

CIRCUIT	COURT	ADDRESS	JUDGE	CLERK	PHONE #	HOURS
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Accomack Circuit Court  
Second Judicial Circuit  
P. O. Box 126  
23316 Courthouse Avenue  
Accomack, VA 23301

Hon. James Clayton Lewis\*  
Hon. Tanya Bullock  
Hon. Kevin M. Duffan  
Hon. Afshin Farashahi  
Hon. Salvatore R. Iaquinto  
Hon. Lynwood W Lewis  
Hon. Stephen C. Mahan

Talia Taylor, Clerk  
757/787-5776  
Fax - 757/787-1849  
9:00AM - 5:00PM

Albemarle Circuit Court  
Sixteenth Judicial Circuit  
Albemarle County Courthouse  
Court Square  
501 East Jefferson Street  
Charlottesville, VA 22902

Hon. Cheryl V. Higgins  
Hon. Claude V. Worrell II\*  
Hon. David M Barredo  
Hon. Dale B. Durrer  
Hon. David B. Franzen  
Hon. Timothy K. Sanner

Jon R. Zug, Clerk  
434/972-4083  
Criminal Division: 434/972-4085  
Civil Division: 434-972-4086  
Fax - 434/293-0298  
8:30AM - 4:30PM

Alexandria Circuit Court  
Eighteenth Judicial Circuit  
Courthouse  
520 King Street  
Alexandria, VA 22314  
Website:  
[https://www.alexandriava.gov/c  
lerkofcourt/](https://www.alexandriava.gov/clerkofcourt/)

Hon. Lisa Bondareff Kemler\*  
Hon. Kathleen M. Uston  
Ms. Rebecca J. Wade

J. Greg Parks, Clerk  
703/746-4044  
8:00AM - 4:00PM

TERMS OF COURT AND GENERAL INFORMATION

Terms begin, 1st Monday, Feb., Apr., June, Aug., Oct. & Dec.  
Grand Juries, 1st day of Term.  
Docket call held the 1st Mon. in Feb., April, June, Aug., Oct. & Dec.  
at 10:00 a.m.  
Court convenes at 9:30 a.m.  
Cases set by written request prior to term or at docket call held  
Monday (or Tuesday) preceding Term Day.  
Commissioners in Chancery are utilized.

Criminal Terms begin, 1st Monday, Feb., Apr., June, Aug., Oct., &  
Dec.  
Civil Terms begin, last Thursday of each month except Nov. and Dec.  
which is the 3rd Thursday.  
Grand Juries, 1st day of Term.  
All criminal cases set on Term Day.  
Court has adopted procedures of Rule 1:20 (a) and (e) for scheduling  
civil cases for trial, and either civil cases set by praecipe  
received through Wednesday preceding docket call on last Thursday of  
each month, or upon agreement of counsel with approval of court.  
Court convenes 9:00 a.m.  
Commissioners in Chancery are utilized in some contested chancery  
causes.  
<https://www.albemarle.org/government/circuit-court-clerk-s-office>

Terms begin, 2nd Monday, Jan., March, May, July, Sept., Nov.; at 9:00  
a.m.; cases may also be set for trial by telephone (703/746-4123).  
Motions Day, 2nd & 4th Wednesday at 10:00 a.m.  
Grand Juries, 2nd Monday of each month.  
Court convenes 10:00 a.m. except traffic and misdemeanor appeals,  
Status Conferences and Term Day at 9:00 a.m.; also uncontested ore  
tenus divorces, appointment of guardians/conservators and other very  
short uncontested matters are heard at 9:00 a.m.  
Commissioners in Chancery used in divorce cases, mechanics' lien  
suits and other chancery causes only when requested.  
Status Conferences are noticed by the court four months after the  
suit is filed for the purpose of setting a trial date.

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

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

Circuit Courts

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CIRCUIT	COURT	ADDRESS	JUDGE	CLERK	PHONE #	HOURS
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Alleghany Circuit Court  
Twenty-fifth Judicial Circuit  
P. O. Box 670  
Courthouse  
266 West Main Street  
Covington, VA 24426-0670  
Cell phones are not allowed  
in the Courthouse.

Hon. Edward K. Stein  
Hon. Joel R. Branscom\*  
Hon. Paul A. Dryer  
Hon. Anne F Reed  
Hon. Christopher B. Russell  
Hon. Shannon Trent Sherrill

Debra N. Byer, Clerk  
540/965-1730  
540/965-1738 Judges' Chambers  
Fax - 540/965-1732  
Fax - 540/965-1737 (Judges'  
Chambers)  
8:30AM - 4:30PM

E-Mail:  
dbyer@vacourts.gov

Amelia Circuit Court  
Eleventh Judicial Circuit  
P. O. Box 237  
Courthouse Square  
Amelia, VA 23002-0237

Hon. Joseph M. Teefey Jr.\*  
Hon. Paul W. Cella  
Hon. Dennis M. Martin

Marilyn Wilson, Clerk  
804/561-2128  
Fax - 804/561-6364  
8:30AM - 4:30PM

E-Mail:  
MWilson@vacourts.gov

Amherst Circuit Court  
Twenty-fourth Judicial Circuit  
P. O. Box 462  
113 Taylor Street  
Amherst, VA 24521

Hon. Jeffrey P. Bennett  
Hon. James F. Watson\*  
Hon. John T. Cook  
Hon. Michael R. Doucette  
Hon. James W. Updike Jr.  
Hon. Frank Patrick Yeatts

Deborah Coffey Mazingo, Clerk  
434/946-9321  
Fax - 434/946-9323  
8:00AM - 4:30PM

# TERMS OF COURT AND GENERAL INFORMATION

Terms begin, 2nd Monday, Jan., Apr., July, and 1st Tuesday after 2nd  
Monday in October.

Grand Juries, 1st day of Term.

Court convenes 9:00 a.m.

Commissioners in Chancery are utilized in general chancery causes  
when needed.

Cases are set by the Judge's Administrative Assistant, Brenda Lemons  
at 540-965-1738

Court convenes 9:00 a.m. normally.

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 through the Court Administrator  
(804)733-2423 or 11ccircuit@vacourts.gov.

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.

Terms begin, 2nd Tuesday, Feb., Apr., June, August (June Grand Jury  
reconvened), 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 9:00 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.

Advisements conducted at 1:30 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

CIRCUIT COURT ADDRESSJUDGE CLERK PHONE # HOURSTERMS OF COURT AND GENERAL INFORMATION

Appomattox Circuit Court  
Tenth Judicial Circuit  
297 Court Street, Suite B  
P. O. Box 672  
Appomattox, VA 24522-0672

Hon. Stephen Anderson Nelson  
Hon. Donald Carl Blessing\*  
Hon. Robert H. Morrison  
Hon. James William Watson Jr.

Janet A. Hix, Clerk  
434/352-5275  
Fax - 434/352-2781  
8:30AM - 4:30PM

E-Mail:  
jhix@vacourts.gov

Arlington Circuit Court  
Seventeenth Judicial Circuit  
1425 North Courthouse Road  
Arlington, VA 22201  
<https://courts.arlingtonva.us/circuit-court/>

Hon. Judith L. Wheat\*  
Hon. Louise M. DiMatteo  
Hon. Daniel S. Fiore II  
Hon. Daniel Tomas Lopez

Paul F. Ferguson, Clerk  
703/228-7010  
8:00AM - 4:00PM

Augusta Circuit Court  
Twenty-fifth Judicial Circuit  
Augusta County Courthouse  
1 East Johnson Street  
Staunton, VA 24401  
Mailing Address: P.O. Box  
689, Staunton, Virginia  
24402-0689

Hon. Joel R. Branscom\*  
Hon. Paul A. Dryer  
Hon. Anne F Reed  
Hon. Christopher B. Russell  
Hon. Shannon Trent Sherrill  
Hon. Edward K. Stein

R. Steven Landes, Clerk  
540/245-5321  
Fax - 540/245-5318  
8:30AM - 5:00PM

E-Mail:  
rlandes@vacourts.gov

Court convenes 9:30 a.m.  
Terms begin Thursday after the first Monday Jan., April, June, Sept. & Nov.  
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.  
Grand Juries, 1st day of Term.  
All criminal cases are to be set with the Office of the Commonwealth's Attorney.  
Civil cases are set by written request (email is preferred). Send request to pcolgate@vacourts.gov)

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.  
Civil Motions Day - Every Friday, 10:00 a.m., fiduciary matters, appointment of guardians, and uncontested wills are set at 9:30 a.m.  
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.  
Grand Jury is the last Monday of the month. December is subject to change due to holiday schedule.  
Court convenes 10:00 a.m. (civil) and 9:30 a.m. (criminal).  
Commissioners in Chancery are utilized in partition cases, and for judgment debtor interrogatories. They are no longer utilized in divorce cases.  
Ore tenus hearings are held Monday through Thursday at 9:30am.  
All bench warrant arraignments can be heard Monday through Friday at 9:30 am

Terms begin, 4th Monday, Jan., March, May, July, Sept, Nov.  
Grand Juries, 4th Monday in January, March, May, July, September & November.  
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.)  
Court convenes 9:00 a.m.  
Commissioners in Chancery are utilized in limited instances.  
Civil Final Orders are mailed via regular mail, or for Local Attorneys, we have a designated file tray from which they may pick up applicable orders. Criminal Orders are transported as follows: to Probation Officers, Court Service Units, Public Defenders, Commonwealth Attorneys, and Attorneys who have provided email addresses, Final Orders are emailed. If there is no email address, we mail by regular mail.

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

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

Circuit Courts

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CIRCUIT      COURT      ADDRESS

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

JUDGE   CLERK   PHONE #   HOURS

Hon. Edward K. Stein  
Hon. Joel R. Branscom\*  
Hon. Paul A. Dryer  
Hon. Anne F Reed  
Hon. Christopher B. Russell  
Hon. Shannon Trent Sherrill  
  
Annette T. Loan, Clerk  
540/839-7226  
Fax - 540/839-7248  
8:30AM - 4:30PM  
Last Recording time is 4:00 p.m.  
Passports taken 9:00 a.m. - 3:00  
p.m. Mon.-Fri.

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. James F. Watson\*  
Hon. Jeffrey P. Bennett  
Hon. John T. Cook  
Hon. Michael R. Doucette  
Hon. Frank Patrick Yeatts  
  
Judy E. Reynolds, Clerk  
540/586-7632  
Fax - 540/586-6197  
8:30AM - 5:00PM

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

Hon. Hugh Lee Harrell\*  
Hon. Josiah T. Showalter Jr.  
Hon. Bradley W. Finch  
Hon. Kenneth M. Fleenor Jr.  
Hon. Brett L. Geisler  
Hon. Robert M. D. Turk  
  
Lisa A Hall, Clerk  
276/688-4562  
Fax - 276/688-2438  
8:00AM - 5:00PM

TERMS OF COURT AND GENERAL INFORMATION

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.  
If the attorney cannot appear on term day to set cases, call the  
Judge's secretary, Brenda Lemons, at 540-965-1738.  
Court convenes 9:00 a.m.  
Commissioners in Chancery are utilized in general chancery except  
divorce.  
Local rules adopted pursuant to § 8.01-4.

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.

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

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CIRCUIT	COURT	ADDRESS	JUDGE	CLERK	PHONE #	HOURS
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Botetourt Circuit Court  
Twenty-fifth Judicial Circuit  
P. O. Box 219  
Courthouse  
Main Street  
Fincastle, VA 24090-0219

Hon. Joel R. Branscom\*  
Hon. Paul A. Dryer  
Hon. Anne F Reed  
Hon. Christopher B. Russell  
Hon. Shannon Trent Sherrill  
Hon. Edward K. Stein

Tommy L. Moore, Clerk  
540/473-8274  
Fax - 540/473-8209  
8:30AM - 4:30PM

Bristol Circuit Court  
Twenty-eighth Judicial Circuit  
Courthouse  
497 Cumberland Street  
Bristol, VA 24201

Hon. Sage B. Johnson  
Hon. Deanis L. Simmons\*  
Hon. Fredrick A. Rowlett  
Hon. Eric R. Thiessen

Kelly Lee Flannagan, Clerk  
276/645-7321  
Fax - 276/821-6097  
8:00AM - 4:30PM

E-Mail:  
kflannagan@vacourts.gov

Brunswick Circuit Court  
Sixth Judicial Circuit  
216 North Main Street  
Lawrenceville, VA 23868-0160

Hon. William Edward Tomko III\*  
Hon. Wallace W. Brittle Jr.  
Hon. Carson E. Saunders Jr.

Jacqueline Seward Morgan, Clerk  
434/848-2215  
Fax - 434/848-4307  
8:00AM - 4:00PM

Buchanan Circuit Court  
Twenty-ninth Judicial Circuit  
1012 Walnut Street  
Post Office Box 929  
Grundy, VA 24614  
Physical Address: 1012 Walnut  
Street, Grundy, VA 24614

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

Beverly S. Tiller, Clerk  
276/935-6567  
Fax - 276-935-7086  
8:30AM - 5:00PM

TERMS OF COURT AND GENERAL INFORMATION

Terms begin, 1st Monday, March, June, August, Oct. & Dec.  
Grand Juries, 1st day of Term.  
Court convenes 9:30 a.m.  
Motion Day 1st Thursday of each month.  
Commissioners in Chancery are utilized upon request.

