clerk  
703/777-0270  
Fax - 703/777-0376  
8:00AM - 4:00PM

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.

Terms begin, 1st Monday, March, June, & Dec.; 2nd Monday, Sept.  
Grand Juries, 1st day of Term and 1st Friday of each month.  
Cases set on Term Day. Civil cases set by praecipe.  
Court convenes 9:00 a.m.  
Commissioners in Chancery are utilized.  
Motion day at discretion of Chief Judge.

Term of Court begins on the second Monday in February, April, June,  
August and December; and the Tuesday following the second Monday in  
October.  
Grand Jury convenes on the second Monday of each month. However, in  
October Grand Jury will convene on October 16th.  
Civil cases are scheduled on Monday mornings, except Court holidays.  
A praecipe must be filed for scheduling purposes.  
Criminal cases are scheduled the day following term day at 9:00 a.m.  
or may be scheduled by praecipe.  
Court convenes at 9:00 a.m. sharp unless the Court has designated an  
earlier time as noted in the case management system.  
A list of Appointees for Commissioners in Chancery can be found at:  
<https://www.loudoun.gov/DocumentCenter/View/102951>.

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

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

Circuit Courts

1-21

CIRCUIT      COURT      ADDRESS      JUDGE   CLERK   PHONE #   HOURS

TERMS OF COURT AND GENERAL INFORMATION

Loudoun Circuit Court - Continued

Civil Motions Day occurs on the first Friday of each month with the following schedule: Ore Tenus Hearings, 9:00 a.m.; Domestic cases, 10:00 a.m.; and Civil Law cases, 2:00 p.m.  
Criminal Motions Day occurs on the fourth Friday of each month at 9:00 a.m. except for November and December.  
Praecipies must be filed at least seven (7) calendar days in advance of a requested court docket with appropriate notice to the opposing party. Praecipies must be filed at least fourteen (14) calendar days in advance of a requested court docket if the motion requires the filing of a brief or memorandum. See Va. Sup. Ct. R. 4:15 (c) for filing deadlines of briefs.  
Recordation of deeds is available, in person, Monday through Friday from 8:00 a.m. to 4:00 p.m. Electronic recording is available 24/7 but will be processed during normal business hours.  
Misdemeanor appeals occur on the second Friday of each month, except Court holidays.  
Financial transactions are accepted by the Clerk's Office Monday through Friday from 8:00 a.m. to 4:00 p.m. Online payment of criminal fines and costs can be made 24/7 but will be processed during normal business hours.  
All visitors to the Court Complex are subject to security screening by Sheriff's deputies upon entering the facility.  
Mobile devices and cellphones with cameras are not permitted in the Courts Complex by order of the Court. Attorneys who are members of the State Bar are permitted to bring one cellphone with camera functionality in the Courts Complex and the Sheriff's deputies may request bar identification. Otherwise, no cameras are permitted in the Courts Complex. Please follow this link to the Order of the Court Concerning the use of cameras.  
A list of the civil celebrants who are authorized by the Circuit Court to officiate the rites of civil marriage in Loudoun County can be found at: <https://www.loudoun.gov/DocumentCenter/Home/View/33283>.

Louisa Circuit Court  
Sixteenth Judicial Circuit  
Box 37  
100 W. Main Street  
Louisa, VA 23093-0037

Hon. Timothy K. Sanner\*  
Hon. Dale B. Durrer  
Hon. Cheryl V. Higgins  
Hon. Richard E. Moore  
Hon. Susan L. Whitlock

Patty Madison, Clerk  
540/967-5312  
Judges: 540/967-5300  
Fax - 540/967-2705  
8:30AM - 5:00PM

Terms begin, 2nd Monday, Jan., March, July, Sept. & Nov.  
Due to the mandatory Judicial Conference, the May Term Day will be May 7, 2018.  
Due to the Veterans Day holiday, the November Term Day will be November 5, 2018.  
Grand Juries, 1st day of Term.  
All cases set on Term Day by praecipec 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.

