

ORDER

In continued response to the Judicial Emergency Orders entered by the Virginia Supreme Court, it is hereby ORDERED that, beginning **June 13, 2020 and continuing until further order of this court**, the Henrico General District Court will adhere to the following policies and procedures:

Traffic and Criminal Cases Through August 30, 2020

1. **ALL FELONY** cases and **ALL CRIMINAL MISDEMEANORS**, which includes DUI's and DUID's, currently scheduled on the dockets through August 30, 2020 at 9:00 am, 9:30 am and 11:00 am will go forward at those times;
2. **ALL TRAFFIC CASES** currently scheduled on the dockets through August 30, 2020 will go forward at 9:00 am, 9:30 am, and 11:00 am, **EXCEPT** certain cases that must be continued to allow the court to maintain social distancing and to follow other practices designed to protect all participants. **IF YOUR TRAFFIC CASE MUST BE CONTINUED**, you will receive a written notice of the new date from the Clerk's Office and the information will appear on the Supreme Court's website (www.vacourts.gov) under case information for the Henrico General District Court. **Defendants are advised that it is your obligation to notify the Clerk's Office immediately if the address on your warrant or traffic summons is incorrect. Failure to notify the Clerk's Office of a change of address or to check the Supreme Court website to verify your new court date may result in your being tried in your absence.** To begin handling the backlog of continued traffic cases, additional traffic dockets will be scheduled at 1:30 p.m. on certain dates to be established by the Clerk's Office.

The **TRAFFIC SAFETY DOCKETS** on Mondays will continue to be heard at 11:00 a.m. for the remainder of June and July. **BEGINNING AUGUST 1st the TRAFFIC SAFETY DOCKETS WILL MOVE TO 1:30 PM on Mondays** going forward.

THE DUID/PROSTITUTION DOCKETS WILL REMAIN AT 11:00 am ON THE THIRD MONDAY OF EACH MONTH.

Traffic and Criminal Cases Beginning August 31, 2020

3. The Court will move to segmented dockets beginning on August 31st to continue to limit courthouse and courtroom occupancy each day and to continue to allow for appropriate social distancing and to follow other practices designed to protect all participants. There will be **FOUR DOCKETS ON TUESDAYS, WEDNESDAYS, AND THURSDAYS AT 9:30 am, 10:30 am, 11:30 am AND 1:30 pm.** These dockets will be comprised of both continued and new cases.

THE DOCKETS AT 9:30 am AND 10:30 am WILL CONTAIN A HYBRID OF CRIMINAL AND TRAFFIC CASES, INCLUDING DUP'S.

THE 11:30 am AND 1:30 pm DOCKETS WILL CONTAIN ONLY TRAFFIC CASES.

The 1:30 docket may not be held on certain days to allow for additional civil return dockets, as determined by the Clerk's Office. The Monday and Friday criminal and traffic dockets will continue to be heard as usual with the above noted exceptions for the Traffic Safety Dockets.

OTHER HEARINGS AND MOTIONS

4. **BOND MOTIONS** will continue to be heard by video in the two courtrooms with video capability and in person in the other three courtrooms beginning at 8:30 am and will be limited to three (3) per courtroom per day.
5. **ALL BONDED AND JAIL ARRAIGNMENTS** will be conducted immediately following the completion of bond motions;
6. **PROTECTIVE ORDER** hearings will be scheduled at 1:30 pm Monday through Friday. **PRELIMINARY PROTECTIVE ORDER** petitions will be decided based upon the written affidavit of the Petitioner;
7. **In any case NOT continued by this Order**, written or oral motions for continuance based upon legitimate Covid-19 concerns will be **liberally granted** and we continue to encourage the parties to request hearings by Webex or telephone in advance under the previous guidelines (see below);
8. **PETITIONS FOR RESTRICTED OPERATOR'S LICENSES** will be accepted Monday through Friday **ONLY** between the hours of **9:00 am and 3:30 pm** and will be processed as promptly as possible;
9. **PAYMENTS** for traffic and criminal cases may be mailed or paid online at www.vacourts.gov. Payments may be made in person Monday through Friday **ONLY** between the hours of **9:00 am and 3:30 pm**.

CIVIL MATTERS FROM JUNE 13, 2020 THROUGH JULY 31, 2020

1. **FIRST RETURN DOCKETS WILL BE HELD AT 10:00 am, 10:30 am, AND 1:30 pm ON MONDAYS AND AT 10:00 am, 10:30 am, 11:00 am, AND 11:30 am ON FRIDAYS.**
ATTORNEYS AND PRO SE PLAINTIFFS MUST RECEIVE APPROVAL FOR ANY OF THESE RETURN DOCKET DAYS AND TIMES BEFORE SUBMITTING THEIR FILINGS TO THE CLERK'S OFFICE. Failure to obtain approval in advance could result in filings being returned, resulting in a later first return date. **CASES THAT HAVE BEEN CONTINUED ONE OR MORE TIMES WILL BE GIVEN PRIORITY ON THE DOCKETS OVER NEW FILINGS. THE NUMBER OF CASES THAT CAN BE**

HEARD AT A GIVEN DOCKET TIME WILL BE LIMITED TO ALLOW FOR CONTINUED SOCIAL DISTANCING AND OTHER PRACTICES DESIGNED TO PROTECT ALL PARTICIPANTS;