Docket calls will no longer be used. The Court will proceed with the  
Praeipce System to be called on the opening day of the term as set  
forth in Rule 1:15 of the Supreme Court of Virginia.  
Terms begin, 1st Monday, Aug., Nov., Feb., May.  
Grand Juries, 1st day of Term.  
Civil cases are set on Term Day or through contact with the Judge's  
office.  
Criminal cases set by Court upon receipt of record in Circuit Court  
from District Court.  
Court convenes 9:00 a.m.  
Commissioners in Chancery are used only to review accountings of  
Special Commissioners.

Terms of Court begin the 4th Tuesday of February, April, June,  
August, October, and the 3rd Tuesday of December.  
Grand Juries, 1st day of Term.  
All cases are set on Term Day.  
Civil Court convenes 9:00 a.m.; Criminal court convenes at 9:00 a.m.  
Commissioners in Chancery are utilized as determined by court.  
Instructions must be submitted 5 days prior to trial.  
Local rules adopted pursuant to § 8.01-4.  
Brunswick Circuit Court requires a self-addressed, stamped envelope  
to send a copy of a final order to counsel or a litigant.

Terms begin, 2nd Monday, Jan., April, July, & Oct.\*  
\*Court term begins on Tuesday in October due to the Monday holiday.  
Criminal Term begins, 4th Monday, Jan., April, July & Oct.  
Civil Term begins, 2nd Tuesday Jan., April, July, & Oct.  
Grand Juries, 2nd Monday, Jan., April, July, & Oct.  
All Cases set at early docket call on 4th Thursday preceding Term and  
on Term Day.  
Court convenes 9:00 a.m.  
Commissioners in Chancery are utilized primarily in cases dealing  
with 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

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CIRCUIT	COURT	ADDRESS	JUDGE	CLERK	PHONE #	HOURS
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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. Robert H. Morrison  
Hon. Stephen Anderson Nelson  
Hon. James William Watson Jr.  
  
Justin D. Midkiff, 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. Joel R. Branscom\*  
Hon. Paul A. Dryer  
Hon. Anne F Reed  
Hon. Christopher B. Russell  
Hon. Shannon Trent Sherrill  
Hon. Edward K. Stein  
  
Christopher W. Coleman, Clerk  
540/261-8627  
Fax - 540/261-8625  
8:30AM - 4:30PM

E-Mail:  
ccoleman@vacourts.gov

Campbell Circuit Court  
Twenty-fourth Judicial Circuit  
732 Village Highway  
P. O. Box 7  
Rustburg, VA 24588  
Please email the Clerk at  
vyounger@vacourts.gov if you  
have problems with the jury  
hotline at any time. The  
Clerk will respond.

Hon. John T. Cook  
Hon. James F. Watson\*  
Hon. Jeffrey P. Bennett  
Hon. Michael R. Doucette  
Hon. James W. Updike Jr.  
Hon. Frank Patrick Yeatts  
  
Valerie P. Younger, Clerk  
434/592-9517  
Jury Hotline: 434/332-9559  
Jury Hotline: 434/283-9559  
Jury Hotline: 434/592-9559  
Fax - Please call to obtain the  
fax number.  
8:30AM - 4:30PM

E-Mail:  
vyounger@vacourts.gov

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

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

## TERMS OF COURT AND GENERAL INFORMATION

Normal practice is to send final orders by regular mail. Upon 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@vacourts.gov with copy to ajamerson@vacourts.gov

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 9:00 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.

Circuit Courts

CIRCUIT	COURT	ADDRESS	JUDGE	CLERK	PHONE #	HOURS
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Caroline Circuit Court  
Fifteenth Judicial Circuit  
P. O. Box 309  
112 Courthouse Lane, Suite A  
Bowling Green, VA 22427-0309  
Mailing Address: P. O. Box  
309, Bowling Green, VA  
22427-0309

Hon. Patricia Kelly\*  
Hon. Sarah L. Deneke  
Hon. William E. Glover  
Hon. John Overton Harris  
Hon. Herbert M. Hewitt  
Hon. Michael E. Levy  
Hon. Roy Michael McKenney  
Hon. Ricardo Rigual  
Hon. James Bruce Strickland  
Hon. Gordon F. Willis  
Hon. Victoria A. B. Willis

Susan W. Minarchi, Clerk  
804/633-5800  
8:30AM - 4:00PM

E-Mail:  
sminarchi@vacourts.gov

Carroll Circuit Court  
Twenty-seventh Judicial Circuit  
P. O. Box 218  
605 Pine Street  
Hillsville, VA 24343-0218

Hon. Brett L. Geisler  
Hon. Hugh Lee Harrell\*  
Hon. Bradley W. Finch  
Hon. Kenneth M. Fleenor Jr.  
Hon. Josiah T. Showalter Jr.  
Hon. Robert M. D. Turk

Gerald R. Goad, Clerk  
276/730-3070  
Fax - 276/730-3071  
8:00AM - 5:00PM

Charles City Circuit Court  
Ninth Judicial Circuit  
P. O. Box 86  
10780 Courthouse Road  
Charles City, VA 23030-0086

Hon. Benjamin Elliott Bondurant  
Hon. Holly B. Smith\*  
Hon. Richard H. Rizk  
Hon. Jeffrey W. Shaw

Victoria E. Washington, Clerk  
804/652-2108  
804/652-2107 - Criminal Division  
804/652-2105 - Civil  
Division/Ministers  
Fax - 804/829-5647  
8:30AM - 4:30PM

TERMS OF COURT AND GENERAL INFORMATION

Civil & Criminal: January, March, May, July, September & November  
Terms shall begin the second Wednesday of January, March, July,  
September and November. Term for May shall begin on the first  
Wednesday. If any Wednesday falls on a Legal Holiday, Term will be  
on the Second Thursday except for May which will be on the first  
Thursday.  
Grand jury will convene at 9:00 a.m. Civil term will be called at  
10:30 a.m.  
Criminal Cases set on the first day of each term in January, March,  
May, July, September and November. Appearance by counsel and  
non-incarcerated defendant is required.  
All civil cases must be noticed for a term day docket call with  
appearance for the setting of a trial date. Civil term docket call is  
at 10:30 a.m.  
Motions are set by the Judge's Office.  
Continuances are granted by the Judge, upon written motion and  
hearing unless waived by the Court.  
Commissioners in Chancery are utilized in general chancery causes and  
selectively in divorce suits.  
Bond hearings require a notice and motion. Contact the Judges'  
office for available dates.

Terms begin- 3rd Monday in March, June, and September; 2nd Monday in  
December  
Grand Juries- First day of each Term  
Misdemeanor Appeals- 3rd Tuesday in March, June, and September; 2nd  
Tuesday in December  
All criminal cases set on Docket Call of each Term of Court. All  
civil cases are scheduled through the Judge's office. The Clerk's  
Office shall be notified of all civil hearings by letter from  
counsel.  
Commissioners utilized in partition suits and selectively in other  
matters.  
Court convenes at 9:00 a.m.

Terms begin, 1st Tuesday, Jan., March, May, July, Sept., & Nov. 12.  
Grand Juries, 1st day of Term at 9:00 a.m.  
Criminal cases set for term at 9:00 a.m.  
Civil cases set for term at 11:00 a.m.  
Civil cases set by praecipe submitted seven days preceding Term Day.  
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.  
Commissioners in Chancery are utilized in real property cases.  
Instructions must be submitted 2 days prior to trial.  
Civil cases are set for trial by conference call with the Judge.  
Court convenes at 9:00 a.m.

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

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

Circuit Courts

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CIRCUIT	COURT	ADDRESS	JUDGE	CLERK	PHONE #	HOURS
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Charles City Circuit Court - Continued Stop recording at 4:00 p.m.

Charlotte Circuit Court  
Tenth Judicial Circuit  
115 David Bruce Avenue  
P. O. Box 38  
Charlotte Court House, VA 23923

Hon. Donald Carl Blessing\*  
Hon. Robert H. Morrison  
Hon. Stephen Anderson Nelson  
Hon. James William Watson Jr.  
  
Annette Clowdis, Clerk  
434/542-5147  
Fax - 434/542-4336  
8:30AM - 4:30PM

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

Hon. Claude V. Worrell II\*  
Hon. David M Barredo  
Hon. Dale B. Durrer  
Hon. David B. Franzen  
Hon. Cheryl V. Higgins  
Hon. Timothy K. Sanner  
  
Llezelle Agustin Dugger, Clerk  
434/970-3766  
8:30AM - 4:30PM  
  
E-Mail:  
ldugger@vacourts.gov

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

Hon. Marjorie T. Arrington\*  
Hon. Rufus A. Banks Jr.  
Hon. Robert G. MacDonald  
Hon. Stephen J. Telfeyan  
Hon. Andrew D. Kubovcik

Judges' Chambers:  
757/382-3050

Alan P. Krasnoff, Clerk  
757/382-3000  
8:30AM - 4:00PM

## TERMS OF COURT AND GENERAL INFORMATION

Final civil orders are distributed using regular mail with postage paid self addressed envelopes provided by the parties.

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 twfisher@vacourts.gov.

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 and Misdemeanor & Misdemeanor Appeal cases - 9:30 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.

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](http://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.

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
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Chesterfield Circuit Court  
Twelfth Judicial Circuit  
P. O. Box 125  
9500 Courthouse Road, 2nd Floor  
Chesterfield, VA 23832-0125

Hon. David E. Johnson\*  
Hon. Steven C. McCallum  
Hon. M. Duncan Minton Jr.  
Hon. Steven B. Novey  
Hon. Jayne Ann Pemberton  
Hon. Edward A. Robbins Jr.

P.O. Box 57 (Judges)

Amanda L Pohl, Clerk  
804/748-1241  
Fax - 804/796-5625  
8:00AM - 4:00PM

Clarke Circuit Court  
Twenty-sixth Judicial Circuit  
102 N. Church Street  
Berryville, VA 22611

Hon. Alexander R. Iden\*  
Hon. William W. Eldridge IV  
Hon. Brian M. Madden  
Hon. Bruce D. Albertson  
Hon. Andrew S. Baugher  
Hon. Kevin C. Black  
Hon. Daryl L. Funk  
Hon. Clark Andrew Ritchie

April Wilkerson, Clerk  
540/955-5116  
Fax - 540/955-0284  
8:00AM - 4:00PM

Colonial Heights Circuit Court  
Twelfth Judicial Circuit  
550 Boulevard  
P. O. Box 3401  
Colonial Heights, VA 23834

Hon. David E. Johnson\*  
Hon. Steven C. McCallum  
Hon. M. Duncan Minton Jr.  
Hon. Steven B. Novey  
Hon. Jayne Ann Pemberton  
Hon. Edward A. Robbins Jr.

Stacy L. Stafford, Clerk  
804/520-9364  
Fax - 804/524-8726  
8:00AM - 4:00PM

E-Mail:  
SStafford@vacourts.gov

TERMS OF COURT AND GENERAL INFORMATION

Criminal and Civil Terms begin Tuesday following 3rd Monday in Jan., 3rd Monday in March, May, July, Sept. & Nov.  
Grand Juries, 1st day of Criminal Term at 9:00 a.m.  
Due to the mandatory Judicial Conference of Virginia, the Chesterfield Circuit Courts May 2023 Term Day / Grand Jury has been rescheduled to Friday, May 19, 2023 (instead of Monday, May 15, 2023).  
Criminal dockets generally convene at 9:00 a.m. and 1:00 p.m.  
Criminal docket call held every term day morning.  
Criminal appeals generally scheduled the 1st and 3rd Tuesday and every Friday.  
Criminal cases set through Commonwealth Attorney on designated days.  
Civil docket call is held on designated afternoons (2PM J&DR, 2:30 GDC) on the "duty" docket for the presiding judge's assigned cases  
Civil trials and most hearings are set with Judges' legal assistants.  
Civil appeals will be scheduled for the presiding Judge's duty docket call.  
The pre-setting of all cases is strongly encouraged.

Terms begin, 3rd Monday, Jan., April, July & Oct.  
Motion Day, 3rd Wednesday of each month, 9:00 a.m.  
Grand Juries, 1st day of Term.  
Misdemeanor appeals day, 1st Monday of each month.  
Praecipes must be filed not less than 7 days preceding Motion Day.  
Court convenes 9:00 a.m.  
Local rules adopted pursuant to § 8.01-4.  
Clarke County mails the final orders to the attorneys and unrepresented parties, or if requested, we fax the orders.

Terms begin, 1st Tuesday, Jan., Mar., May, July, Sept., & Nov.  
Grand Juries, 1st day of Term, 10:00 a.m.  
Civil cases set by consent of counsel with Circuit Court Clerk or at docket call.  
Criminal cases set by Circuit Court Clerk on designated days.  
General criminal cases on Mondays & Tuesdays.  
Civil cases on Thursdays.  
Court convenes 8:00 a.m. and 9:00 a.m. depending on docket.  
Commissioners in Chancery are utilized in general chancery causes and in designated divorce cases.

