

**HENRICO COUNTY JUVENILE & DOMESTIC RELATIONS**  
**DISTRICT COURT**

**Judges:**

Honorable Margaret W. Deglau, Presiding Judge  
Honorable Sharon G. Jacobs, Presiding Judge  
Honorable Stacy E. Lee, Presiding Judge  
Honorable Linda Y. Lambert, Presiding Judge  
Honorable Marissa D. Mitchell, Presiding Judge

**Clerk's Office:**

Shannon F. Meadowcroft, Clerk of Court  
smeadowcroft@vacourts.gov  
Michelle Kinslow, Chief Deputy Clerk  
mkinslow@vacourts.gov

**Mailing Address:**

P.O. Box 90775  
Henrico, VA 23273

**Physical Address:**

4201 E. Parham Rd.  
Henrico, VA 23228

**Phone, Fax, Websites, Email:**

804-501-4688- phone  
804-501-4756- fax  
[www.henrico.us/jdrcourt](http://www.henrico.us/jdrcourt)  
[www.vacourts.gov](http://www.vacourts.gov)  
[JDRInfo@henrico.us](mailto:JDRInfo@henrico.us)

**Court Services Unit:**

Kathleen Jones, Director  
804-501-4693- phone

**Magistrate:**

Micah Blankenship, Chief Magistrate, 14<sup>th</sup> Judicial District  
804-501-5285- phone  
Located at Henrico County Jail West

**Sheriff:**

Alisha Gregory  
4317 E. Parham Rd.  
Henrico, VA 23228  
804-501-4860- phone

**Department of Social Services:**

Serious complaints concerning a child or children's welfare and health; hotline 804-501-4002 during office hours; 1-800-552-7096 after hours

**Dockets:**

## Arraignments:

Juvenile- Mon-Thurs 8:15 a.m.

Juvenile detention hearings- Mon-Fri 9:00 a.m.

Adults (bonded)- Mon-Fri 9:00a.m.

Adults (detained)- Mon-Fri 11:00 a.m.

## Criminal Trials (Adult &amp; Juvenile):

Mon., 9:00 a.m., 10:45 a.m., 1:00 p.m.,  
2:00 p.m., & 3:00 p.m.

Fri., 9:00 a.m. & 10:00 a.m.

## Protective Orders:

Mon., Tues., Thurs.- 1:00p.m.

Wed.- 2:00 p.m.

Fri.- 11:00 a.m.

## Support:

Show cause arraignments:

Tues., 2:30 p.m.

DCSE (Amending/New Petitions/S/C):

Tues., 9:00 a.m., 10:00 a.m., 11:00 a.m., 1:00 p.m.,  
2:00 p.m.

Thurs., 9:00 a.m., 10:00 a.m., 11:00 a.m., 1:00 p.m.,  
2:00 p.m.

Non DCSE (All Cases):

Tues., 9:00 a.m., 10:00 a.m., 11:00 a.m.,

## Custody/Visitation/Support (first calling/docket call):

Wed., 9:00 a.m., 10:00 a.m., & 11:00 a.m.

Thurs., 9:00 a.m., 10:00 a.m. & 11:00 a.m.

## Contested Custody:

Tues., Wed., & Thurs.- begin at 1:00 p.m.

## DSS Cases:

Wed., 9:00 a.m., 10:00 a.m., & 11:00 a.m.

Thurs., 11:00 a.m.

## Traffic:

Wed., 1:00 p.m.

Fri., 9:00 a.m.

**Continuances:**

Continuance Requests are decided on a case by case basis. Requests for continuance must be made 3 days in advance and signed off by all parties. This form will not be accepted if all parties have not signed the form. This form can be found at [www.henrico.us/jdrcourt](http://www.henrico.us/jdrcourt).

**Remote Hearings:**

The Motion for Remote hearing can be found at:

[www.henrico.us/jdrcourt](http://www.henrico.us/jdrcourt) or

<http://www.vacourts.gov/courts/jdr/henrico/home.html>

Henrico JDR accepts the completed motion from counsel and pro-se parties.

**Support, Custody, Visitation:**

- All petitions and motions to amend filed regarding matters of support, custody, and visitation must be filed on state forms. Each child requires a separate petition or motion for each issue.
  - o <https://henrico.us/jdrcourt/forms>
- Child Support and Spousal Support must be filed on separate petitions.
- The Mediation Coordinator will screen all filings to determine eligibility for mediation. If deemed appropriate, a referral will be made.
- Petitions filed regarding custody/visitation/support involving biological parents will be referred to the Parent Education Class. Failure to attend this class may prohibit presentation of evidence or may result in dismissal of case. This class is required in all contested case and satisfies the requirement of Virginia Code 16.1-278.15 and 20-103. The referral will be attached to the summons sent to the parties.
  - o <http://www.courts.state.va.us/courtadmin/aoc/djs/programs/parenteducation/home.html>

**SIJS Petitions:**

- SIJS and Custody petitions must be filed on separate petitions if requesting both be established. If Custody has already been established, only an SIJS petition is required.

**Filing/Service Fees:**

Establish Paternity: \$12/service (per party)

Disestablish Paternity: \$12/service (per party)

Custody/Visitation: \$25 filing fee per petitioner

Relief of Custody:

Parent petitioner- \$12/service (per party)

Non-parent petitioner- no fee

Emancipation: \$12/service (per party)

Child Support: No fee

Spousal Support: \$12/service (per party)

Witness subpoena for civil matters: \$12/service

Subpoena duces tecum for civil matters: \$12/service

Checks should be made payable to: Henrico JDR Clerk's Office

For waiver of filing fees, sheriff's fees, or writ tax, please use:

<http://www.vacourts.gov/forms/circuit/cc1414.pdf>

**Online Payments:**

Online payments for matters post-trial can be made at:

<http://www.vacourts.gov/caseinfo/tickets.html>

Pre-payments for juvenile traffic tickets are only accepted in person at the Clerk's Office.

**HOPE Cards:**

Henrico County JDR participates in the HOPE Card program. Information regarding this service can be found at:

<http://www.vacourts.gov/courtadmin/aoc/judpln/programs/dvps/home.html>

You can also contact Victim Witness at 804-501-1680.

**Driver's License Ceremony:**

Driver's licenses are sent directly to the licensee. Henrico JDR will no longer be holding ceremonies.