2. **ALL** civil **trials** currently scheduled will go forward. New civil trial dates will be scheduled on Mondays through Fridays at 1:30 pm;
3. Petitions for **garnishment exemptions** and motions to **quash evictions** will be heard during the 1:30 pm civil trial dockets, **unless** a hearing by telephone or Webex is requested in advance and approved;

CIVIL MATTERS BEGINNING AUGUST 1, 2020

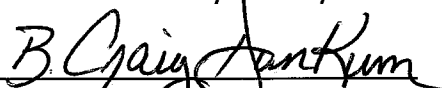
4. **FIRST RETURN DOCKETS WILL BE HELD AT 10:00 am, 10:30 am, 11:00 am, 11:30 am ON MONDAYS AND FRIDAYS, except for the third Monday of each month when the first return dockets will only be held at 10:00 am and 10:30 am.**

Additional First Return Dockets may be scheduled at 1:30 pm and 2:00 pm on Tuesdays through Fridays on an as needed basis as determined by the Clerk's Office.

ATTORNEYS AND PRO SE PLAINTIFFS MUST RECEIVE APPROVAL FOR ANY OF THESE RETURN DOCKET DAYS AND TIMES BEFORE SUBMITTING THEIR FILINGS TO THE CLERK'S OFFICE. Failure to obtain approval in advance could result in filings being returned, resulting in a later first return date. CASES THAT HAVE BEEN CONTINUED ONE OR MORE TIMES WILL BE GIVEN PRIORITY ON THE DOCKETS OVER NEW FILINGS. THE NUMBER OF CASES THAT CAN BE HEARD AT A GIVEN DOCKET TIME WILL BE LIMITED TO ALLOW FOR CONTINUED SOCIAL DISTANCING AND OTHER PRACTICES DESIGNED TO PROTECT ALL PARTICIPANTS;

5. **In any case NOT continued by this Order,** written or oral motions for continuance based upon legitimate Covid-19 concerns will be **liberally granted** and we continue to encourage the parties to request hearings by Webex or telephone under the previous guidelines in advance (see below);
6. **Civil filings** may continue to be mailed in or dropped in the General District Court Civil cart at the front door of the courthouse **AFTER** obtaining a court date through the Clerk's Office. Civil filings will be accepted in person Monday through Friday **ONLY** between the hours of **12:00 noon to 3:30 pm.**

ENTERED: 6 / 5 / 20


B. Craig Dunkum, Chief Judge

Additional Information

WE ASK FOR YOUR PATIENCE AS WE BEGIN TO WORK TOWARD RESUMING NORMAL SERVICE TO OUR CITIZENS.

PLEASE DO NOT come to the courthouse **IF** within the previous 14 days you have:

- Traveled internationally
- Been directed to quarantine, isolate, or self-monitor
- Been diagnosed with, or have had contact with anyone who has been diagnosed with, Covid-19
- Experienced a fever, cough, or shortness of breath
- Resided with or been in close contact with any person in the above-mentioned categories.

You should contact the Clerk's Office by telephone or email for instructions if you are unable to come to the courthouse or are denied access to the courthouse for any of these reasons.

MANY TRAFFIC CHARGES ARE PREPAYABLE OR CAN BE COMPLIED WITH LAW WITHOUT THE NECESSITY OF COMING TO COURT. DEFENDANTS WHO DO NOT CONTEST THEIR CHARGES ARE ENCOURAGED TO PREPAY. INFORMATION ON HOW TO PREPAY OR HAVE YOUR CHARGE COMPLIED WITH LAW IS AVAILABLE ON THE COURT'S WEBSITE (henrico.us) - Departments – General District Court OR the Supreme Court website (vacourts.gov) under Henrico General District Court).

Please arrive at the courthouse early enough to complete the Sheriff's screening process, currently consisting of the above questions and a noninvasive temperature check, so that you will be in the courtroom at the time the docket is scheduled to begin. CURRENTLY, EVERYONE IS REQUIRED TO WEAR A FACECOVERING AND OBSERVE SOCIAL DISTANCING WHILE IN THE COURTHOUSE. PLEASE OBSERVE ALL COURTHOUSE AND COURTROOM FLOOR AND SEATING MARKINGS TO MAINTAIN SOCIAL DISTANCING.

To better protect all participants, ONLY defendants, attorneys, news media representatives, and VERIFIED witnesses will be allowed to enter the courthouse for court hearings. Family members, children, and others will be asked to wait outside.

PLEASE CHECK the Henrico County and/or Virginia Supreme Court websites regularly as we may be updating our policies as we continue to move forward.

COURT CONTACT INFORMATION:

Traffic and Criminal

Phone (804) 501-4723
Fax (804) 501-7388
Court's email henricogd@vacourts.gov

Civil

Phone (804) 501-4727
Fax (804) 501-4141

To request a Webex video hearing or hearing by telephone, if you are not represented by an attorney, please contact the traffic/criminal or civil section of the Clerk's Office **at least 72 hours in advance** of the scheduled hearing time by telephone, email or fax. All parties will be notified of the outcome of the request and time at which the hearing will take place. You will need to provide complete contact information for all participants.