

## **CITY OF RICHMOND**

### **The Circuit Court of the City of Richmond John Marshall Courts Building**

- 1. NAME OF COURT:** CIRCUIT COURT OF THE CITY OF RICHMOND, John Marshall Courts Building
- 2. JUDGES:**  
Hon. C. N. Jenkins Jr., Presiding Judge, Chief Judge; Hon. Bradley B. Cavedo, Presiding Judge; Hon. Phillip L. Hairston, Presiding Judge; Hon. William R. Marchant, Presiding Judge; Hon. Beverly W. Snukals, Presiding Judge; Hon. Joi Jeter Taylor, Presiding Judge
- 3. CLERK:** Edward F. Jewett, 646-6505  
Criminal: 646-6553; Probate: 646-6540; Civil 646-6536; Record Room: 646-6530
- 4. ADDRESS:** John Marshall Courts Building, 400 N. 9<sup>th</sup> Street, Richmond, VA 23219
- 5. SHERIFF:** C. T. Woody  
John Marshall Courts Building, 400 N. 9<sup>th</sup> Street, LL 2, Richmond VA 23219
- 6. COMMISSIONER OF ACCOUNTS:** Richard Manson  
707 East Main Street, 16<sup>th</sup> Floor, Richmond, VA 23219  
ALSO: Kimberly A. Pinchbeck, 6932 Forest Hill Ave., Richmond, VA 23225
- 7. COMMONWEALTH'S ATTORNEY:** Michael N. Herring, 646-3500
- 8. TERMS OF COURT:** Criminal: 12 terms of Court; Civil: 4 terms of Court; Civil Juvenile Appeals: 12 terms of Court
- 9. DOCKET CALL DATES:**  
Criminal: 1<sup>st</sup> Monday in every month at 9:30 a.m.  
Civil (Juvenile Appeals - 1st Monday in every month at 11:00 a.m.)
- 10. DOCKET PROCEDURES:** Criminal: Held at John Marshall Courts Building; presiding will be one Judge, all Judges' Secretaries, 2 Court Clerks, Commonwealth Attorney, Defense Counsel or Defendant if representing himself.
- 11. CIVIL PROCEDURES:** See Suggested Practices and Procedures also found in this handbook

*Also available are Suggested Guidelines & Practices in Domestic Relations Cases for the 12<sup>th</sup>, 13<sup>th</sup>, and 14<sup>th</sup> Judicial Circuits (Chesterfield/Colonial Heights, Richmond and Henrico).*

## **Richmond General District Court**

**2. NAME OF COURT:** RICHMOND GENERAL DISTRICT COURT

**3. JUDGES:**

**Criminal Division:** Hon. D. Eugene Cheek, Hon. Phillip Hairston

**Traffic Division:** Hon. Birdie H. Jamison; Hon. Tracy Thorne-Begland

**Civil Division:** Hon. Joi Jeter Taylor; Hon. Claire G. Cardwell;

**Manchester Division:**

**4. CLERKS:**

**Criminal Division:** Carol B. Kennedy, 920 Hull Street, Northside, Richmond, VA 23224; telephone: 646-6677; fax: 646-6684

**Traffic Division:** Rebecca Schmidt, John Marshall Courts Building, 400 N. Ninth Street, Room 209, Richmond, VA 23219; telephone: 646-6431/6435 ; fax 646-6659

**Civil Division:** Sandra C. Blount, John Marshall Courts Building, 400 N. Ninth Street, Room 203, Richmond, VA 23219; telephone: 646-6461; fax: 646-8758

**Manchester Division:** Bonnie Pridemore; 920 Hull Street, Southside, Richmond, VA 23224; telephone: 646-8990/8888; fax 646-0387

**5. TIME COURT CONVENES:**

**Criminal:** 9:00 a.m. (new arraignments from night before); 9:30 a.m. (regular docket)

**Traffic:** 9:00 a.m. (new arraignments); 9:30 a.m. (regular docket); Tuesday and Thursday 9:00 a.m. (parking violations)

**Civil:** 10:00 a.m. (general docket); Monday through Friday (Motions 9:00 a.m.)  
Office Hours: 8:00 to 4:00 p.m. Garnishment Docket 9:00 a.m.

**Small Claims:** Tuesdays at 11:00 a.m.

**Manchester:** 9:00 a.m. (criminal); 11:30 a.m. (traffic)

**6. TERMS OF COURTS:** Monday through Friday

## **7. DOCKET PROCEDURES FOR CIVIL CASES:**

One civil district court serves the city of Richmond, the city of Richmond General District Court, Civil Division, which is located in the John Marshall Courts Building. Clerk: Sandra C. Blount, Room 203, John Marshall Courts Building, 400 N. Ninth Street, Richmond, VA 23219.

The Clerk has only one office, and it is at the above address. The telephone number is 646-6461. The Civil Division has jurisdiction and venue over proper cases from both north and south of the James River.

A case is commenced by filing the necessary papers (civil warrant, etc.) in the Clerk's Office and selecting a return date, normally 30 days away, but no more than 60 days away. A case can be tried on the return date, but this is not done frequently. When it is done, it is usually only with small claims or small cases with simple facts.