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>   |
|----------------|---|--|--------------|--------------|----------------|--------------|---|
|                | Lunenburg Circuit Court<br>Tenth Judicial Circuit<br>11435 Courthouse Road<br>Lunenburg, VA 23952<br>Physical address: 11413<br>Courthouse Rd., Lunenburg, VA<br>23952  | <u>Hon. S. Anderson Nelson</u><br>Hon. Leslie M. Osborn*<br>Hon. Donald Carl Blessing<br>Hon. Kimberley S. White<br><br>Gordon F. Erby, Clerk<br>434/696-2132<br>Fax - 434/696-3931<br>8:30AM - 4:30PM   |              |              |                |              | Court convenes 9:30 a.m.<br>Terms begin, 1st Monday, Feb., Apr., June, Aug., Oct., & Dec.<br>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.<br>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.<br>Final Orders are disbursed through the mail or by fax. |
|                | Lynchburg Circuit Court<br>Twenty-fourth Judicial Circuit<br>P. O. Box 4<br>900 Court Street<br>Lynchburg, VA 24505<br>Please send all mail to P.O.<br>Box 4, Lynchburg, VA 24505.<br>Mail addressed to the street<br>address may not be delivered<br>in a timely manner. | <u>Hon. F. Patrick Yeatts*</u><br><u>Hon. R. Edwin Burnette Jr.</u><br>Hon. John T. Cook<br>Hon. Michael T. Garrett<br>Hon. James W. Updike Jr.<br><br>Eugene C. Wingfield, Clerk<br>434/455-2620<br>Judge's Office: 434-455-2600<br>Fax - 434/847-1864<br>8:30AM - 4:30PM<br><br>E-Mail:<br>ewingfield@vacourts.gov |              |              |                |              | Criminal Terms begin, 1st Monday every month.<br>Civil Terms begin, 1st Monday monthly.<br>Grand Juries, 1st day of Term.<br>All cases set on Term Day; Criminal - 9:00 a.m., Civil - 1:30 p.m.<br>Civil cases can be set outside of Civil Docket call by contacting the Judicial Assistant to the Judges.<br>Court convenes 9:00 a.m.<br>Commissioners in Chancery are utilized in limited instances.<br>Motion Day, 2nd & 4th Fri. after Term day, 9:00 a.m. - 4:30 p.m. by appointment.<br>Misdemeanor appeals - 1st two days after opening day of Term.                   |
|                | Madison Circuit Court<br>Sixteenth Judicial Circuit<br>1 Main Street<br>P. O. Box 220<br>Madison, VA 22727  | Hon. Timothy K. Sanner*<br>Hon. Dale B. Durrer<br>Hon. Cheryl V. Higgins<br>Hon. Richard E. Moore<br>Hon. Susan L. Whitlock<br><br>Leeta D. Louk, Clerk<br>540/948-6888<br>Fax - 540/948-3759<br>8:30AM - 4:30PM   |              |              |                |              | Terms begin, 1st Monday, Jan., March, May, July, Sept., & Nov.<br>Grand Juries, 1st day of Term.<br>Cases set on Term Day; 9:30 a.m. (Criminal), 11:00 a.m. (Civil)<br>Motion Day, 2nd Wednesday, 9:00 (Criminal), 1:30 (Civil)<br>Court convenes 9:30 a.m.<br>Commissioners in Chancery are utilized in limited instances.<br><br>Madison County Circuit Court mails the Final Order in Civil and Criminal Cases.  |
|                | Martinsville Circuit Court<br>Twenty-first Judicial Circuit<br>P. O. Box 1206<br>55 W. Church Street<br>Martinsville, VA 24114-1206<br><br>P. O. Box 1347 (Judges)  | <u>Hon. G. Carter Greer</u><br>Hon. David V. Williams*<br>Hon. Martin F. Clark Jr.<br><br>Ashby R. Pritchett, Clerk<br>276/403-5106<br>Fax - 276/403-5232<br>9:00AM - 5:00PM   |              |              |                |              | Criminal Terms begin, 1st Monday, Nov.; 2nd Monday, Feb.; 1st Mon., May; 4th Monday, July.<br>Grand Juries, 1st day of Term.<br>Civil cases set by Pretrial Scheduling Order.<br>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.<br>Court convenes 9:00 a.m.<br>Commissioners in Chancery are utilized in divorce proceedings,  |

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

CIRCUIT      COURT      ADDRESS      JUDGE   CLERK   PHONE #   HOURS

TERMS OF COURT AND GENERAL INFORMATION

Martinsville Circuit Court - Continued E-Mail:  
APritchett@vacourts.gov

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.

Mathews Circuit Court  
Ninth Judicial Circuit  
P. O. Box 463  
10622 Buckley Hall Road  
Mathews, VA 23109

Hon. Jeffrey W. Shaw\*  
Hon. B. Elliott Bondurant  
Hon. Michael E. McGinty  
Hon. Richard H. Rizk  
  
Angela Ingram, Clerk  
804/725-2550  
Fax - 804/725-7456  
8:00AM - 4:00PM

Terms begin, 3rd Monday, Jan., March, May, July, Sept., & Nov.  
Grand Juries, 1st day of term, 9:30 a.m.  
Court convenes at 9:30 a.m.; docket call at 10:00 a.m.  
Court convenes 9:30 a.m.  
Should a Term Day fall on a legal holiday, the Term Day will be on the following day.  
Local rules adopted pursuant to Virginia Code § 8.01-4.  
All civil cases shall be set prior to and outside of Docket Call after praecipe is filed.  
Pendente Lite and civil motions heard on motions day set by the judge (804) 693-1358.  
Ninth Circuit Domestic Relations Trial Forms required  
(<http://yorkcounty.gov/CountyGovernment/Courts-Circuit.aspx>).

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

Hon. Leslie M. Osborn\*  
Hon. Donald Carl Blessing  
Hon. S. Anderson Nelson  
Hon. Kimberley S. White  
  
Michelle Gordon, Clerk  
434/738-6191  
434/738-6191 Ext. 5113  
Fax - 434/738-6861  
8:30AM - 5:00PM

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](mailto:anelson@courts.state.va.us) with copy to [pcolgate@courts.state.va.us](mailto:pcolgate@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