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

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

Circuit Courts

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CIRCUIT	COURT	ADDRESS	JUDGE	CLERK	PHONE #	HOURS
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Craig Circuit Court  
Twenty-fifth Judicial Circuit  
Post Office Box 185  
182 Main Street, Suite 4  
New Castle, VA 24127  
Mailing Address: P.O. Box  
185, New Castle, VA 24127

Hon. Joel R. Branscom\*  
Hon. Paul A. Dryer  
Hon. Anne F Reed  
Hon. Christopher B. Russell  
Hon. Shannon Trent Sherrill  
Hon. Edward K. Stein

Sharon P. Oliver, Clerk  
540/864-6141  
Fax - 540/864-7471  
8:30AM - 4:30PM

E-Mail:  
spoliver@vacourts.gov

Culpeper Circuit Court  
Sixteenth Judicial Circuit  
Courthouse Building  
135 W. Cameron Street  
Culpeper, VA 22701-3097

Hon. Dale B. Durrer  
Hon. Claude V. Worrell II\*  
Hon. David M Barredo  
Hon. David B. Franzen  
Hon. Cheryl V. Higgins  
Hon. Timothy K. Sanner

Carson W. Beard, Clerk  
540/727-3438  
Fax - 540/727-3475  
8:00AM - 4:00PM  
No Land Recordings after 3:30 PM

TERMS OF COURT AND GENERAL INFORMATION

Terms begin, last Monday, Feb.; 2nd Monday, May, Sept., Nov.  
Grand Juries, 1st day of Term.  
Cases set on Term Day and chancery matters set between docket calls  
by agreement of counsel with court's approval.  
Court convenes 9:30 a.m.  
Commissioners in Chancery are utilized in general chancery causes;  
i.e., partition suits.  
Craig County Circuit Court sends the final orders out by regular mail.

Terms begin, 3rd Monday, Feb., April, June, Aug., Oct., Dec. Criminal  
convenes at 9:30 a.m. and civil convenes at 11:00 a.m.  
Grand Juries, 1st day of Term.  
Criminal and civil cases set on Term Date in court, or by praecipe on  
Term Day.  
Commissioners in Chancery are utilized in some contested chancery  
causes.  
Motion Day, 2nd & 4th Tuesday; 9:00 a.m. Criminal Cases; 1:30 p.m.  
Civil Cases  
Criminal cases we either send by regular mail, Secure Remote Access,  
Interoffice mail boxes, email (scram orders) or facsimile  
(physiological evaluation orders). Civil cases we either send regular  
mail or interoffice mail boxes.  
Online Payments for Court Cost and Restitution can be paid online. Go  
to Related Links : Pay Criminal Cases and Traffic Tickets.  
Recording of deeds is available in person, mail, or by E-recording.  
Recording hours are from 8:00am to 3:30pm, Monday through Friday,  
except for days that the Court is closed. Clients are encouraged to  
submit deed recordings electronically to avoid traveling to the  
Clerk's Office.  
For more information on the recording process and how to submit  
electronic recordings, you may call our office at (540) 727-3438 or  
visit our website at <https://web.culpepercounty.gov/circuit>.  
No Filings will be accepted by Fax. If it is an emergency situation  
or a court date within 5 days, the Pleading(s) can be emailed to:  
culpepercc@vacourts.gov. Please do not abuse the email a Original  
pleading(s) should be hand delivered or mailed well in advance of the  
filing deadline/court date. In order to avoid duplication of  
pleading(s), do not send an original if you emailed the pleading(s).

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

CIRCUIT      COURT      ADDRESSJUDGE   CLERK   PHONE #   HOURSTERMS OF COURT AND GENERAL INFORMATION

Cumberland Circuit Court  
Tenth Judicial Circuit  
P. O. Box 8  
1 Courthouse Circle  
Cumberland, VA 23040-0008

Hon. Donald Carl Blessing\*  
Hon. Robert H. Morrison  
Hon. Stephen Anderson Nelson  
Hon. James William Watson Jr.

Deidre D. Martin, Clerk  
804/492-4442  
Fax - 804/492-4876  
8:30AM - 4:30PM

Terms begin, Tuesday following 4th Monday, Jan., April, June, Sept. & Nov\*.  
\*November Term will be on the Monday immediately preceding the week in which Thanksgiving occurs.  
Grand Juries, 1st day of Term.  
Court convenes 9:30 a.m.  
All criminal cases are to be set with the office of the Commonwealth's Attorney.  
Civil cases are set by written request (email is preferred). Send request to dblessing@vacourts.gov with copy to aJamerson@vacourts.gov

Danville Circuit Court  
Twenty-second Judicial Circuit  
P. O. Box 3300  
James F. Ingram Justice Center  
401 Patton Street  
Danville, VA 24543

Hon. James J. Reynolds  
Hon. Timothy W. Allen\*  
Hon. Stacey W. Moreau

Gerald A. Gibson, Clerk  
434/799-5168  
Fax - 434/799-6502  
9:00AM - 4:00PM

E-Mail:  
GGibson@vacourts.gov

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.  
Grand Jury Dates for 2021: January 4, February 22, April 19, June 21, August 23, October 25.  
Grand Jury, 1st day of each Term; Docket Call 9:00 a.m., 2nd day of each Term  
Call 434-799-5171 to set civil cases directly with Court.  
Commissioners in Chancery are utilized when the nature of the cases requires.

Dickenson Circuit Court  
Twenty-ninth Judicial Circuit  
P. O. Box 190  
119 Court House Lane  
Clintwood, VA 24228

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

Joshua R Evans, Clerk  
276/926-1616  
Fax - 276/333-0020  
8:30AM - 4:30PM

Criminal Terms begin, 2nd Monday, March, June & September; 1st Monday, Dec.  
Grand Juries, 2nd Monday, March, June and Sept.; 1st Monday, Dec.  
All cases set on Term Day.  
Commissioners in Chancery are utilized in selection of jury.  
Civil Terms begin Tuesday, following Grand Jury.

Dinwiddie Circuit Court  
Eleventh Judicial Circuit  
P. O. Box 63  
Dinwiddie, VA 23841-0063

Hon. Joseph M. Teefey Jr.\*  
Hon. Paul W. Cella  
Hon. Dennis M. Martin

John B. Chappell Jr., Clerk  
804/469-4540  
Fax - 804/469-5386  
8:30AM - 4:30PM

E-Mail:  
bchappell@vacourts.gov

Court convenes 9:00 a.m., and 1:00 p.m.  
Criminal term begins, 3rd Tues. each month  
Civil term begins, 3rd Tues. each month  
Grand Juries, 1st day of criminal term.  
Criminal cases set through Commonwealth's Attorney on designated days.  
Civil cases, hearings in civil cases, set through the Court Administrator, Terri Driskill, (804) 431-5602 or 11circuit@vacourts.gov, or on term days in matured cases.  
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.  
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

Physical address: 14008  
Boydton Plank Road

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
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Dinwiddie Circuit Court - Continued

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

Hon. Herbert M. Hewitt  
Hon. Patricia Kelly\*  
Hon. Sarah L. Deneke  
Hon. William E. Glover  
Hon. John Overton Harris  
Hon. Michael E. Levy  
Hon. Roy Michael McKenney  
Hon. Ricardo Rigual  
Hon. James Bruce Strickland  
Hon. Gordon F. Willis  
Hon. Victoria A. B. Willis

Christina A Ambrose, Clerk  
804/443-3541  
804/443-4381  
Fax - 804/445-1216  
8:30AM - 4:30PM

E-Mail:  
cambrose@vacourts.gov

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

Hon. Penney S. Azcarate\*  
Hon. Randy I. Bellows  
Hon. David Bernhard  
Hon. Dontae L. Bugg  
Hon. Michael F. Devine  
Hon. Richard E. Gardiner  
Hon. Brett A. Kassabian  
Hon. David A. Oblon  
Hon. Tania M.L. Saylor  
Hon. Stephen C. Shannon  
Hon. John M. Tran

Hon. Patrick M Blanch  
Hon. Manuel A. Capsalis  
Hon. Jonathan D. Frieden  
Hon. Christie Ann Leary

Christopher J Falcon, Clerk  
703/246-4111  
703/691-7320 - General Court  
Information  
Fax - 703/273-6564

TERMS OF COURT AND GENERAL INFORMATION

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,  
<http://www.dinwiddieva.us/index.aspx?nid=746>.

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 Commonwealth Attorney's office and the Clerk'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.  
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

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

CIRCUIT	COURT	ADDRESS	JUDGE	CLERK	PHONE #	HOURS
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Fairfax Circuit Court - Continued

8:00AM - 4:00PM

Fauquier Circuit Court  
 Twentieth Judicial Circuit  
 29 Ashby Street  
 Warrenton, VA 20186-3202  
 General Information:  
 clerk@fauquiercounty.gov  
 Recording Department:  
 recording@fauquiercounty.gov  
 Records Room:  
 recordsroom@fauquiercounty.gov  
 Estate Filings:  
 probate@fauquiercounty.gov  
 Civil Cases:  
 CVDRcircuit@fauquiercounty.gov  
 Criminal Cases:  
 CRcircuit@fauquiercounty.gov  
 Marriage Licenses:  
 marriage@fauquiercounty.gov  
 Please see the local website  
 at www.fauquiercounty.gov for  
 the current Circuit Court  
 Transition Plan

Hon. Douglas L. Fleming Jr.\*  
 Hon. James P. Fisher  
 Hon. James E. Plowman Jr.  
 Hon. Stephen E. Sincavage  
 Hon. Matthew P. Snow  
  
 Gail H. Barb, Clerk  
 540/422-8100  
 Fax - 540/422-8112  
 8:00AM - 4:30PM  
 Record Room Hours: 8:30 am - 4:00  
 pm  
 Recordation Cutoff: 3:30 pm

Floyd Circuit Court  
 Twenty-seventh Judicial Circuit  
 100 East Main St.  
 Room 200  
 Floyd, VA 24091-0057

Hon. Kenneth M. Fleenor Jr.  
 Hon. Hugh Lee Harrell\*  
 Hon. Bradley W. Finch  
 Hon. Brett L. Geisler  
 Hon. Josiah T. Showalter Jr.  
 Hon. Robert M. D. Turk

Rhonda T. Vaughn, Clerk  
 540/745-9330  
 Fax - 540/745-9303  
 8:00AM - 4:30PM

TERMS OF COURT AND GENERAL INFORMATION

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.

Terms begin, 4th Monday, Jan., March, May, July, Sept., & Nov. Grand Juries, 1st day of Term. Indictments returned at 1:00 p.m. Misdemeanor Appeals called on the 4th Monday of each month at 1:00 p.m.  
 Court convenes 9:00 a.m.; Trials commence at 10:00 a.m.  
 Commissioners in Chancery are utilized in partition suits and other selected suits.  
 Depositions/ Affidavits are utilized in divorces.  
 Fauquier Circuit distributes final orders by e-mail and mails certified copies of divorce decrees  
 To review docketing procedures, go to the local website available on the 'Local Website' link, which can be found on the right side of this page under 'Local Court Links'

Terms begin the first Tuesday of January, April July & October Grand Juries convene on the 1st day of Term at 9:30 a.m. Criminal cases preset with the Commonwealth Attorney's Office Cases set by agreement of counsel and consent of court. Contact the Court to set hearings up to 4 hours, otherwise a praecipe is required.  
 Court convenes at 9:30 a.m.  
 Commissioners utilized @ the request of Counsel or by Order of Court.

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

CIRCUIT	COURT	ADDRESS	JUDGE	CLERK	PHONE #	HOURS
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Fluvanna Circuit Court  
Sixteenth Judicial Circuit  
72 Main Street  
P. O. Box 550  
Palmyra, VA 22963

Hon. Claude V. Worrell II\*  
Hon. David M Barredo  
Hon. Dale B. Durrer  
Hon. David B. Franzen  
Hon. Cheryl V. Higgins  
Hon. Timothy K. Sanner

www.fluvannacounty.org/cc

Tristana P. Treadway, Clerk  
434/591-1970  
Fax - 434/591-1971  
8:00AM - 4:30PM  
Cash registers close at 4:00 PM  
No recordings or transactions  
after 4:00 PM

E-Mail:  
ttreadway@vacourts.gov

Franklin Circuit Court  
Twenty-second Judicial Circuit  
P. O. Box 567  
275 South Main Street  
Suite 212  
Rocky Mount, VA 24151

Hon. Timothy W. Allen\*  
Hon. Stacey W. Moreau  
Hon. James J. Reynolds

Teresa J. Brown, Clerk  
540/483-3065  
Fax - 540/483-3042  
8:30AM - 4:30PM

P. O. Box 601 (Judge)

E-Mail:  
tjbrown@vacourts.gov

Frederick Circuit Court  
Twenty-sixth Judicial Circuit  
5 North Kent Street  
Winchester, VA 22601

Hon. Alexander R. Iden\*  
Hon. William W. Eldridge IV  
Hon. Brian M. Madden  
Hon. Bruce D. Albertson  
Hon. Andrew S. Baugher  
Hon. Kevin C. Black  
Hon. Daryl L. Funk  
Hon. Clark Andrew Ritchie

Sarah J Kahle, Clerk  
540/667-5770  
8:00AM - 4:00PM

TERMS OF COURT AND GENERAL INFORMATION

Terms begin, 4th Monday, Feb., April, June, Aug., Oct.; 3rd Tues. in Dec.  
Grand Juries, 1st day of Term.  
Criminal cases set on Term Day; civil cases set through Judge's Administrative Assistant, Amber Knight, 434-591-1794 or 434-985-5243, or by praecipe on Term Day.  
Court convenes 9:30 a.m., Civil matters will be called at 11:00 a.m. for setting.  
Commissioners in Chancery are utilized in some contested civil cases.