For cases requiring a trial, a trial date will normally be from one to three months after the return date. The court will also fix a time of trial on the trial date, which can include a 9:00 a.m., 11:00 a.m., 12 noon and 1:00 p.m., 2:00 p.m. trial time as well as the more frequently used afternoon trial times. In cases of special urgency, an earlier trial date can be obtained.

If either party desires pleadings, they should be requested on the return date, when the case is being set for trial.

Only one copy of a pleading need be filed with the Court. It should clearly indicate the date set for trial or hearing.

When a motion is made on the return date, the Court will either resolve it at that time or as soon as possible set it down for a later hearing.

The Civil Division sits five days a week at 10:00 a.m.

Any attorney desiring information about a particular case should provide the case number and/or parties names to the Clerk's Office when calling or visit [www.courts.state.va.us](http://www.courts.state.va.us) and search case information for the particular court locality.

**The following procedures should be followed when filing cases in the City of Richmond General District Court - Civil Division:**

1. The fee for filing warrants, detinues, garnishments, interrogatories and unlawful detainers is \$46 processing fee plus \$12 for each service. Certified copies or abstracts are .50¢ and exemplified copies or triple seals of judgments are \$3.00 up to six pages and .50¢/page thereafter. (Checks should be payable to Richmond General District Court - Civil Division.) No personal checks accepted. Visa & Mastercard.

2. There must be one service copy for each defendant in addition to the original paper for warrants, unlawful detainers, detinues, etc. sent to the Court. Must include a Service Members Affidavit for each defendant. A copy of the warrant must also be mailed to the defendant at least ten days prior to the return date. Be sure to sign the certificate of mailing on the reverse side of the warrant and insert the date of the mailing. **\*\*See Other Side\*\***

3. The plaintiff's name is listed at the top right hand of the warrant (last name first, eg. Smith, John R.). Also, list your address or your attorney's name and address if applicable. Please list this information neatly. We do need to write on the warrants and space is limited. **(or if not completing the form on line) Most forms may be completed on the court's website and printed by clicking on print for submission to court. (Do not use normal print option.)**

The defendant's name (last name first), address to be served and the city or county of residence should be listed. The defendant's social security number, is only necessary on garnishments.

4. In preparing warrants, please print neatly if a typewriter is not available. All warrants must be signed and dated.

5. In this court, it is also necessary to mark the block labeled "for the Judge to set another date for trial." Please be sure to do this, otherwise, the defendants may appear in court on the return date expecting to have their cases heard.

6. Garnishments must have a case number on the top right hand corner, an original and five copies must be included and an envelope addressed to the judgment debtor with postage and an exemption form, garnishee's answer sheet and garnishee information sheet attached to each copy of the garnishment. In addition to these forms, a suggestion for summons in garnishments for which the judgment is sought must also be attached to the original copy. All forms should be stapled in the right hand corner. Be sure to include on the garnishment the judgment debtor's Social Security Number.

**(This is preprinted on the forms now)** Type or stamp on the garnishment summons form that garnishee checks should be made payable to the judgment creditor.

7. Interrogatories require an original and three (3) copies with exemption forms attached to each copy. A copy of the interrogatory must also be mailed to the defendant at least ten days prior to the return date. Be sure to sign the certificate of mailing on the reverse side of the summons and insert the date of the mailing. The judges will also hear interrogatory cases Monday through Friday at 10:00 a.m. if a small number. Call the clerk's office for a special date if in quantity.

8. Please put the case number on all papers. These numbers are on the dockets that are posted in front of each courtroom on the date that judgment is entered. Please instruct the person who appears in court to obtain these numbers. Pleadings should include the trial date as well. The number may be obtained on the website.

9. All papers must be signed by the plaintiff, plaintiff's attorney, or the plaintiff's agent.

10. If an attorney is representing the plaintiff, his or her name and telephone number must appear only in the designated block at the bottom right hand corner of the warrants. (Without this information, the defendant is unable to contact anyone in order to make payment arrangements.).

11. A post office box cannot be served as an address in the city of Richmond. We will accept P. O. Boxes in some instances, especially when the plaintiff has no other address or meets the due diligence requirement on the Secretary of the Commonwealth affidavit.

12. When serving a defendant out of state, an additional fee of \$28.00 per defendant made payable to the Secretary of the Commonwealth is required. Two (2) checks are required; one payable to the Richmond General District Court - Civil Division including \$46.00 plus \$12.00 per each defendant for each process if served by sheriff and another made payable to the Secretary of the Commonwealth in an amount of \$28.00 for each person to be served. An affidavit of compliance must be attached to the original warrant and a copy for each defendant to be served must be included. Please type the defendant's address and the words SECRETARY OF THE COMMONWEALTH under the address. If third party service, include self-addressed envelope to the Secretary of the Commonwealth.

13. The fee for service on corporations through Clerk of the State Corporation Commission requires a check in the amount of \$30.00 in addition to the \$36.00 filing fee. The proper affidavit must be filed. This service requires an original warrant and two service copies for each defendant to be served. Additional \$12.00 per defendant if served by Sheriff. If Third Party Process, include a self-addressed envelope to the Clerk of the State Corporation Commission.