1-24



| <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>   |
|---|--------------|----------------|---|--------------|----------------|--------------|---|
| Middlesex Circuit Court<br>Ninth Judicial Circuit<br>P. O. Box 158<br>Routes 17 & 33<br>Courthouse<br>Saluda, VA 23149                  |              |                | <u>Hon. Jeffrey W. Shaw*</u><br>Hon. B. Elliott Bondurant<br>Hon. Michael E. McGinty<br>Hon. Richard H. Rizk  |              |                |              | Terms begin, 4th Monday, Jan., March, May, July, Sept., Nov.<br>Grand Juries, 1st day of term, 9:30 a.m.<br>Court convenes at 9:30 a.m.; docket call at 10:00 a.m.<br>Should a Term Day fall on a legal holiday, the Term Day will be on the following day.<br>Local rules adopted pursuant to Virginia Code § 8.01-4.<br>All civil cases shall be set prior to and outside of Docket Call after praecipe is filed.<br>Pendente Lite and civil motions heard on motions day set by the judge (804) 693-1358.<br>Ninth Circuit Domestic Relations Trial Forms required<br>( <a href="http://yorkcounty.gov/CountyGovernment/Courts-Circuit.aspx">http://yorkcounty.gov/CountyGovernment/Courts-Circuit.aspx</a> ).           |
| Montgomery Circuit Court<br>Twenty-seventh Judicial Circuit<br>55 East Main Street, Suite 1<br>Christiansburg, VA 24073                 |              |                | <u>Hon. Marcus H. Long Jr.</u><br><u>Hon. Robert M. D. Turk</u><br>Hon. Josiah T. Showalter Jr.*<br>Hon. Bradley W. Finch<br>Hon. Brett L. Geisler<br>Hon. H. Lee Harrell   |              |                |              | Terms begin, 2nd Tuesday, Jan., April, July, & Oct.<br>Grand Juries, 1st day of Term and 4th Tues. of each Term.<br>Court convenes 9:00 a.m.<br>Commissioners are utilized in equitable distribution matters; not divorce.<br>Civil cases set by praecipe received 10 days prior to Term, by agreement of court and counsel.<br>Criminal and traffic misdemeanor appeals pre-set with Commonwealth's Attorney's secretary for 2nd day of Term.<br>Civil misdemeanor appeals set with Judge's secretary.<br>Recordation cut off time 4:00 p.m.   |
| Nelson Circuit Court<br>Twenty-fourth Judicial Circuit<br>P. O. Box 10<br>84 Courthouse Square, 1st Floor<br>Lovingsston, VA 22949-0010 |              |                | Hon. F. Patrick Yeatts*<br>Hon. R. Edwin Burnette Jr.<br>Hon. John T. Cook<br>Hon. Michael T. Garrett<br>Hon. James W. Updike Jr.   |              |                |              | Terms begin, 4th Tuesday, Jan, March, May, Sept , & Nov.<br>Grand Juries, 1st day of Term.<br>All cases set on Term Day or directly through Judge at other times.<br>Court convenes 9:30 a.m.<br>Commissioners in Chancery are utilized in general chancery causes.<br>Divorce cases not usually referred.<br>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. |
|   |              |                | Lynn L. Dunlevy, Clerk<br>804/758-5317<br>Fax - 804/758-8637<br>8:30AM - 4:30PM<br><br>E-Mail:<br>ldunlevy@vacourts.gov   |              |                |              |   |
|   |              |                | Erica W. Conner, Clerk<br>540/382-5760<br>Judges' Chambers: 540/382-5754<br>Fax - Clerk's Office: 540/382-6937<br>Fax - Judges' Chambers: (540) 382-6922<br>8:30AM - 4:30PM |              |                |              |   |
|   |              |                | Lisa Dugan Bryant, Clerk<br>434/263-7020<br>Fax - 434/263-7027<br>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

1-25

CIRCUIT COURT ADDRESS

JUDGE CLERK PHONE # HOURS

TERMS OF COURT AND GENERAL INFORMATION

New Kent Circuit Court  
Ninth Judicial Circuit  
P. O. Box 98  
Courthouse  
12001 Courthouse Circle  
New Kent, VA 23124-0098

Hon. B. Elliott Bondurant  
Hon. Jeffrey W. Shaw\*  
Hon. Michael E. McGinty  
Hon. Richard H. Rizk  
  
Amy P. Crump, Clerk  
804/966-9520  
Fax - 804/966-9528  
8:30AM - 4:30PM

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.

Newport News Circuit Court  
Seventh Judicial Circuit  
2500 Washington Avenue  
Courthouse Building  
Newport News, VA 23607-4307

Hon. Gary A. Mills\*  
Hon. Timothy S. Fisher  
Hon. Bryant L. Sugg  
Hon. C. Peter Tench  
Hon. Christopher R. Papile  
  
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 may be changed to the following Friday. Please contact the Clerk's Office for further information. 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](http://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  
7th Floor  
Norfolk, VA 23510

Hon. Jerrauld C. Jones\*  
Hon. Michelle J. Atkins  
Hon. John R. Doyle III  
Hon. Junius P. Fulton III  
Hon. Mary Jane Hall  
Hon. David W. Lannetti  
Hon. Everett A. Martin Jr.  
Hon. Joseph A. Miglioizzi Jr.  
  
George E. Schaefer, Clerk  
757/769-8539  
Toll Free (877) 643-6741

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

gschaefer@circuitcourtva.us

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>  |
|----------------|---|----------------|---------------------------------|---|----------------|--|--|
| Norfolk        | Circuit Court - Continued   |                |                                 |   |                | 8:45AM - 4:45PM  | Final orders are sent to counsel by email and by regular mail to pro se parties and counsel for whom the Clerk has no email address. Self-addressed stamped envelopes are appreciated but not necessary.   |
|                |   |                |                                 |   |                | E-Mail:<br>gschaefer@circuitcourtva.us   |  |
| Northampton    | Circuit Court<br>Second Judicial Circuit<br>P. O. Box 36<br>5229 The Hornes<br>Eastville, VA 23347-0036     |                | Hon. William R. O'Brien*        | Hon. Glenn R. Croshaw<br>Hon. Steven C. Frucci<br>Hon. W. Revell Lewis III<br>Hon. James Clayton Lewis<br>Hon. Leslie L. Lilley<br>Hon. Stephen C. Mahan<br>Hon. H. Thomas Padrick Jr.<br>Hon. A. Bonwill Shockley                                      |                |  | 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). |
|                |   |                |                                 |   |                | Traci L. Johnson, Clerk<br>757/678-0465<br>Fax - 757/678-5410<br>9:00AM - 5:00PM |  |
|                |   |                |                                 |   |                | E-Mail:<br>tljohnson@vacourts.gov  |  |
| Northumberland | Circuit Court<br>Fifteenth Judicial Circuit<br>P. O. Box 217<br>220 Judicial Place<br>Heathsville, VA 22473 |                | <u>Hon. R. Michael McKenney</u> | Hon. Charles S. Sharp*<br>Hon. Sarah L. Deneke<br>Hon. Joseph J. Ellis<br>Hon. J. Overton Harris<br>Hon. Herbert M. Hewitt<br>Hon. Patricia Kelly<br>Hon. Michael E. Levy<br>Hon. Ricardo Rigual<br>Hon. Gordon F. Willis<br>Hon. Victoria A. B. Willis |                |  | 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.   |
|                |   |                |                                 |   |                | Deborah Bingham, Clerk<br>804/580-3700<br>Fax - 804/580-2261<br>8:30AM - 4:45PM  |  |