Terms begin, 1st Monday, Feb., April, June, Aug., Oct., and Dec.  
All cases are set by the Court's Administrative Assistant, Lori Cundiff, and the dates coordinated with the attorneys involved.  
Criminal cases are set the week following the preliminary hearing.  
Civil Cases are set 90 days after filing.  
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.

Terms begin, Thursday after the 1st Monday, Jan., April, July, & Oct.  
A mini-term day is held each month, Thursday after the 1st Monday.  
Motion Day, 1st Wed. after the 1st Monday of each month.  
Misdemeanor appeal days, 3rd Wed. after 1st Mon. each month.  
Grand Juries, 1st Thursday after the 1st Monday of each month.  
Praecipes must be filed not less than 7 days preceding Motion Day.  
Court convenes 9:00 a.m.  
Commissioners in Chancery are utilized in special instances.  
Local Rules adopted pursuant to § 8.01-4.  
Faxes from attorneys and litigants will NOT be accepted without prior approval.  
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.

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

<u>CIRCUIT</u>	<u>COURT</u>	<u>ADDRESS</u>	<u>JUDGE</u>	<u>CLERK</u>	<u>PHONE #</u>	<u>HOURS</u>
Fredericksburg Circuit Court Fifteenth Judicial Circuit 701 Princess Anne Street, Suite 100 Fredericksburg, VA 22401			<u>Hon. Gordon F. Willis</u> Hon. Patricia Kelly* Hon. Sarah L. Deneke Hon. William E. Glover Hon. John Overton Harris Hon. Herbert M. Hewitt Hon. Michael E. Levy Hon. Roy Michael McKenney Hon. Ricardo Rigual Hon. James Bruce Strickland Hon. Victoria A. B. Willis			
Judge's Chambers: 701 Princess Anne St. Suite 300, Fredericksburg, VA 22401			Jeff Small, Clerk 540/372-1066 Judge's Chambers: 540/372-1171 Fax - Clerk's Office does not have a fax number. Fax - Judge's Chambers: 540/372-1174 8:30AM - 4:30PM			
Giles Circuit Court Twenty-seventh Judicial Circuit 501 Wenonah Avenue Suite 1 Pearisburg, VA 24134			Hon. Hugh Lee Harrell* Hon. Bradley W. Finch Hon. Kenneth M. Fleenor Jr. Hon. Brett L. Geisler Hon. Josiah T. Showalter Jr. Hon. Robert M. D. Turk  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			<u>Hon. Jeffrey W. Shaw</u> Hon. Holly B. Smith* Hon. Benjamin Elliott Bondurant Hon. Richard H. Rizk  Cathy L. Dale, Clerk 804/693-2502 Fax - 804/693-2186 8:00AM - 4:30PM			

# TERMS OF COURT AND GENERAL INFORMATION

Terms begin, 4th Monday, Jan., April, July, & Oct.  
Grand Juries convene 4th Monday of every month.  
Civil cases set on Term Day; criminal cases set upon indictment.  
Court convenes 9:00 a.m.  
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.  
Notice of criminal motions must be received in the Clerk's office by noon 3 business days before hearing.  
Notice of civil motions must be received in Clerk's office by noon the Wednesday of the week preceeding the week in which the motion is to be heard.  
Term day praecipies must be received in Clerk's office by 4:00 p.m. twelve (12) days before the requested term day.  
Estate matters are handled by appointment.  
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.  
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.

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.

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

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

CIRCUIT	COURT	ADDRESS	JUDGE	CLERK	PHONE #	HOURS
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Gloucester Circuit Court - Continued  
 Goochland Circuit Court  
 Sixteenth Judicial Circuit  
 P. O. Box 196  
 2938 River Road West  
 Goochland, VA 23063

Hon. Timothy K. Sanner  
 Hon. Claude V. Worrell II\*  
 Hon. David M Barredo  
 Hon. Dale B. Durrer  
 Hon. David B. Franzen  
 Hon. Cheryl V. Higgins

Amanda Adams, Clerk  
 804/556-5353  
 Fax - 804/556-4962  
 8:30AM - 5:00PM

Grayson Circuit Court  
 Twenty-seventh Judicial Circuit  
 P. O. Box 130  
 129 Davis Street  
 Independence, VA 24348-0130

Hon. Hugh Lee Harrell\*  
 Hon. Bradley W. Finch  
 Hon. Kenneth M. Fleenor Jr.  
 Hon. Brett L. Geisler  
 Hon. Josiah T. Showalter Jr.  
 Hon. Robert M. D. Turk

Renee Hall Nester, Clerk  
 276/773-2231  
 Fax - 276/773-3338  
 8:00AM - 5:00PM

Greene Circuit Court  
 Sixteenth Judicial Circuit  
 P. O. Box 386  
 Stanardsville, VA 22973-0386

Hon. David M Barredo  
 Hon. Claude V. Worrell II\*  
 Hon. Dale B. Durrer  
 Hon. David B. Franzen  
 Hon. Cheryl V. Higgins  
 Hon. Timothy K. Sanner

Ashby Lamb-Gomez, Clerk  
 434/985-5208  
 Fax - 434/985-6723  
 8:15AM - 4:30PM  
 Recording Hours: 8:15AM to 4:00 PM  
 Monday-Friday

E-Mail:  
 alambgomez@vacourts.gov

# TERMS OF COURT AND GENERAL INFORMATION

(<http://yorkcounty.gov/CountyGovernment/Courts-Circuit.aspx>).  
 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.

Terms begin 4th Friday, Oct., Jan., April, & July at 9:00 a.m.  
 Grand Juries, 1st day of Term.  
 All cases set on Docket calls on the opening day of each term, or by  
 agreement of counsel with consent of court.  
 Court convenes 9:00 a.m.  
 Commissioners in Chancery utilized in partitions suits, not normally  
 used in divorce cases.

Terms begin 2nd Mon., Feb., April, June, Aug., Oct., & Dec.  
 October Term: Tues. after 2nd Mon. as 2nd Mon. is a holiday  
 Grand Juries, 1st day of Term, 9:30 a.m.  
 Criminal cases set on Term Day.  
 Civil cases set by praecipe on Term Day, 11:00 a.m.  
 Court convenes 9:00 a.m.  
 Commissioners in Chancery are utilized in some chancery causes.  
 Motions Day, 3rd Tues. (Criminal 9:00 a.m.; Civil 1:30 p.m.)  
 As soon as the Judge enters the final order it is processed and  
 certified copies are distributed by mail.

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
Greensville Circuit Court Sixth Judicial Circuit 337 South Main Street Emporia, VA 23847			Hon. William Edward Tomko III*			
			Hon. Wallace W. Brittle Jr.			
			Hon. Carson E. Saunders Jr.			
			Linda B. Edwards, Clerk			
			434/348-4215			
			Fax - 434/348-4020			
			8:00AM - 4:00PM			
Halifax Circuit Court Tenth Judicial Circuit 8 S. Main Street P. O. Box 729 Halifax, VA 24558			Hon. Donald Carl Blessing*			
			Hon. Robert H. Morrison			
			Hon. Stephen Anderson Nelson			
			Hon. James William Watson Jr.			
			Cathy M. Cosby, Clerk			
			434/476-6211			
			Judge's Office: 434-476-6114			
			Fax - 434/476-2890			
			Fax - Clerk's Office: 434-476-2890			
			8:30AM - 4:30PM			
Hampton Circuit Court Eighth Judicial Circuit P. O. Box 40 237 N. King Street Hampton, VA 23669-0040			<u>Hon. Bonnie L. Jones</u>			
			Hon. Michael A. Gaten*			
			Hon. Tonya Henderson-Stith			
			Linda Batchelor Smith, Clerk			
			757/727-6105			
			Fax - 757/728-3505			
			Fax - Criminal: 757-728-3367			
			8:30AM - 4:00PM			

# TERMS OF COURT AND GENERAL INFORMATION

Terms begin, 1st Tuesday, Feb., April, June, Aug., Oct., & Dec.  
Motions Day, 1st and 3rd Friday, each month.  
Grand Juries, 1st day of Term.  
All cases set on Term Day.  
Civil cases set by court administrator.  
Court convenes 9:00 a.m. (criminal and civil)  
Commissioners in Chancery are utilized in chancery causes and some divorce cases.  
Instructions must be submitted 5 days prior to trial.  
Local rules adopted pursuant to § 8.01-4.

Grand jury meets 1st day of term & term days are the 1st Thursday of each month  
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.  
Civil cases set by written request (email is preferred). Send request to twfisher@vacourts.gov .  
Commissioners in Chancery are utilized in general chancery causes, except divorce.

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.

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

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

Circuit Courts

1-17

CIRCUIT	COURT	ADDRESS	JUDGE	CLERK	PHONE #	HOURS
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Hanover Circuit Court  
Fifteenth Judicial Circuit  
P. O. Box 39  
7530 County Complex Road  
Hanover, VA 23069

Email: hanovercc@vacourts.gov

Hon. Patricia Kelly\*  
Hon. John Overton Harris  
Hon. Sarah L. Deneke  
Hon. William E. Glover  
Hon. Herbert M. Hewitt  
Hon. Michael E. Levy  
Hon. Roy Michael McKenney  
Hon. Ricardo Rigual  
Hon. James Bruce Strickland  
Hon. Gordon F. Willis  
Hon. Victoria A. B. Willis

Frank D. Hargrove Jr., Clerk  
804/365-6151  
Fax - Civil Cases Fax -  
804/365-6278  
Fax - Criminal Cases Fax -  
804/365-7148  
8:00AM - 4:30PM

Henrico Circuit Court  
Fourteenth Judicial Circuit  
P. O. Box 90775  
4309 East Parham Road  
Henrico, VA 23273

Hon. John Marshall\*  
Hon. Lee A. Harris Jr.  
Hon. Rondelle D. Herman  
Hon. Randall G. Johnson Jr.  
Hon. Richard S. Wallerstein Jr.

Heidi S. Barshinger, Clerk  
804/501-4202  
Fax - 804/501-5214  
8:00AM - 4:00PM

Henry Circuit Court  
Twenty-first Judicial Circuit  
Suite B  
3160 Kings Mountain Rd.  
Martinsville, VA 24112-3966  
E-recording from Simplifile  
is now accepted. Get started  
by calling 800.460.5657 or  
visit simplifile.com

Hon. Giles Carter Greer\*  
Hon. Marcus A. Brinks  
Hon. James R. McGarry  
  
Jennifer R. Ashworth, Clerk  
276/634-4880  
Fax - 276/634-4898  
9:00AM - 5:00PM  
Deed recording hours 9:00 a.m. -  
4:30 p.m.

TERMS OF COURT AND GENERAL INFORMATION

Terms begin, 3rd Tuesday, Jan., March, May, July, Sept., & Nov.  
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 are set on a date convenient for all counsel and  
unrepresented parties by calling Judges' Chambers at 804/365-6161, or  
by appearance on Term Day at 2:00 p.m. following the filing of a  
praecipe in the clerk's office not later than 4:30 p.m. on the  
Tuesday prior to Term Day.  
Court convenes 9:00 a.m.  
Commissioners in Chancery are utilized in partition suits.

Criminal Terms begin, 2nd Monday, Jan., March, May, July, Sept., &  
Nov.  
Grand Juries, 1st day of Term, 9:00 a.m.  
Civil motions set each Friday at 9:30 a.m. and must 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.\*\*

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:

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

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

Circuit Courts

1-18

CIRCUIT      COURT      ADDRESS

Henry Circuit Court - Continued  
Highland Circuit Court  
Twenty-fifth Judicial Circuit  
P. O. Box 190  
Monterey, VA 24465-0190  
Physical Address: 165 W. Main  
Street, Monterey, VA 24465

JUDGE   CLERK   PHONE #   HOURS

Hon. Edward K. Stein  
Hon. Joel R. Branscom\*  
Hon. Paul A. Dryer  
Hon. Anne F Reed  
Hon. Christopher B. Russell  
Hon. Shannon Trent Sherrill  
  
Judy W. Hupman, Clerk  
540/468-2447  
Fax - 540/468-2047  
8:30AM - 4:30PM  
Passport Issuance Times: 9:00 a.m.  
- 3:30 p.m.

E-Mail:  
jhupman@vacourts.gov

Hopewell Circuit Court  
Sixth Judicial Circuit  
100 E. Broadway  
Room 251  
Hopewell, VA 23860

Hon. William Edward Tomko III\*  
Hon. Wallace W. Brittle Jr.  
Hon. Carson E. Saunders Jr.  
  
Tamara J. Ward, Clerk  
804/541-2239  
Fax - 804/541-2438  
8:30AM - 4:00PM

Isle of Wight Circuit Court  
Fifth Judicial Circuit  
17000 Josiah Parker Circle  
P. O. Box 110  
Isle of Wight, VA 23397

Hon. Carl Edward Eason Jr.\*  
Hon. Lawson Wayne Farmer  
Hon. Matthew A. Glassman  
Hon. Robert H. Sandwich Jr.  
  
Laura E Smith, Clerk  
757/365-6233  
Fax - 757/357-0884  
9:00AM - 5:00PM  
Registers Close at 4:30 p.m.  
No monetary transactions handled  
after 4:30 p.m.