14. Service through the Division of Motor Vehicles requires an affidavit of due diligence. Indicate on the warrant that this claim arose from an automobile accident occurring in the Commonwealth of Virginia. All automobile cases must be served through Division of Motor

Vehicles and not through Secretary of the Commonwealth. This service requires an original warrant and two service copies for each defendant. There is a \$46.00 filing fee plus the Division of Motor Vehicles fee of \$28.00. Additional \$12.00 for each defendant served by the Sheriff. If Third Party Service, include self-addressed envelope to the Division of Motor Vehicles.

15. If a defendant does not reside in the city of Richmond, please designate the city or county where the jurisdiction lies under the address on the warrant. If this information is not included, there is the possibility that the warrant could be sent to the wrong sheriff's department for service. You will not know until the return date that you do not have service on your warrant because of this omission.

16. If there is more than one warrant, detinue, etc., please include a list including the plaintiff and defendant in each case and the return date.

17. A Complaint must include the court fee when they are issued. They are now treated the same as warrants in debt and contain the same information that a warrant contains – Return date, court address, etc. and venue information on reverse side of warrants.

18. Absolutely no visible changes on the court papers will be accepted.

19. The return dates on warrants must be 30 days from the day the summons is filed in this Court but not over 60 days. Some exceptions may be made. The general docket is Monday thru Friday at 10:00 a.m.

20. The return dates on garnishments must be at least 30 days and not over 180 days for wage garnishments. All garnishments are returnable Monday thru Friday at 9:00 a.m.

21. Interrogatory return dates are scheduled with the Commissioner in Chancery or with the Court at 10:00 a.m., Monday through Friday. Special times may be requested for a large number of interrogatories.

22. When having a warrant, etc. served by a third party process server, the affidavit of service should be in the Clerk's office at least 10 days prior to the return date on the summons. Service returns should be stapled to the warrant on the top of the warrant near the center.

23. Exemption hearings, etc. are returnable on the garnishment docket Monday thru Friday at 9:00 a.m.

24. Motions are returnable at 9:00 a.m. before the appropriate Judge, heard in their courtroom.

## **Juvenile & Domestic Relations District Court of the City of Richmond**

1. **NAME OF COURT:** JUVENILE & DOMESTIC RELATIONS DISTRICT COURT, OLIVER HILL COURTS BUILDING
2. **JUDGES:** Hon. Ashley K. Turner, Presiding Judge, Chief Judge; Hon. Richard B. Campbell, Presiding Judge; Hon. Marilyn C. Goss, Presiding Judge; Hon. Mary E. Langer, Presiding Judge
3. **CHIEF OPERATING OFFICER:** Tricia D. Muller, 1600 Oliver Hill Way, Suite C181, Richmond, VA 23219; telephone: 646-2942
4. **CLERK:** Ms Patricia R. Batley, 1600 Oliver Hill Way, Suite C181, Richmond, VA 23219; telephone: 646-2942
5. **TERMS OF COURT:** Monday through Friday
6. **TIME COURT CONVENES:** 9:00 a.m.
7. **TELEPHONE NUMBERS:**

Information: 646-2942

Intake: 646-2900

Probation Office: 646-2900

(Kim Russo, Iterim Court Service Unit Director)

Juvenile Detention: 646-3456

(Rodney Baskerville, Superintendent)

Judge's Secretary: Diane Ickes - 646-2918

### **8. CONTINUANCE POLICY**

Contact: Laura G. Griffin, Clerk

804-646-2942

fax: 804.646.2906

8:00 a.m. – 4:00 p.m.

Continuances granted by Judge on prior written motion  
(continuance policy in effect/form available).

### **9. COURT SCHEDULE**

#### **Arraignments**

Mon. – Fri.: 8:45 a.m.

#### **Detention Hearings**

Mon. – Fri.: 11:00 a.m.

**Traffic Cases**

1st Thurs.: 2:00 p.m.

**Motions Docket**

Mon - Thurs, 2:00 p.m.-2:15 p.m.

**Support**

DCSE Support cases are heard 4 days/week from 9:00 a.m.-12:15 p.m. (judge varies); Civil Support cases are intermingled with our regular Civil docket (see below).

**Criminal & Civil**

Criminal cases are heard 4 days/week from 9:00 a.m.-12:30 p.m. and 2:15 p.m.-3:55 p.m. (judge varies); Civil cases are heard 4 days/week from 9:00 a.m.-12:30 p.m. and 2:15 p.m.-4:15 p.m. (judge varies)

**Protective Orders – Family Abuse**

Mon. – Fri.: 11:30 a.m. and 3:00 p.m.; parties wishing to appear on the 11:30 a.m. docket must report to Intake by 11:00 a.m.; parties wishing to appear on the 3:00 p.m. docket must report to Intake by 2:30 p.m.)

**CITY OF RICHMOND**

**Real Estate Assessor's Office:** 646-5600

**Department of Finance:**

Administration 646-5829

Personal Property Assessments 646-5690