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>   |
|----------------|---------------|--|--|--|----------------------|---|---|
| Nottoway       | Circuit Court | Eleventh Judicial Circuit<br>328 West Courthouse Road<br>P.O. Box 25<br>Nottoway, VA 23955           | Hon. Paul W. Cella*  | Hon. Dennis M. Martin Sr.<br>Hon. Joseph M. Teefey Jr.   |                      |   | Court convenes 9:00 a.m. unless otherwise notified.<br>Term Days: 1st Tuesday, Jan., March, May, July, Sept., & Nov., 10:00 a.m.<br>Criminal Days: 2nd, 3rd & 4th Mon. each month, 9:00 a.m.<br>Grand Juries, 1st day of Term.<br>Cases set on Term Day or by agreement of counsel and consent of court.<br>Commissioners in Chancery are utilized in general chancery causes.<br>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<br>8:30AM - 4:30PM                 |   |
|                |               |  | E-Mail:  |  | jlbrown@vacourts.gov |   |   |
| Orange         | Circuit Court | Sixteenth Judicial Circuit<br>110 North Madison Road, Suite 300<br>P. O. Box 230<br>Orange, VA 22960 | Hon. Timothy K. Sanner*  | Hon. Dale B. Durrer<br>Hon. Cheryl V. Higgins<br>Hon. Richard E. Moore<br>Hon. Susan L. Whitlock               |                      |   | Terms begin, 4th Monday, Jan., March, May, July, Sept., & Nov.<br>Grand Juries, 1st day of Term.<br>Cases set on Term Day.<br>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.)<br>Court convenes 9:30 a.m.<br>Commissioners in Chancery are utilized.  |
|                |               |  | Teresa T. Carroll, Clerk   |  | 540/672-4030         | Fax - 540/672-2939<br>8:30AM - 4:30PM                 |   |
| Page           | Circuit Court | Twenty-sixth Judicial Circuit<br>116 South Court Street<br>Suite A<br>Luray, VA 22835                | <u>Hon. Bruce D. Albertson*</u><br><u>Hon. Clark Andrew Ritchie</u><br><u>Hon. Thomas J. Wilson IV</u> | Hon. Clifford Lynwood Athey Jr.<br>Hon. Neil Randolph Bryant<br>Hon. Dennis Lee Hupp<br>Hon. Alexander R. Iden |                      |   | Terms begin, 4th Monday, Jan., Apr., July, & Oct.<br>Motion Day, Tuesday after 2nd Monday, each month.<br>Misdemeanor appeal days, Tuesday following fourth Monday, Jan. to Nov.; 3rd Tuesday in December<br>Grand Juries, 4th Monday, each month; none in December<br>Praecept must be filed not less than 7 days preceding Motion Day nor more than 30 days.<br>Court convenes 9:00 a.m.<br>Commissioners in Chancery are utilized.<br>Local rules adopted pursuant to § 8.01-4.  |
|                |               |  | C. Grayson Markowitz, Clerk  |  | 540/743-4064         | 540/743-6902<br>Fax - 540/743-2338<br>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

1-28

| <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<br>Twenty-first Judicial Circuit<br>P. O. Box 148<br>101 Blue Ridge Street<br>Stuart, VA 24171-0148                        |              |                | <u>Hon. Martin F. Clark Jr.</u><br>Hon. David V. Williams*<br>Hon. G. Carter Greer  |   |                |              | Terms begin, 1st Monday, March, June, Sept., & Dec.<br>Grand Juries, 1st day of Term.<br>Court convenes at 9:00 a.m.<br>Civil cases utilize scheduling procedures set out in Rules of Court<br>1:18 - 1:20.<br>Commissioners in Chancery are utilized in general chancery causes.  |
| P. O. Box 762 (Judge)  |              |                |   | Sherri M. Hazlewood, Clerk<br>276/694-7213<br>276/694-3775 (Judge)<br>Fax - 276/694-6943<br>9:00AM - 5:00PM |                |              |  |
| Petersburg Circuit Court<br>Eleventh Judicial Circuit<br>7 Courthouse Avenue<br>Petersburg, VA 23803<br>Judge's Chambers: 1<br>Courthouse Avenue |              |                | Hon. Paul W. Cella*<br>Hon. Dennis M. Martin Sr.<br>Hon. Joseph M. Teefey Jr.   |   |                |              | Criminal term begins, 3rd Thursday, each month.<br>Civil term begins, 3rd Thursday, each month.<br>Grand Juries, 1st day of criminal term.<br>Criminal cases set through Commonwealth's Attorney on designated days.<br>Civil cases, and hearings in civil cases, set through the Court<br>Administrator, Tamera Wilson (804)733-2423 or<br>twilson@courts.state.va.us, or on term days in matured cases.<br>Court convenes 9:00 a.m.<br>Criminal bench days every Tuesday and every Thursday, except term<br>days.  |
|  |              |                |   | Shalva J. Braxton, Clerk<br>804/733-2367<br>Fax - 804/732-5548<br>8:00AM - 4:00PM                           |                |              |  |
|  |              |                |   | E-Mail:<br>sbraxton@vacourts.gov  |                |              |  |
| Pittsylvania Circuit Court<br>Twenty-second Judicial Circuit<br>One North Main Street<br>P.O. Box 31<br>Chatham, VA 24531                        |              |                | <u>Hon. Stacey W. Moreau</u><br>Hon. James J. Reynolds*<br>Hon. Joseph W. Milam Jr.<br>Hon. Clyde H Perdue Jr.                    |   |                |              | Terms begin, 3rd Monday, Feb., Apr., June, Aug., Oct., & Dec.<br>Grand Juries, 1st day of Term.<br>All criminal and civil cases are set by the court's administrative<br>assistant, Ms. Angie Harris, and the dates are coordinated with the<br>attorneys involved.<br>Court convenes 8:30 a.m.<br>Commissioners in Chancery are utilized in Decrees of Reference.<br>Instructions must be submitted prior to trial.<br>This office requires a self address envelope for the distribution of<br>final orders.  |
|  |              |                |   | Mark W. Scarce, Clerk<br>434/432-7887<br>Fax - 434/432-7913<br>8:30AM - 4:30PM                              |                |              |  |
| Portsmouth Circuit Court<br>Third Judicial Circuit<br>1345 Court Street<br>P. O. Box 1217<br>Portsmouth, VA 23705                                |              |                | <u>Hon. Kenneth R. Melvin*</u><br><u>Hon. Joel P. Crowe</u><br><u>Hon. William S. Moore Jr.</u><br><u>Hon. Johnny E. Morrison</u> |   |                |              | Terms begin, 1st Thursday, each month<br>Criminal docket call, 2:15 p.m.; 1st day of Term.<br>Grand Juries, 1st day of Term.<br>Civil cases set by agreement of counsel after consultation with the<br>docket clerk (757-393-5373). Scheduling order required for civil<br>cases.<br>Motions heard daily between 9:00 a.m. & 10:00 a.m. & every Friday,<br>10:00 a.m.<br>Court convenes 10:00 a.m.<br>Docket control procedures adopted pursuant to § 8.01-4 and available<br>on the website<br>( <a href="http://va-portsmouth.civicplus.com/651/Circuit-Court">http://va-portsmouth.civicplus.com/651/Circuit-Court</a> ). |
|  |              |                |   | Cynthia P. Morrison, Clerk<br>757/393-8671<br>Fax - 757/393-2024<br>8:30AM - 4:30PM                         |                |              |  |
|  |              |                |   | E-Mail:<br>CMorrison@vacourts.gov   |                |              |  |