TERMS OF COURT AND GENERAL INFORMATION

Upon request.  
Terms Dates: 3rd Tuesday - March, June, Sept., & Dec.  
Cases set on term date; may also be set between docket calls by  
agreement of Counsel and confirmation with judge's secretary by  
telephone at 540-965-1738.  
Grand Juries, 1st day of Term.  
Court convenes 9:00 a.m.  
Commissioners in Chancery are utilized.  
The Highland Circuit Court forwards final orders to Counsel and other  
involved agencies by email if email provided to Court. Otherwise,  
orders are mailed by regular mail.

Terms begin, 2nd Tuesday, Feb., Apr., June, Aug., Oct., & Dec.  
Motions Day, 2nd and 4th Fridays.  
Grand Juries, 1st day of Term.  
Civil cases set by praecipe.  
Civil Court convenes 9:00 a.m.  
Criminal Court convenes 9:00 a.m.  
Commissioners in Chancery are utilized in partition suits.  
Instructions must be submitted 5 days prior to trial.  
Local rules adopted pursuant to § 8.01-4.  
Final Orders will be mailed to all counsel of record and any  
unrepresented party as soon as they have been entered by the Judge.  
The preferred practice is to submit self-addressed, stamped  
envelopes for the return of the certified copies of the Final Order.  
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.

Terms begin, 2nd Monday, Jan., March, May, July, Sept., & Nov.  
Motion Day, every Tues., 9:00 a.m., in Suffolk and Isle of Wight.  
Motion Day, every Friday., 9:00 a.m. in Isle of Wight.  
Civil cases set by civil court administrator.  
Grand Juries, 1st day of Term.  
Court convenes 9:30 a.m.  
Commissioners in Chancery are utilized for divorce, annulments, and  
depositions.  
Instructions must be submitted seven days prior to trial.  
Local rules adopted pursuant to § 8.01-4.  
Civil final orders are certified and mailed to attorneys; and any  
other pertinent orders (such as temporary custody orders etc) are

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

CIRCUIT	COURT	ADDRESS	JUDGE	CLERK	PHONE #	HOURS
Isle of Wight Circuit Court - Continue			Passports & Marriage License Applications accepted 9:00 a.m. - 4:00 p.m. Passport applications by appointment only.			
James City County/Williamsburg Circuit Court			Hon. Holly B. Smith*	Hon. Benjamin Elliott Bondurant		
Ninth Judicial Circuit			Hon. Richard H. Rizk			
5201 Monticello Avenue Suite Six			Hon. Jeffrey W. Shaw			
Williamsburg, VA 23188-8218			Elizabeth O' Connor, Clerk			
Judge's Address: 5201			757/564-2242			
Monticello Avenue, Suite One,			Criminal Department: 757/564-2350			
Williamsburg, VA 23188-8218			Criminal Department: 757/564-2353			
			Fines/Costs/Restitution: 757/564-2351			
			Fines/Costs/Restitution: 757/564-2353			
			Concealed Handgun Permits: 757/564-2360			
			Jury Administrator: 757/564-2360			
			Marriage License: 757/564-2360			
			Judgments: 757/564-2355			
			Name changes, Expungements: 757/564-2360			
			Divorces/adoptions: 757/564-2354			
			Law suits/ministers: 757/564-2352			
			Recording Department: 757/564-2355			
			Recording Department: 757/564-2349			
			8:30AM - 4:00PM			

King and Queen Circuit Court			<u>Hon. Benjamin Elliott Bondurant</u>			
Ninth Judicial Circuit			Hon. Holly B. Smith*			
P. O. Box 67			Hon. Richard H. Rizk			
234 Allen's Circle			Hon. Jeffrey W. Shaw			
King and Queen Court House			Hattie M Robinson, Clerk			
King And Queen, VA 23085			804/785-5984			
			Fax - 804/785-5698			
			9:00AM - 5:00PM			

# TERMS OF COURT AND GENERAL INFORMATION

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.

Terms begin, 3rd Wednesday, Jan., March, May, July, Sept., & Nov. Grand Juries, 1st day of Term. 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.) Grand Juries at 9:00 a.m. Criminal docket calls at 9:00 a.m. Civil docket calls at 11:00 a.m. Instructions must be submitted prior to trial. Local rules adopted pursuant to § 8.01-4. 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. Faxes from attorneys and litigants will NOT be accepted for any civil cases. 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.

Terms begin, 2nd Tuesday, Feb., Apr., June, Aug., Oct., & Dec. Grand Juries, 1st day of Term. 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. Praecipes must be filed seven days preceding Civil Term Day. Civil cases 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. 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.

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
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King George Circuit Court  
Fifteenth Judicial Circuit  
9483 Kings Highway, Suite 3  
King George, VA 22485-3444  
Note new Courthouse expected  
Summer 2024:  
[www.kinggeorgecountyva.gov](http://www.kinggeorgecountyva.gov)

Hon. Herbert M. Hewitt  
Hon. Patricia Kelly\*  
Hon. Sarah L. Deneke  
Hon. William E. Glover  
Hon. John Overton Harris  
Hon. Michael E. Levy  
Hon. Roy Michael McKenney  
Hon. Ricardo Rigual  
Hon. James Bruce Strickland  
Hon. Gordon F. Willis  
Hon. Victoria A. B. Willis

Jessica M Mattingly, Clerk  
540/775-3322  
Judges Chambers: 540-775-1072  
Fax - 540/775-5466  
8:00AM - 4:30PM  
Register closes at 4:00 p.m.

King William Circuit Court  
Ninth Judicial Circuit  
351 Courthouse Lane, Suite 130  
King William, VA 23086  
E-recording from Simplifile  
is now accepted. Get started  
by calling 800-460-5657 or  
visit [simplifile.com](http://simplifile.com)  
E-recording from CSC is now  
accepted. Get started by  
calling 866-652-0111 or visit  
[erecording.com](http://erecording.com)

Hon. Benjamin Elliott Bondurant  
Hon. Holly B. Smith\*  
Hon. Richard H. Rizk  
Hon. Jeffrey W. Shaw

Tina T. Glazebrook, Clerk  
804/769-4936  
804/769-4937 (Criminal Division)  
804/769-4938 (Civil Division)  
804/769-4901 (Wills & Deed  
Division)  
Fax - 804/769-4991  
8:30AM - 4:30PM

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. Roy Michael McKenney  
Hon. Patricia Kelly\*  
Hon. Sarah L. Deneke  
Hon. William E. Glover  
Hon. John Overton Harris  
Hon. Herbert M. Hewitt  
Hon. Michael E. Levy  
Hon. Ricardo Rigual  
Hon. James Bruce Strickland  
Hon. Gordon F. Willis  
Hon. Victoria A. B. Willis

Diane H. Mumford, Clerk  
804/462-5611

TERMS OF COURT AND GENERAL INFORMATION

Grand Juries held and Term begin 2nd Thursday in January, April, July  
& August at 9:00 a.m.  
Cases are set on Term day by praecipe.  
Court convenes at 9:00 a.m.  
Criminal Docket every Thursday and the 3rd Tuesdays of the month.  
Civil Docket every Monday and the 1st and 5th Tuesdays of the month.  
Motions are scheduled through Clerks office.  
Judicial Settlement Conferences coordinated through Judges chambers.  
Estate/Probate matters handled by appointment.  
Last recording is completed by 3:45 p.m.  
Orders are sent to attorneys by email. Please provide a valid email  
address for all parties or provide a self-addressed stamped envelope.  
Fax ONLY time sensitive documents, it is not necessary to fax AND  
mail every pleading.  
For additional information visit:  
<https://www.kinggeorgecountyva.gov/154/clerk-of-the-circuit-court/>

Terms begin, 1st Monday, Feb., Apr., June, Aug., Oct., & Dec.  
Grand Juries, 1st day of Term.  
Grand Juries will meet at 9:00 a.m.  
Criminal docket will be held at 9:00 a.m.  
Civil docket will be held at 1:00 p.m.  
Commissioners in Chancery are rarely used and only at the written  
request of attorneys.  
Instructions must be submitted 3 days prior to trial.  
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.  
Praecipes must be filed seven days preceding Civil Term Day.

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.

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
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Lancaster Circuit Court - Continued

Fax - 804/462-9978  
8:30AM - 4:30PM

Lee Circuit Court  
Thirtieth Judicial Circuit  
P. O. Box 326  
33640 Main Street  
Jonesville, VA 24263

Hon. Tammy S. McElyea\*  
Hon. Thomas W. Baker  
Hon. Ronald Kelley Elkins  
Hon. John C. Kilgore  
  
Rene Lamey, Clerk  
276/346-7763  
Fax - 276/346-3440  
8:30AM - 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. Douglas L. Fleming Jr.\*  
Hon. James P. Fisher  
Hon. James E. Plowman Jr.  
Hon. Stephen E. Sincavage  
Hon. Matthew P. Snow  
  
Gary M. Clemens, Clerk  
703/777-0270  
Fax - 703/777-0376  
8:00AM - 4:00PM

TERMS OF COURT AND GENERAL INFORMATION

Terms begin, 1st Monday, March, June, & Dec.; 2nd Monday, Sept.  
Grand Juries, 1st day of Term and other days TBD by Court.  
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.  
Probate: please call for appointments.

Term of Court begins on the second Monday in February, April, June, August, and December; and the third Monday in October.  
For current information on court hearings, please visit the Loudoun County Clerk's website at [www.loudoun.gov/clerk](http://www.loudoun.gov/clerk). You may also visit the Loudoun County Courts website at [www.loudoun.gov/4836/Courts-Judicial-Services](http://www.loudoun.gov/4836/Courts-Judicial-Services) for more court information.  
A list of Appointees for Commissioners in Chancery can be found at: <https://www.loudoun.gov/3212/Commissioners-in-Chancery> (copy & paste address into browser)  
Recordation of deeds is available in person, mail, or by e-recording. Recording hours are from 8:00 a.m. to 4:00 p.m. Monday through Friday, except on legal holidays. Clients are encouraged to submit deed recordings electronically to avoid traveling to the Clerk's Office. For more information on the electronic recording process and how to submit electronic recordings, email the clerk at [circuitclerk@loudoun.gov](mailto:circuitclerk@loudoun.gov) (DEPT-CLERKCT-LANDRECORDS@loudoun.gov) or visit the website at [www.loudoun.gov/clerk](http://www.loudoun.gov/clerk).  
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.  
Marriage license information is available at [www.loudoun.gov/clerk](http://www.loudoun.gov/clerk). Marriage license applicants can schedule an in-office appointment or a virtual appointment to obtain their marriage license.  
Notary public commissions can be issued once you receive your confirmation (letter/email) from the Secretary of the Commonwealth by scheduling an in-office appointment or a virtual appointment. For more information regarding services for notary public commissions, please visit [www.loudoun.gov/clerk](http://www.loudoun.gov/clerk).  
All visitors to the courthouse are subject to security screening by

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

CIRCUIT	COURT	ADDRESS	JUDGE	CLERK	PHONE #	HOURS
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Loudoun Circuit Court - Continued

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

Hon. Timothy K. Sanner  
Hon. Claude V. Worrell II\*  
Hon. David M Barredo  
Hon. Dale B. Durrer  
Hon. David B. Franzen  
Hon. Cheryl V. Higgins

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

Lunenburg Circuit Court  
Tenth Judicial Circuit  
11435 Courthouse Road  
Lunenburg, VA 23952  
Physical address: 11435  
Courthouse Rd., Lunenburg, VA  
23952

Hon. James William Watson Jr.  
Hon. Donald Carl Blessing\*  
Hon. Robert H. Morrison  
Hon. Stephen Anderson Nelson

Gordon F. Erby, Clerk  
434/696-2132  
Fax - 434/696-3931  
8:30AM - 4:30PM

TERMS OF COURT AND GENERAL INFORMATION

Sheriff's deputies which currently requires special COVID-19 safety protocols, including a temperature scan, before visitors may enter the courthouse.

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. The Order of the Court concerning courthouse security can be found at:  
<https://lfportal.loudoun.gov/LFPortalInternet/0/doc/206023/Electronic.aspx>

Scheduling for civil trials will be conducted by phone scheduling every Monday and Tuesday at 9 a.m. Civil matters may be placed on the phone scheduling docket by the filing of a Civil Phone Scheduling Praecept. All civil phone scheduling is conducted at the following number 571-258-3708. See the Loudoun County Local Rules and Procedures for more information.

Terms begin, 2nd Monday, Jan., March, May, July, Sept. & Nov. Due to a Scheduling conflict, the May Term Day will be May 6, 2024. Due to the State Holiday, the November Term Day will be November 4, 2024. Grand Juries, 1st day of Term.

All cases set on Term Day by praecipe 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.

Court convenes 9:30 a.m.

Beginning after July 1, 2021: the first day of each term shall commence on the first Tuesday of every other month, namely February, April, June, August, October and December.

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.

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 with Judge Watson's Administrative Assistant, Tammy Fisher at [twfisher@vacourts.gov](mailto:twfisher@vacourts.gov). (Email is preferred.)