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

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

Circuit Courts

1-29



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

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

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

Circuit Courts

1-31

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. Stephen E. Sincavage\*  
Hon. Douglas L. Fleming Jr.  
Hon. Jeanette A. Irby

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

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

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.

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

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

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

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.

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

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

Hon. William D. Broadhurst\*  
Hon. David B. Carson  
Hon. Charles N. Dorsey  
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

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. David B. Carson  
Hon. Charles N. Dorsey  
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>  |
|----------------|--------------------------|---|---------------------------------|----------------------------------|----------------|-----------------|--|
|                | Rockbridge Circuit Court | Twenty-fifth Judicial Circuit<br>Rockbridge County Courthouse<br>20 South Randolph Street, Suite 101<br>Lexington, VA 24450 | <u>Hon. Anita D. Filson</u>     | Hon. Charles L. Ricketts III*    |                |                 | Court convenes 9:30 a.m.<br>Terms begin, 1st Monday, Feb., May, & Nov.; 2nd Monday in July;<br>Tuesday following Labor Day in Sept.<br>Grand Juries, 1st day of Term.<br>Criminal cases set on first day of each Term<br>Misdemeanor Appeals Days, 1st Wednesday of each month.<br>Motions Day and Divorce/Equity Day: 3rd Wednesday of each month.<br>Civil cases set on Motions Day by praecipe received 10 days in<br>advance or by agreement and set by judge's secretary.<br>Commissioners in Chancery are utilized in limited cases except<br>divorce.<br>Rockbridge Circuit Court's policy is to provide copies of final civil<br>orders to local attorneys by placing the copy in their mailbox in our<br>office and to mail copies to out-of-town attorneys and pro se<br>litigants within two days of entry. We do not require a<br>self-addressed stamped envelope. |
|                |                          |   |                                 | Michelle M. Trout, Clerk         | 540/463-2232   | 8:30AM - 4:30PM |  |
|                |                          |   |                                 | Fax - 540/463-3850               |                |                 |  |
|                |                          |   |                                 | 8:30AM - 4:30PM                  |                |                 |  |
|                | Rockingham Circuit Court | Twenty-sixth Judicial Circuit<br>80 Court Square<br>Courthouse<br>Harrisonburg, VA 22802                                    | <u>Hon. Bruce D. Albertson*</u> | Hon. Thomas J. Wilson IV         |                |                 | Criminal terms begin, 3rd Monday, Jan., Apr., Jul., & Oct.<br>Motion Day, 1st Mon. and 3rd Wed. after 1st Mon. each month<br>Misdemeanor appeals days, 2nd Mon. each month.<br>Grand Juries, 3rd Monday each month.<br>Praecipe must be filed not less than 7 days preceding Motion Day nor<br>more than 30 days.<br>Court convenes 9:00 a.m.<br>Commissioners in Chancery are utilized.<br>Local Rules adopted pursuant to § 8.01-4.  |
|                |                          |   |                                 | Hon. Clifford Lynwood Athey Jr.  |                |                 |  |
|                |                          |   |                                 | Hon. Neil Randolph Bryant        |                |                 |  |
|                |                          |   |                                 | Hon. Dennis Lee Hupp             |                |                 |  |
|                |                          |   |                                 | Hon. Alexander R. Iden           |                |                 |  |
|                |                          |   |                                 | Hon. Clark Andrew Ritchie        |                |                 |  |
|                |                          |   |                                 | Chaz W. Haywood, Clerk           | 540/564-3111   |                 |  |
|                |                          |   |                                 | Fax - 540/564-3127               |                |                 |  |
|                |                          |   |                                 | 8:30AM - 4:30PM                  |                |                 |  |
|                |                          |   |                                 | E-Mail:                          |                |                 |  |
|                |                          |   |                                 | clerkchaz@rockinghamcountyva.gov |                |                 |  |
|                | Russell Circuit Court    | Twenty-ninth Judicial Circuit<br>P. O. Box 435<br>53 East Main Street<br>Lebanon, VA 24266                                  | <u>Hon. Michael Lee Moore</u>   | Hon. Richard C. Patterson*       |                |                 | Terms begin, 2nd Monday, Feb., May (see note), Aug., & Nov. **May<br>term date will be Monday, May 2, 2016, due to the 2016 Mandatory<br>Judicial Conference for Circuit Court judges.**<br>Grand Juries, 1st day of Term.<br>All cases set on Term Day.<br>Court convenes 9:00 a.m.   |
|                |                          |   |                                 | Hon. Jack S. Hurley Jr.          |                |                 |  |
|                |                          |   |                                 | Hon. Patrick R. Johnson          |                |                 |  |
|                |                          |   |                                 | Hon. Brian K. Patton             |                |                 |  |
|                |                          |   |                                 | Ann Sword McReynolds, Clerk      | 276/889-8023   |                 |  |
|                |                          |   |                                 | Fax - 276/889-8003               |                |                 |  |
|                |                          |   |                                 | 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