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

Lynchburg Circuit Court  
Twenty-fourth Judicial Circuit  
P. O. Box 4  
900 Court Street  
Lynchburg, VA 24505  
Please send all mail to P.O.  
Box 4, Lynchburg, VA 24505.  
Mail addressed to the street  
address may not be delivered  
in a timely manner.

Hon. James F. Watson\*  
Hon. Frank Patrick Yeatts  
Hon. Jeffrey P. Bennett  
Hon. John T. Cook  
Hon. Michael R. Doucette  
Hon. James W. Updike Jr.  
  
Kenneth T. Swisher, Clerk  
434/455-2620  
Judge's Office: 434-455-2600  
Fax - 434/847-1864  
Fax - Criminal Fax: 434-455-0041  
8:30AM - 4:30PM

Criminal Terms begin, 1st Monday every month.  
Civil Terms begin, 1st Monday monthly.  
Grand Juries, 1st day of Term.  
All cases set on Term Day; Criminal - 9:00 a.m., Civil - 1:30 p.m.  
Civil cases can be set outside of Civil Docket call by contacting the  
Judicial Assistant to the Judges.  
Court convenes 9:00 a.m.  
Commissioners in Chancery are utilized in limited instances.  
Motion Day, 2nd & 4th Fri. after Term day, 9:00 a.m. - 4:30 p.m. by  
appointment.  
Misdemeanor appeals - 1st two days after opening day of Term.

Madison Circuit Court  
Sixteenth Judicial Circuit  
1 Main Street  
P. O. Box 220  
Madison, VA 22727

Hon. David B. Franzen  
Hon. Claude V. Worrell II\*  
Hon. David M Barredo  
Hon. Dale B. Durrer  
Hon. Cheryl V. Higgins  
Hon. Timothy K. Sanner

Leeta D. Louk, Clerk  
540/948-6888  
Fax - 540/948-3759  
8:30AM - 4:30PM

Terms begin, 1st Monday, Jan., March, May, July, Sept., & Nov.  
Grand Juries, 1st day of Term.  
Cases set on Term Day; 9:30 a.m. (Criminal), 11:00 a.m. (Civil)  
Motion Day, 2nd Wednesday, 9:00 (Criminal), 1:30 (Civil)  
Court convenes 9:30 a.m.  
Commissioners in Chancery are utilized in limited instances.

Madison County Circuit Court mails the Final Order in Civil and  
Criminal Cases.

Martinsville Circuit Court  
Twenty-first Judicial Circuit  
P. O. Box 1206  
55 W. Church Street  
Martinsville, VA 24114-1206

Hon. Giles Carter Greer\*  
Hon. Marcus A. Brinks  
Hon. James R. McGarry

Jean P Nunn, Clerk  
276/403-5106  
Fax - 276/403-5232  
9:00AM - 5:00PM

Criminal Terms begin, 1st Monday, Nov.; 2nd Monday, Feb.; 1st Mon.,  
May; 4th Monday, July.  
Grand Juries, 1st day of Term.  
Civil cases set by Pretrial Scheduling Order.  
Criminal cases are set on Misdemeanor Appeal Day for Misdemeanor  
Trial Day; felony cases are concluded or set for trial on Felony  
Disposition Day #1 or #2; on Return on Indictments Day and Guilty  
Plea Day.  
Court convenes 9:00 a.m.  
Commissioners in Chancery are utilized in divorce proceedings,  
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

P. O. Box 1347 (Judges)

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

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

Circuit Courts

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CIRCUIT	COURT	ADDRESS	JUDGE	CLERK	PHONE #	HOURS
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# Martinsville Circuit Court - Continued

Mathews Circuit Court			<u>Hon. Jeffrey W. Shaw</u>			
Ninth Judicial Circuit			Hon. Holly B. Smith*			
P. O. Box 463			Hon. Benjamin Elliott Bondurant			
10622 Buckley Hall Road Suite A			Hon. Richard H. Rizk			
Mathews, VA 23109						
			Elizabeth Anne Brown, Clerk			
			804/725-2550			
			Fax - 804/725-7456			
			8:00AM - 4:00PM			
			E-Mail:			
			ebrown@vacourts.gov			

Mecklenburg Circuit Court			Hon. Donald Carl Blessing*			
Tenth Judicial Circuit			Hon. Robert H. Morrison			
393 Washington Street			Hon. Stephen Anderson Nelson			
P. O. Box 530			Hon. James William Watson Jr.			
Boydton, VA 23917-0530						
Street Address:393 Washington			Michelle Gordon, Clerk			
Street, Boydton, VA 23917			434/738-6191 Ext. 4214			
			Fax - 434/738-6861			
			8:30AM - 5:00PM			

Middlesex Circuit Court			<u>Hon. Jeffrey W. Shaw</u>			
Ninth Judicial Circuit			Hon. Holly B. Smith*			
73 Bowden Street			Hon. Benjamin Elliott Bondurant			
P. O. Box 158			Hon. Richard H. Rizk			
Saluda, VA 23149						
			Rachel K. Hartenbach, Clerk			
			804/758-5317			
			Fax - 804/758-8637			
			8:00AM - 4:00PM			

## TERMS OF COURT AND GENERAL INFORMATION

parties required by law to receive them.

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>).

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 [pcolgate@vacourts.gov](mailto:pcolgate@vacourts.gov)

Terms begin, 4th 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.

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>).

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

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

Circuit Courts

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CIRCUIT      COURT      ADDRESS

Montgomery Circuit Court  
Twenty-seventh Judicial Circuit  
55 East Main Street, Suite 1  
Christiansburg, VA 24073

JUDGE   CLERK   PHONE #   HOURS

Hon. Kenneth M. Fleenor Jr.  
Hon. Robert M. D. Turk  
Hon. Hugh Lee Harrell\*  
Hon. Bradley W. Finch  
Hon. Brett L. Geisler  
Hon. Josiah T. Showalter Jr.

Tiffany M Couch, Clerk  
540/382-5760  
Judges' Chambers: 540/382-5754  
Fax - 540/394-3104  
Fax - Judge Turk's Chambers:  
540/394-2015  
Fax - Judge Fleenor's Chambers:  
540/382-6922  
8:30AM - 4:30PM

Nelson Circuit Court  
Twenty-fourth Judicial Circuit  
P. O. Box 10  
84 Courthouse Square, 1st Floor  
Lovingston, VA 22949-0010

Hon. Michael R. Doucette  
Hon. James F. Watson\*  
Hon. Jeffrey P. Bennett  
Hon. John T. Cook  
Hon. James W. Updike Jr.  
Hon. Frank Patrick Yeatts

Lisa Dugan Bryant, Clerk  
434/263-7020  
Fax - 434/263-7027  
8:00AM - 4:30PM  
Cash registers close at 4:15p.m.  
No monetary transactions after  
4:15 p.m.  
Land record recordings from 8:00  
a.m. - 4:00 p.m.  
Marriage Licenses from 8:00 a.m. -  
4:00 p.m.

TERMS OF COURT AND GENERAL INFORMATION

Terms begin on the second Tuesday of January, April, July and October.  
Grand Juries convene on the first day of Term and fourth Tuesday of  
January, April, July and October.  
Misdemeanor Appeals Day (misdemeanor and traffic appeals) is set the  
day following Term Day. .  
All proceedings shall commence at 9:00 a.m., unless the presiding  
judge shall designate some other hour.  
All criminal cases are scheduled with the Commonwealth Attorney's  
Office.  
All civil cases are set by agreement of counsel and consent of court.  
Contact the assigned Judge's Secretary to schedule all civil cases,  
including civil and juvenile appeals. To determine which judge was  
assigned to the case(s), contact the Circuit Court Clerk's Office.  
Court Reporters are provided for all criminal cases. The party or  
parties desiring the services of a court reporter for a civil matter  
shall be responsible for obtaining and compensating the reporter.  
Commissioners are utilized at the request of Counsel or by Order of  
the Court.  
Electronic filing of civil cases is available 24/7 but will be  
processed during normal business hours.  
Online payment of criminal fines and costs can be made 24/7 but will  
be processed during normal business hours.  
Recordation of deeds and other land recording is available, in  
person, Monday through Friday from 8:30 a.m. to 4:00 p.m. Electronic  
recording is available 24/7 but will be processed during normal  
business hours.

Terms begin, 4th Tuesday, Jan, March, May, Sept , & Nov.  
Grand Juries, 1st day of Term.  
All cases set on Term Day or directly through Judge at other times.  
Court convenes 9:00 a.m.  
Commissioners in Chancery are utilized in general chancery causes.  
Divorce cases not usually referred.  
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.

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

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

Circuit Courts

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CIRCUIT COURT ADDRESSJUDGE CLERK PHONE # HOURSTERMS 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. Benjamin Elliott Bondurant  
Hon. Holly B. Smith\*  
Hon. Richard H. Rizk  
Hon. Jeffrey W. Shaw  
  
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 email and/or 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. Christopher R. Papile  
Hon. Bryant L. Sugg  
Hon. Tyneka L. D. Flythe\*  
Hon. Matthew W. Hoffman  
  
Angela F. Reason, Clerk  
757/926-8561  
8:00AM - 4:30PM  
Land Records: 8:00 a.m. - 4:00 p.m.  
Payments: 8:00 a.m. - 4:15 p.m.

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; Criminal Docket Call: 1:30 p.m., Courtroom No. 3.  
Grand Juries, 1st day of Criminal Term at 9:30 a.m.  
Praecipes must be filed.  
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.  
Effective July 1, 2021, cover sheets are required for recordings.

Norfolk Circuit Court  
Fourth Judicial Circuit  
150 St. Paul's Boulevard  
7th Floor  
Norfolk, VA 23510  
Civil Matters -  
[civil710@circuitcourtva.us](mailto:civil710@circuitcourtva.us)  
Criminal Matters -  
[criminal710@circuitcourtva.us](mailto:criminal710@circuitcourtva.us)  
General Information -  
[lpfj710@circuitcourtva.us](mailto:lpfj710@circuitcourtva.us)

Hon. Tasha D. Scott\*  
Hon. Mary Jane Hall  
Hon. Jerrauld C. Jones  
Hon. David W. Lannetti  
Hon. Everett A. Martin Jr.  
Hon. Jamilah D. LeCruise  
Hon. Joseph C. Lindsey  
Hon. Robert B. Rigney  
  
George E. Schaefer, Clerk  
757/389-8942  
8:45AM - 4:45PM

Terms begin the first day of the month  
Grand Jury is the first Wednesday of the 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  
Final orders are sent to counsel by email and by regular mail to pro

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

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

Circuit Courts

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CIRCUIT	COURT	ADDRESS	JUDGE	CLERK	PHONE #	HOURS
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Norfolk Circuit Court - Continued

E-Mail:  
gschaefer@circuitcourtva.us

Northampton Circuit Court  
Second Judicial Circuit  
P. O. Box 36  
5229 The Hornes  
Eastville, VA 23347-0036

Hon. James Clayton Lewis\*  
Hon. Tanya Bullock  
Hon. Kevin M. Duffan  
Hon. Afshin Farashahi  
Hon. Salvatore R. Iaquinto  
Hon. Lynwood W Lewis  
Hon. Stephen C. Mahan

Traci L. Johnson, Clerk  
757/678-0465  
Fax - 757/678-5410  
9:00AM - 5:00PM

E-Mail:  
tljohnson@vacourts.gov

Northumberland Circuit Court  
Fifteenth Judicial Circuit  
P. O. Box 217  
220 Judicial Place  
Heathsville, VA 22473

Hon. Roy Michael McKenney  
Hon. Patricia Kelly\*  
Hon. Sarah L. Deneke  
Hon. William E. Glover  
Hon. John Overton Harris  
Hon. Herbert M. Hewitt  
Hon. Michael E. Levy  
Hon. Ricardo Rigual  
Hon. James Bruce Strickland  
Hon. Gordon F. Willis  
Hon. Victoria A. B. Willis

Deborah Bingham, Clerk  
804/580-3700  
Fax - 804/580-2261  
8:30AM - 4:45PM

TERMS OF COURT AND GENERAL INFORMATION

se parties and counsel for whom the Clerk has no email address.  
Self-addressed stamped envelopes are appreciated but not necessary.

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).

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 email or regular mail.

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

CIRCUIT	COURT	ADDRESS	JUDGE	CLERK	PHONE #	HOURS
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Nottoway Circuit Court  
Eleventh Judicial Circuit  
328 West Courthouse Road  
P.O. Box 25  
Nottoway, VA 23955  
Court Administrator: Terri  
R. Driskill Phone: (804)  
431-5602 Email:  
11circuit@vacourts.gov

Hon. Joseph M. Teehey Jr.\*  
Hon. Paul W. Cella  
Hon. Dennis M. Martin  
  
Jane L. Brown, Clerk  
434/645-9043  
Fax - 434/645-2201  
8:30AM - 4:30PM  
  
E-Mail:  
jlbrown@vacourts.gov

Orange Circuit Court  
Sixteenth Judicial Circuit  
110 North Madison Road, Suite 300  
P. O. Box 230  
Orange, VA 22960

Hon. Claude V. Worrell II\*  
Hon. David M Barredo  
Hon. Dale B. Durrer  
Hon. David B. Franzen  
Hon. Cheryl V. Higgins  
Hon. Timothy K. Sanner  
  
Melissa Morris, Clerk  
540/672-6162  
Fax - 540/672-2939  
8:00AM - 4:30PM

Page Circuit Court  
Twenty-sixth Judicial Circuit  
116 South Court Street  
Suite A  
Luray, VA 22835

Hon. Bruce D. Albertson  
Hon. Clark Andrew Ritchie  
Hon. Alexander R. Iden\*  
Hon. Andrew S. Baugher  
Hon. Kevin C. Black  
Hon. William W. Eldridge IV  
Hon. Daryl L. Funk  
Hon. Brian M. Madden  
  
C. Grayson Markowitz, Clerk  
540/743-4064  
540/743-6902  
Fax - 540/743-2338  
9:00AM - 5:00PM  
  
E-Mail:  
gmarkowitz@vacourts.gov

TERMS OF COURT AND GENERAL INFORMATION

Court convenes 9:00 a.m. unless otherwise notified.  
Term Days: 1st Tuesday, Jan., March, May, July, Sept., & Nov., 10:00 a.m.  
Criminal Days: 2nd, 3rd & 4th Mon. each month, 9:00 a.m.  
Grand Juries, 1st day of Term.  
Cases set on Term Day or by agreement of counsel and consent of court.  
Commissioners in Chancery are utilized in general chancery causes.  
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.