1-34

| <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<br>Salem, VA 24153  | <u>Hon. David B. Carson</u>            | Hon. William D. Broadhurst* | Hon. J. Christopher Clemens | Hon. Charles N. Dorsey<br>Hon. James R. Swanson  | Terms begin, 3rd Friday, Feb., May, July, Sept.; 2nd Fri., Dec.<br>Grand Juries, 1st day of Term.<br>Civil cases set by praecipe received by clerk 7 days preceding docket call.<br>Criminal cases set on Term day.<br>Court convenes 8:30 a.m.<br>Commissioners in Chancery are utilized on petition of counsel.  |
|                          |                                |   |  | Chance Crawford, Clerk      | 540/375-3067                | Fax - 540/375-4039<br>8:30AM - 4:30PM  |  |
|                          |                                |   |  | E-Mail:                     | CCrawford@vacourts.gov      |  |  |
| Scott Circuit Court      | Thirtieth Judicial Circuit     | 202 West Jackson Street, Suite 102<br>Gate City, VA 24251   | <u>Hon. John C. Kilgore</u>            | Hon. Jeffrey Hamilton*      | Hon. Chadwick S. Dotson     | Hon. Tammy S. McElyea  | Terms begin, 1st Monday, Feb., May, Aug., Nov.<br>Grand Juries, 1st day of Term.<br>Criminal cases set on Term Day, cases set by agreement of counsel and consent of court between docket calls.<br>Civil cases set by praecipe filed with court.<br>Court convenes 9:00 a.m.  |
|                          |                                |   |  | Mark A. (Bo) Taylor, Clerk  | 276/386-3801                | Fax - 276/386-2430<br>8:30AM - 4:55PM  |  |
| Shenandoah Circuit Court | Twenty-sixth Judicial Circuit  | P. O. Box 406<br>112 South Main Street<br>Woodstock, VA 22664   | <u>Hon. Clifford Lynwood Athey Jr.</u> | <u>Hon. Dennis Lee Hupp</u> | Hon. Bruce D. Albertson*    | Hon. Neil Randolph Bryant<br>Hon. Alexander R. Iden<br>Hon. Clark Andrew Ritchie<br>Hon. Thomas J. Wilson IV | Terms begin, Wednesday after 2nd Monday, Jan., Apr., July, & Oct.<br>Motions Day, Second Thurs. of the month, 8:30 a.m.<br>Grand Juries, 1st day of Term and on additional days as needed.<br>Misdemeanor appeals days, Wed. after 1st Mon., Feb., Apr., June, Aug., Oct., & Dec.<br>Praecipe must be filed 7 days preceding Motion Day.<br>Court convenes 9:00 a.m.<br>Commissioners in Chancery are utilized only in certain cases.<br>Local Rules adopted pursuant to § 8.01-4.<br>Instructions must be submitted prior to trial. |
|                          |                                |   |  | Sarona S. Irvin, Clerk      | 540/459-6150                | Fax - 540/459-6155<br>9:00AM - 5:00PM  |  |
| Smyth Circuit Court      | Twenty-eighth Judicial Circuit | 109 West Main Street, Suite 1081<br>Marion, VA 24354<br><a href="http://www.smythcounty.org/circuit_court/circuit_court.htm">http://www.smythcounty.org/circuit_court/circuit_court.htm</a> | <u>Hon. Deanis L. Simmons</u>          | Hon. Sage B. Johnson*       | Hon. C. Randall Lowe        | John H. Graham, Clerk  | For civil cases, instead of a "docket call", the Court now employs 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.<br>Terms begin, 4th Tuesday, March, June, September, and 2nd Tuesday in December.<br>Grand Juries are empaneled on the 1st day of each term.<br>Criminal cases are set by the Judicial Assistant.<br>Court convenes 9:00 a.m.<br>Commissioners in Chancery may be utilized at the discretion of the                                   |
|                          |                                |   |  | 276/782-4044                | Fax - 276/782-4045          | 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

1-35

CIRCUIT COURT ADDRESS

JUDGE CLERK PHONE # HOURS

TERMS OF COURT AND GENERAL INFORMATION

Smyth Circuit Court - Continued

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.

Richard L. Francis, Clerk  
757/653-2200  
Fax - 757/653-2547  
8:30AM - 5:00PM

E-Mail:  
rfrancis@vacourts.gov

Spotsylvania Circuit Court  
Fifteenth Judicial Circuit  
P. O. Box 96  
9107 Judicial Center Lane  
Spotsylvania, VA 22553-0096

Hon. Joseph J. Ellis  
Hon. Ricardo Rigual  
Hon. Charles S. Sharp\*  
Hon. Sarah L. Deneke  
Hon. J. Overton Harris  
Hon. Herbert M. Hewitt  
Hon. Patricia Kelly  
Hon. Michael E. Levy  
Hon. R. Michael McKenney  
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):  
540-507-4056  
8:00AM - 4:30PM

Combined Chambers Address:  
  
9107 Judicial Center Lane,  
Spotsylvania, VA 22553-2627  
Inclement Weather/Emergency  
Closing Number:  
540-507-7498; Enter Mailbox  
3960#

Court.  
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.

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.

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 2nd and 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: <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

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

Spotsylvania Circuit Court - Continued

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. Charles S. Sharp\*  
Hon. Michael E. Levy  
Hon. Victoria A. B. Willis  
Hon. Sarah L. Deneke  
Hon. Joseph J. Ellis  
Hon. J. Overton Harris  
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

Staunton Circuit Court  
Twenty-fifth Judicial Circuit  
113 East Beverley Street  
2nd Floor  
Staunton, VA 24401

Hon. Charles L. Ricketts III\*  
Hon. Joel R. Branscom  
Hon. Anita D. Filson  
Hon. W. Chapman Goodwin  
Hon. Victor V. Ludwig

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

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.

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.

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>   |
|--|--------------|----------------|--|--|----------------|--------------|---|
| Suffolk Circuit Court<br>Fifth Judicial Circuit<br>P. O. Box 1604<br>Mills E. Godwin, Jr. Courts Bldg.<br>150 North Main Street<br>Suffolk, VA 23439-1604<br><a href="http://www.suffolkva.us/citygovt/co/clrk.html">http://www.suffolkva.us/citygovt/co/clrk.html</a> |              |                | <u>Hon. Carl Edward Eason Jr.*</u><br>Hon. Lawson Wayne Farmer<br>Hon. Robert H. Sandwich Jr.  | W. R. Carter Jr., Clerk<br>757/514-7800<br>Fax - 757/514-7103<br>8:30AM - 5:00PM<br>Registers close at 4:30 p.m.<br>No monetary transactions handled after 4:30 p.m.<br>Passport & Marriage License Applications accepted 8:30AM - 3:30PM.<br><br>E-Mail:<br>WRCarter@vacourts.gov |                |              | Terms begin, 4th Monday, Jan., March, May, July, Sept. & Nov. Motion Day, every Tuesday, 9:00 a.m.<br>Grand Juries, 1st day of Term and 4th Wed in Feb., April, June, Aug., & Oct.; 2nd Wed. in Dec.<br>Civil cases set by civil court administrator.<br>Court convenes 9:30 a.m.<br>Commissions in Chancery are utilized in divorce, annulments, and depositions.<br>Instructions must be submitted prior to trial.<br>Local rules adopted pursuant to § 8.01-4.<br><br>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: <a href="http://www.suffolkva.us/foia/">http://www.suffolkva.us/foia/</a> or via email at: foia@suffolkva.us<br>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. |
| Surry Circuit Court<br>Sixth Judicial Circuit<br>28 Colonial Trail, East<br>Surry, VA 23883  |              |                | <u>Hon. W. Allan Sharrett*</u><br>Hon. William Edward Tomko III<br><br>Gail P. Clayton, Clerk<br>757/294-3161<br>Fax - 757/294-0471<br>9:00AM - 5:00PM<br><br>E-Mail:<br>gclayton@vacourts.gov |  |                |              | Terms begin, 4th Tuesday, Jan., March, May, July, Sept., & Nov. Grand Juries, 1st day of Term.<br>Cases set on Term Day.<br>Civil cases set by praecipe submitted through Wednesday preceding docket call.<br>Court for Term Day begins at 10:00 a.m.<br>Criminal Court is held the first Wednesday of every month at 9:00 a.m.<br>Commissioners in Chancery are utilized to take evidence in partition suits; injunctions; interrogatories.<br>Instructions must be submitted 7 days prior to trial.<br>Local rules adopted pursuant to § 8.01-4.  |
| Sussex Circuit Court<br>Sixth Judicial Circuit<br>P. O. Box 1337<br>15088 Courthouse Road<br>Route 735<br>Sussex, VA 23884   |              |                | <u>Hon. W. Allan Sharrett*</u><br>Hon. William Edward Tomko III<br><br>Gary M. Williams, Clerk<br>434/246-1012<br>434/246-5511 Ext. 1012<br>Fax - 434/246-2203<br>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.<br>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.<br>Grand Juries, 1st day of Term.<br>All Cases set on Term Day.<br>Court convenes 9:00 a.m. (except first day of term which is 10:00 a.m.)<br>Commissioners are utilized in partition matters, interrogatories and drawing of juries.   |

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

Sussex Circuit Court - Continued

Tazewell Circuit Court  
Twenty-ninth Judicial Circuit  
135 Court Street, Suite 202  
Circuit Court Clerk's office  
Tazewell, VA 24651

Hon. Richard C. Patterson\*  
Hon. Jack S. Hurley Jr.  
Hon. Patrick R. Johnson  
Hon. Michael Lee Moore  
Hon. Brian K. Patton

Tammy B. Allison, Clerk  
276/385-1222  
Fax - 276/988-7501  
8:00AM - 4:30PM

E-Mail:  
tallison@vacourts.gov

Virginia Beach Circuit Court  
Second Judicial Circuit  
2425 Nimmo Parkway  
Building 10 & 10B, 3rd Floor  
Virginia Beach, VA 23456-9017

Hon. William R. O'Brien\*  
Hon. Glenn R. Croshaw  
Hon. Steven C. Frucci  
Hon. James Clayton Lewis  
Hon. Leslie L. Lilley  
Hon. Stephen C. Mahan  
Hon. H. Thomas Padrick Jr.  
Hon. A. Bonwill Shockley  
Hon. W. Revell Lewis III

Tina E. Sinnen, Clerk  
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

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.

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.

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 all. Trial date for civil appeal cases from the  
J&DR District Court set by Clerk's Office. Divorce cases heard by  
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](http://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.