Terms begin, 4th Monday, Jan., March, May, July, Sept., & Nov.  
Grand Juries, 1st day of Term.  
Cases set on Term Day.  
Contact Orange County Circuit Court for available dates and times for criminal and civil cases.  
Court convenes 9:30 a.m.  
Commissioners in Chancery are utilized.

Terms begin, 1st Wednesday, Jan., Apr., July, & Oct.  
Motion Day, Tuesday after 2nd Monday, each month.  
Misdemeanor appeal days, Tuesday following fourth Monday, Jan. to Nov.; 3rd Tuesday in December  
Grand Juries, 1st Wednesday of every month, unless it lands on a holiday in that case it is the following Wednesday.  
Praecept must be filed not less than 7 days preceding Motion Day nor more than 30 days.  
Court convenes 9:00 a.m.  
Commissioners in Chancery are utilized.  
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

1-29

<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>
Patrick Circuit Court Twenty-first Judicial Circuit P. O. Box 148 101 W. Blue Ridge Street Stuart, VA 24171			Hon. Giles Carter Greer*				Terms begin, 1st Monday, March, June, Sept., & Dec. Grand Juries, 1st day of Term. Court convenes at 9:00 a.m. Civil cases utilize scheduling procedures set out in Rules of Court 1:18 - 1:20. Commissioners in Chancery are utilized in general chancery causes.
P. O. Box 762 (Judge)			Morgan Boothe, Clerk 276/694-7213 276/694-3775 (Judge) Fax - 276/694-6943 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.				
Petersburg Circuit Court Eleventh Judicial Circuit 7 Courthouse Avenue Petersburg, VA 23803 Judge's Chambers: 1 Courthouse Avenue			Hon. Joseph M. Teefey Jr.* Hon. Paul W. Cella Hon. Dennis M. Martin  Maytee Romero de Parham, Clerk 804/733-2367 Fax - 804/732-5548 8:00AM - 4:00PM				Criminal term begins, 3rd Thursday, each month. Civil term begins, 3rd Thursday, each month. Grand Juries, 3rd Thursday, each month. Criminal cases set through Commonwealth's Attorney on designated days. Civil cases, and hearings in civil cases: please appear at Docket call in the county or city where the case is filed. Civil cases, hearings in civil cases, set through the Court Administrator (804) 733-2423 or 11circuit@vacourts.gov, or on term days in matured cases. Any requests regarding continuances or settlements must be made in written form and filed with the Clerk's office, and the presiding judge will review them. Court convenes 9:00 a.m. Criminal bench days every Monday, Tuesday and Thursday, except term days.
Pittsylvania Circuit Court Twenty-second Judicial Circuit One North Main Street P.O. Box 31 Chatham, VA 24531			<u>Hon. Stacey W. Moreau</u> Hon. Timothy W. Allen* Hon. James J. Reynolds  Angie R Harris, Clerk 434/432-7887 Fax - 434/432-7913 8:30AM - 4:30PM Deed Room Stops Recording at 4pm				Terms begin, 3rd Monday, Feb., Apr., June, Aug., Oct., & Dec. Grand Juries, 1st day of Term. All criminal and civil cases are set by the court's administrative assistant, Ms. Angie Harris, and the dates are coordinated with the attorneys involved. Court convenes 8:30 a.m. Commissioners in Chancery are utilized in Decrees of Reference. Instructions must be submitted prior to trial. This office requires a self address envelope for the distribution of final orders. The probate of wills is scheduled by appointment only. Please call 434-432-7890.

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

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

Circuit Courts

1-30

CIRCUIT COURT ADDRESSJUDGE CLERK PHONE # HOURSTERMS OF COURT AND GENERAL INFORMATION

Portsmouth Circuit Court  
Third Judicial Circuit  
1345 Court Street  
Suite 101  
P. O. Box 1217  
Portsmouth, VA 23705

Hon. Johnny E. Morrison\*  
Hon. Kenneth R. Melvin  
Hon. Douglas B. Ottinger  
Hon. Brenda C. Spry

Cynthia P. Morrison, Clerk  
757/393-8671  
Fax - 757/393-2024  
8:30AM - 4:30PM

E-Mail:  
CMorrison@vacourts.gov

Terms begin, 1st Thursday, each month  
Criminal docket call, 2:15 p.m.; 1st day of Term.  
Grand Juries, 1st day of Term.  
Civil cases set by agreement of counsel after consultation with the  
docket clerk (757-393-5373). Scheduling order required for civil  
cases.  
Motions heard daily between 9:00 a.m. & 10:00 a.m. & every Friday,  
10:00 a.m.  
Court convenes 10:00 a.m.  
Docket control procedures adopted pursuant to § 8.01-4 and available  
on the website  
(<http://va-portsmouth.civicplus.com/651/Circuit-Court>).

Powhatan Circuit Court  
Eleventh Judicial Circuit  
3880 Old Buckingham Road  
Suite C  
Powhatan, VA 23139  
Recording Times: 8:30  
a.m.-4:30 p.m. daily

Hon. Joseph M. Teefey Jr.\*  
Hon. Paul W. Cella  
Hon. Dennis M. Martin

Teresa Hash Dobbins, Clerk  
804/598-5660  
Fax - 804/598-5608  
8:30AM - 5:00PM

E-Mail:  
tdobbins@vacourts.gov

Court convenes at 9:00 a.m. and 1:00 p.m., unless otherwise notified  
Term Days: 2nd Tuesday of February, April, June, August, October &  
December at 10:00 a.m.  
Criminal bench days: 1st Monday; 2nd Friday; 4th Thursday each month  
& 2nd Tuesday in January, March, May, July, September and November.  
Grand Juries, 1st day of Term.  
Civil cases, hearings in civil cases, set through the Court  
Administrator, Terri Driskill (804) 431-5602 or  
tdriskill@vacourts.gov.  
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.  
Counsel/litigants shall provide a self-addressed, stamped envelope.  
Commissioners in Chancery are used in general chancery causes.  
Cover Sheets are REQUIRED for all Civil and Land Recordings.

Prince Edward Circuit Court  
Tenth Judicial Circuit  
Courthouse Building  
P. O. Box 304  
North Main Street  
Farmville, VA 23901-0304

Hon. Donald Carl Blessing\*  
Hon. Robert H. Morrison  
Hon. Stephen Anderson Nelson  
Hon. James William Watson Jr.

D. Lynnette Coe, Clerk  
434/392-5145  
Judges' Chambers: 434/392-5171  
Fax - Clerk's Office: 434/392-3913  
Fax - Judges' Chambers:  
434/392-4662  
8:30AM - 4:30PM

Court convenes 9:30 a.m. or as otherwise set.  
Terms begin, Tuesday after 3rd Monday, Jan., Apr., June, Sept., & Nov.  
Grand Juries, 1st day of Term.  
All criminal cases are to be set with the office of the  
Commonwealth's Attorney.  
Court orders are distributed within 30 days. If additional  
information is needed please advise.  
Civil cases are set by written request (email is preferred). Send  
request to [ajamerson@vacourts.gov](mailto:ajamerson@vacourts.gov) with copy to [dblessing@vacourts.gov](mailto:dblessing@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

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CIRCUIT	COURT	ADDRESS	JUDGE	CLERK	PHONE #	HOURS
Prince George Circuit Court Sixth Judicial Circuit P. O. Box 98 6601 Courts Drive Prince George, VA		23875-0098	Hon. William Edward Tomko III*	Hon. Wallace W. Brittle Jr. Hon. Carson E. Saunders Jr.		
			Joyce B. Jackson, Clerk 804/733-2640 Fax - 804/861-5721 8:30AM - 5:00PM			
P. O. Box 280 (Judges)						
Prince William Circuit Court Thirty-first Judicial Circuit 9311 Lee Avenue Third Floor Manassas, VA		20110	<u>Hon. Kimberly A. Irving*</u> <u>Hon. Angela Lemmon Horan</u> <u>Hon. Carroll A. Weimer Jr.</u> <u>Hon. James A. Willett</u> Hon. Robert P. Coleman Hon. Tracy Calvin Hudson Hon. Petula C. Metzler			
Terms of Court, Trial and Hearing Information: <a href="https://www.pwcva.gov/departments/court-system">https://www.pwcva.gov/departments/court-system</a> <a href="https://www.pwcva.gov/departments/circuit-court">https://www.pwcva.gov/departments/circuit-court</a>			Jacqueline C. Smith, Clerk 703/792-6015 Civil Clerk: 703/792-6029 Criminal Clerk: 703/792-6031 Jury Clerk: 703/792-6047 Jury Update Recording: 703/792-6032 Land Records Clerk: 703/792-6035 Fax - 703/342-0342 8:30AM - 5:00PM No payments accepted after 4:30 p.m. Judge's Chambers Hours: 8:30 a.m. - 4:00 p.m.			
Facebook @PWCCircuitCourt						
Instagram @PWCCircuitCourt						
Twitter @PWCCircuitCourt						

#### TERMS OF COURT AND GENERAL INFORMATION

Terms begin, 3rd Tuesday, Jan., March, May, July, Sept., & Nov.  
Grand Juries, 1st day of Term.  
All cases set on Term Day.  
Civil cases set by calling court administrator 804/733-2623.  
Civil court convenes 9:00 a.m.; criminal court convenes 9:00 a.m.  
Commissioners in Chancery are utilized in execution of Decrees of  
Reference in general chancery causes, except divorce.  
Praeipie filed through Wednesday preceding Term Day.  
Instructions must be submitted 5 days prior to trial.  
Local rules adopted pursuant to § 8.01-4.  
The policy of the Prince George Circuit Court office concerning the distribution of Civil Court (Final) Orders is that the documents are certified and are mailed to the litigant and/or their counsel in a timely manner. A self addressed/stamped envelope is preferred in order to necessitate a timely turnaround but orders will be mailed to the addressed provided. The Criminal Court (Final) Orders are forwarded by fax or mailed to counsel.

Court convenes 10:00 a.m.  
Terms begin, 1st Monday, Feb., April, June; 1st Tuesday, July - December.  
Grand Jury meets 1st Monday of each month unless 1st Monday is a holiday then following Tuesday. 8:45 a.m.  
Criminal Term Day at 10:00 a.m. on 1st Tuesday following the 1st Monday of each month.  
Civil Term Day at 2:00 p.m. on 1st Tuesday following the 1st Monday of each month.  
Praeipie filed through Wednesday preceding Civil Term Day. Cases may be set on term day or by calling chambers at 703/792-6171.

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

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

Circuit Courts

1-32



CIRCUIT	COURT	ADDRESS	JUDGE	CLERK	PHONE #	HOURS
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Pulaski Circuit Court  
Twenty-seventh Judicial Circuit  
45 Third Street, NW  
Suite 101  
Pulaski, VA 24301

Hon. Hugh Lee Harrell\*  
Hon. Bradley W. Finch  
Hon. Kenneth M. Fleenor Jr.  
Hon. Brett L. Geisler  
Hon. Josiah T. Showalter Jr.  
Hon. Robert M. D. Turk

Spencer A Rygas, Clerk  
540/980-7825  
Fax - 540/980-7835  
8:30AM - 4:30PM

Radford Circuit Court  
Twenty-seventh Judicial Circuit  
619 Second Street, West  
Radford, VA 24141

Hon. Josiah T. Showalter Jr.  
Hon. Hugh Lee Harrell\*  
Hon. Bradley W. Finch  
Hon. Kenneth M. Fleenor Jr.  
Hon. Brett L. Geisler  
Hon. Robert M. D. Turk

Ann Howard, Clerk  
540/731-3610  
Fax - 540/731-3612  
8:30AM - 4:30PM  
Recording Instruments stops at  
4:15 p.m.  
(no machine receipts after 4:30  
p.m.)