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>  |   |                      |                          |                     |                       |                            |   |  |
|--------------------------------|---------------------------|---|---|-----------------------|---------------------------|------------------------|--|---|----------------------|--------------------------|---------------------|-----------------------|----------------------------|---|--|
| Waynesboro                     | Circuit Court - Continued |   | E-Mail:<br>briggsna@ci.waynesboro.va.us |                       |                           |                        |  |   |                      |                          |                     |                       |                            |   |  |
| Westmoreland                   | Circuit Court             | Fifteenth Judicial Circuit<br>175 Polk Street<br>P. O. Box 307<br>Courthouse<br>Montross, VA 22520-0307   | Hon. Charles S. Sharp*                  | Hon. Sarah L. Deneke  | Hon. Joseph J. Ellis      | Hon. J. Overton Harris | Hon. Herbert M. Hewitt   | Hon. Patricia Kelly   | Hon. Michael E. Levy | Hon. R. Michael McKenney | Hon. Ricardo Rigual | Hon. Gordon F. Willis | Hon. Victoria A. B. Willis | Gwynne J. Chatham, Clerk<br>804/493-0108<br>Fax - 804/493-0393<br>9:00AM - 5:00PM | All court convenes at 9:00 criminal and civil.<br>Criminal cases are set by agreement with Commonwealth's Attorney at preliminary hearing, on Term Day, or by agreement of counsel and the Court.<br>Terms are the 4th Friday of January, April, July and October.<br>In civil jury trials, instructions must be submitted to the Court and opposing counsel 5 days prior to trial.<br>Civil cases are set by the Clerk's Office.<br>Commissioners in Chancery are utilized in general chancery causes and divorces. |
| Williamsburg/James City County | Circuit Court             | Ninth Judicial Circuit<br>5201 Monticello Avenue<br>Suite Six<br>Williamsburg, VA 23188-8218<br>Judge's address: 5201<br>Monticello Avenue, Suite One,<br>Williamsburg, VA 23188-8218 | <u>Hon. Michael E. McGinty</u>          | Hon. Jeffrey W. Shaw* | Hon. B. Elliott Bondurant | Hon. Richard H. Rizk   | Mona A. Foley, Clerk<br>757/564-2242<br>Criminal Supervisor: 757-564-2350<br>Fines/Costs/Restitution:<br>757-564-2351<br>Concealed Handgun Permits:<br>757-564-2360<br>Jury Administrator: 757-564-2353<br>Marriage license, Judgments:<br>757-564-2360<br>Name changes, Expungements:<br>757-564-2360<br>Divorces/adoptions: 757-564-2354<br>Law suits/ministers: 757-564-2352<br>Recording Department: 757-564-2355<br>8:30AM - 4:00PM<br>Recordation cut off time: 4:00PM | Terms begin, 3rd Wednesday, Jan., March, May, July, Sept., & Nov.<br>Term day for the month of May, 2017, is set on Friday, May 19, 2017.<br>Term day for the month of November 2018, is set as November 14, 2018.<br>Grand Juries, 1st day of Term.<br>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.)<br>Grand Juries at 9:00 a.m.<br>Criminal docket calls at 9:00 a.m.<br>Civil docket calls at 11:00 a.m.<br>Instructions must be submitted prior to trial.<br>Local rules adopted pursuant to § 8.01-4.<br>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.<br>Recordation cutoff time is 3:30 p.m.<br>Faxes from attorneys and litigants will NOT be accepted for any civil cases.<br>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. |                      |                          |                     |                       |                            |   |  |

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

CIRCUIT COURT ADDRESS

JUDGE CLERK PHONE # HOURS

TERMS OF COURT AND GENERAL INFORMATION

Winchester Circuit Court  
Twenty-sixth Judicial Circuit  
The Judicial Center  
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. Clark Andrew Ritchie  
Hon. Thomas J. Wilson IV

Terry H. Whittle, Clerk  
540/667-5770  
Fax - 540/667-6638  
9:00AM - 5:00PM

E-Mail:  
twhittle@vacourts.gov

Term begins the 3rd Tuesday in January, April, July, and October unless changed by Court order. Grand Jury meets every month on the 3rd Tuesday of each month unless changed by Court order. Check our website for Court calendar and changes to the calendar.  
Website: www.winfredclerk.com  
Civil Motions Day is the Thursday after Term Day or when the Grand Jury meets. Check Court calendar on our website for changes. To have matter placed on Civil Motions Day docket, a praecipe must be filed not less than 7 days preceding the Motion Day.  
Misdemeanor Appeals Day is the Friday after Civil Motions Day, Check Court calendar on our website for changes.  
Court has a Probation day each month. Check Court calendar on our website for Probation Day,  
Court convenes at 9:00 AM.  
Local Rules adopted pursuant to § 8.01-4.  
NOTE: CHECK OUR WEBSITE FOR COURT CALENDAR AND ANY UPDATES OR CHANGES TO THE CALENDAR.

Wise/Norton Circuit Court  
Thirtieth Judicial Circuit  
P. O. Box 1248  
206 East Main Street  
Wise, VA 24293-1248

Hon. Chadwick S. Dotson  
Hon. Jeffrey Hamilton\*  
Hon. John C. Kilgore  
Hon. Tammy S. McElyea

J. Jack Kennedy Jr., Clerk  
276/328-6111  
Fax - No faxes accepted (only PDF)  
8:30AM - 4:00PM

E-Mail:  
jack@jackkennedy.net

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

Wythe Circuit Court  
Twenty-seventh Judicial Circuit  
Circuit Court Building  
225 S. Fourth Street  
Room 105  
Wytheville, VA 24382

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

Frances C. Akers, Clerk  
276/223-6050  
Fax - 276/223-6057  
8:30AM - 5:00PM

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.

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

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. Richard H. Rizk  
Hon. Jeffrey W. Shaw\*  
Hon. B. Elliott Bondurant  
Hon. Michael E. McGinty  
  
Kristen N Nelson, Clerk  
757/890-3350  
Fax - 757/890-3364  
8:00AM - 4:00PM

TERMS OF COURT AND GENERAL INFORMATION

Terms begin, 3rd Tuesday, Jan., March, July, Sept., & Nov. 2018 May  
Term is May 22, 2018.  
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.

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

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

Circuit Courts

1-43