E-Mail:  
ann.howard@radfordva.gov

TERMS OF COURT AND GENERAL INFORMATION

Terms will begin the 2nd Monday of July, October, January and April.  
Grand Juries, 1st day of Term.  
Court convenes 9:30 a.m.  
Civil actions are scheduled directly through the judge's office.  
Clerk is notified of hearing by letter from counsel.  
Orders are received by court and legal through the RMS system.  
Misdemeanor Appeals - Third Wednesday of February, May, August,  
November.  
Civil/Juvenile Appeals - First Thursday, February, May, August,  
November.  
Electronic filing of civil cases is available 24/7 but will be  
processed during normal business hours.  
Recording of deeds is available in person, mail, or by e-recording.  
Recording hours are from 8:30 a.m. to 4:30 p.m. Monday through  
Friday, except on legal holidays. Clients are encouraged to submit  
deed recordings electronically to avoid traveling to the Clerk's  
Office.  
Financial transactions are accepted by the Clerk's Office Monday  
through Friday from 8:30 a.m. to 4:30 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 courthouse are subject to security screening by  
Sheriffs deputies, with currently requires special COVID-19 safety  
protocols, before visitors may enter the courthouse.

Terms begin, 2nd Friday, Mar., June, & Sept. and Dec.  
Grand Juries, 1st day of Term.  
Civil cases set by contacting Judge's Office by agreement of counsel.  
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

1-33

CIRCUIT	COURT	ADDRESS	JUDGE	CLERK	PHONE #	HOURS
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Rappahannock Circuit Court  
 Twentieth Judicial Circuit  
 238 Gay Street  
 P. O. Box 517  
 Washington, VA 22747-0517

Hon. Douglas L. Fleming Jr.\*  
 Hon. James P. Fisher  
 Hon. James E. Plowman Jr.  
 Hon. Stephen E. Sincavage  
 Hon. Matthew P. Snow

Kaitlin Struckmann, Clerk  
 540/675-5350  
 Fax - 540/675-5351  
 8:30AM - 4:30PM

Richmond City Circuit Court  
 Thirteenth Judicial Circuit  
 400 North Ninth Street  
 John Marshall Courts Building  
 Richmond, VA 23219

Hon. William R Marchant\*  
Hon. Richard B. Campbell  
Hon. Claire G. Cardwell  
Hon. Bradley B. Cavedo  
Hon. Clarence N. Jenkins Jr.  
Hon. Jacqueline S. McClenney  
Hon. Tracy W. J. Thorne-Begland

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@rva.gov

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

Hon. Patricia Kelly\*  
 Hon. Sarah L. Deneke  
 Hon. William E. Glover  
 Hon. John Overton Harris  
 Hon. Herbert M. Hewitt  
 Hon. Michael E. Levy  
 Hon. Roy Michael McKenney  
 Hon. Ricardo Rigual  
 Hon. James Bruce Strickland  
 Hon. Gordon F. Willis  
 Hon. Victoria A. B. Willis

Cheryl B. Pierson, Clerk  
 804/333-3781  
 Fax - 804/333-5396  
 9:00AM - 5:00PM  
 Passport Acceptance Hours: 9:00  
 AM - 4:00 PM

TERMS OF COURT AND GENERAL INFORMATION

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.  
 All final orders are mailed via USPS.

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.

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 at 804-580-4006.  
 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

1-34

CIRCUIT	COURT	ADDRESS	JUDGE	CLERK	PHONE #	HOURS
Roanoke City Circuit Court	Twenty-third Judicial Circuit	P. O. Box 2610 315 West Church Avenue Roanoke, VA 24010-2610	<u>Hon. David B. Carson</u> <u>Hon. John Christopher Clemens</u> Hon. James R. Swanson* Hon. Charles N. Dorsey	Brenda S. Hamilton, Clerk	540/853-6702 Civil: 540/853-6702 Criminal: 540/853-6723 Judge Carson: 540/853-2436 Judge Clemens: 540/853/2435 Judge Ware: 540/853-2051 Fax - 540/853-1024 Fax - Civil: 540/853-1024 Fax - Criminal: 540/853-2114 8:00AM - 4:00PM Hours for Judges: 8:30 AM - 5:00 PM	
			E-Mail: brenda.hamilton@roanokeva.gov			
Roanoke County Circuit Court	Twenty-third Judicial Circuit	P. O. Box 1126 305 E. Main Street Salem, VA 24153-1126	<u>Hon. James R. Swanson*</u> <u>Hon. Charles N. Dorsey</u> Hon. David B. Carson Hon. John Christopher Clemens	W. Michael Galliher, Clerk	540/387-6205 Judge Dorsey's Office: 540/387-6041 Judge Swanson's Office: 540/387-6270 Fax - 540/387-6145 8:30AM - 4:30PM	
Rockbridge Circuit Court	Twenty-fifth Judicial Circuit	Rockbridge County Courthouse 20 South Randolph Street, Suite 101 Lexington, VA 24450	<u>Hon. Christopher B. Russell</u> Hon. Joel R. Branscom* Hon. Paul A. Dryer Hon. Anne F Reed Hon. Shannon Trent Sherrill Hon. Edward K. Stein	Michelle M. Trout, Clerk	540/463-2232 Fax - 540/463-3850 8:30AM - 4:30PM	

# TERMS OF COURT AND GENERAL INFORMATION

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 the distribution of Orders from our court is that they will be electronically certified and emailed to the parties directed in the order. Those parties that do not provide an email address will receive their copies through the mail.

Criminal term begins, 1st Friday, Feb., Apr., June, Oct., & Dec.; 2nd Friday, Aug.

Civil term begins, 1st Friday, 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 10:30 a.m.

For hearing dates please contact the Judge's secretary.

Court convenes 8:30 a.m.

Commissioners in Chancery are utilized at request of counsel or by order of court.

Civil cases set by agreement of counsel or praecipe for civil term docket.

Court convenes 9:30 a.m.

Terms begin, 1st Monday, Feb., May, & Nov.; 2nd Monday in July; Tuesday following Labor Day in Sept.

Grand Juries, 1st day of Term.

Criminal cases set on first day of each Term

Misdemeanor Appeals Days, 2nd Wednesday of each month.

Civil cases set on the 1st and 2nd Thursday of each month by judge's secretary shhartley@vacourts.gov

Commissioners in Chancery are utilized in limited cases except divorce.

Rockbridge Circuit Court's policy is to provide copies of final civil

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
Rockbridge Circuit Court - Continued			Office Hours: Monday - Thursday: 8:30AM to 4:30 PM Office Hours: Friday: 8:30 AM to 4:00 PM			
Rockingham Circuit Court Twenty-sixth Judicial Circuit 80 Court Square Courthouse Harrisonburg, VA 22802			<u>Hon. Bruce D. Albertson</u> <u>Hon. Clark Andrew Ritchie</u> Hon. Alexander R. Iden* Hon. Andrew S. Baugher Hon. Kevin C. Black Hon. William W. Eldridge IV Hon. Daryl L. Funk Hon. Brian M. Madden			
			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 P. O. Box 435 83 East Main Street Lebanon, VA 24266	<u>Hon. Michael Lee Moore</u> Hon. Jack S. Hurley Jr.* Hon. Patrick R. Johnson Hon. Richard C. Patterson Hon. Brian K. Patton				
	M. Katie C Patton, Clerk 276/889-8023 Fax - 276/889-8003 8:30AM - 4:30PM				

Salem Circuit Court Twenty-third Judicial Circuit 2 East Calhoun Street Salem, VA 24153	<u>Hon. David B. Carson</u> <u>Hon. John Christopher Clemens</u> Hon. James R. Swanson* Hon. Charles N. Dorsey				
	Chance Crawford, Clerk 540/375-3067 Fax - 540/375-4039 8:30AM - 4:30PM				
	E-Mail: CCrawford@vacourts.gov				

# TERMS OF COURT AND GENERAL INFORMATION

orders to local attorneys by placing the copy in their mailbox in our office and to mail copies to out-of-town attorneys and pro se litigants within two days of entry. We do not require a self-addressed stamped envelope.

Criminal terms begin, 3rd Monday, Jan., Apr., Jul., & Oct.  
Motion Day, 1st Mon. and 3rd Wed. after 1st Mon. each month  
Misdemeanor appeals days, 2nd Mon. each month.  
Grand Juries, 3rd Monday each month.  
Praecept must be filed not less than 7 days preceding Motion Day nor more than 30 days.  
Court convenes 9:00 a.m.  
Commissioners in Chancery are utilized.  
Local Rules adopted pursuant to § 8.01-4.

Terms begin, 2nd Monday, Feb., May, Aug., & Nov.  
Grand Juries, 1st day of Term.  
All cases set on Term Day.  
Court convenes 9:00 a.m.

Terms begin, 3rd Friday, Feb., May, July, Sept.; 2nd Fri., Dec.  
Grand Juries, 1st day of Term.  
Civil cases set by praecipe received by clerk 7 days preceding docket call.  
Criminal cases set on Term day.  
Court convenes 8:30 a.m.  
Commissioners in Chancery are utilized on petition of counsel.

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

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

Circuit Courts

1-36

CIRCUIT	COURT	ADDRESS	JUDGE	CLERK	PHONE #	HOURS
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Scott Circuit Court  
 Thirtieth Judicial Circuit  
 202 West Jackson Street, Suite 102  
 Gate City, VA 24251

Hon. John C. Kilgore  
 Hon. Tammy S. McElyea\*  
 Hon. Thomas W. Baker  
 Hon. Ronald Kelley Elkins

Mark A. (Bo) Taylor, Clerk  
 276/386-3801  
 Fax - 276/386-2430  
 8:00AM - 4:00PM

Shenandoah Circuit Court  
 Twenty-sixth Judicial Circuit  
 P. O. Box 406  
 112 South Main Street  
 Woodstock, VA 22664

Hon. Kevin C. Black  
 Hon. Alexander R. Iden\*  
 Hon. Bruce D. Albertson  
 Hon. Andrew S. Baugher  
 Hon. William W. Eldridge IV  
 Hon. Daryl L. Funk  
 Hon. Brian M. Madden  
 Hon. Clark Andrew Ritchie

Karla S Ortts, Clerk  
 540/459-6150  
 Fax - 540/459-6155  
 9:00AM - 5:00PM

Smyth Circuit Court  
 Twenty-eighth Judicial Circuit  
 109 West Main Street, Suite 1081  
 Marion, VA 24354  
[www.smythcounty.org/department/s/circuit\\_court\\_clerk/index.php](http://www.smythcounty.org/department/s/circuit_court_clerk/index.php)

Hon. Deanis L. Simmons\*  
 Hon. Sage B. Johnson  
 Hon. Fredrick A. Rowlett  
 Hon. Eric R. Thiessen

John H. Graham, Clerk  
 276/782-4044  
 Fax - 276/782-4045  
 9:00AM - 5:00PM

TERMS OF COURT AND GENERAL INFORMATION

Terms begin, 1st Monday, Feb., May, Aug., Nov.  
 Grand Juries, 1st day of Term.  
 Criminal cases set on Term Day, cases set by agreement of counsel and consent of court between docket calls.  
 Civil cases set by praecipe filed with court.  
 Court convenes 9:00 a.m.

Terms begin, Wednesday after 2nd Monday, Jan., Apr., July, & Oct.  
 Motions Day, Second Thurs. of the month, 9:00 a.m.  
 Grand Juries, 1st day of Term and on additional days as needed.  
 Misdemeanor appeals days, Wed. after 1st Mon., Feb., Apr., June, Aug., Oct., & Dec.  
 Praecipe must be filed by 12:00 NOON, 7 days preceding Motion Day.  
 Court convenes 9:00 a.m.  
 Commissioners in Chancery are utilized only in certain cases.  
 Local Rules adopted pursuant to § 8.01-4.  
 Instructions must be submitted prior to trial.

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.  
 Terms begin, 4th Tuesday, March, June, September, and 2nd Tuesday in December.  
 Grand Juries are empaneled on the 1st day of each term.  
 Criminal cases are set by the Judicial Assistant.  
 Court convenes 9:00 a.m.  
 Commissioners in Chancery may be utilized at the discretion of the 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.

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

CIRCUIT COURT ADDRESS

JUDGE CLERK PHONE # HOURS

TERMS OF COURT AND GENERAL INFORMATION

Southampton Circuit Court  
Fifth Judicial Circuit  
  
,  
Mailing Address: P.O. Box  
190, Courtland, VA 23837  
Physical Address: 23190  
Sedley Road, Franklin, VA  
23851  
Bench Docket (Criminal &  
Civil) held at either Isle of  
Wight Courthouse or City of  
Suffolk Courthouse  
All Criminal are held at  
23190 Sedley Road, City of  
Franklin, VA 23851

Hon. Carl Edward Eason Jr.\*  
Hon. Lawson Wayne Farmer  
Hon. Matthew A. Glassman  
Hon. Robert H. Sandwich Jr.

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

E-Mail:  
rfrancis@vacourts.gov

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.

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

Hon. William E. Glover  
Hon. Ricardo Rigual  
Hon. Patricia Kelly\*  
Hon. Sarah L. Deneke  
Hon. John Overton Harris  
Hon. Herbert M. Hewitt  
Hon. Michael E. Levy  
Hon. Roy Michael McKenney  
Hon. James Bruce Strickland  
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 Glover (Courtroom 2):  
540-507-7624  
Fax - Judge Rigual (Courtroom 1)  
djaime@vacourts.gov  
Fax - Judge Glover (Courtroom 2)  
skniffin@vacourts.gov  
8:00AM - 4:00PM

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.  
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.vacourts.gov/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  
notices. Motions exceeding 30 minutes must be scheduled through  
chambers.

Combined Chambers Address:

9107 Judicial Center Lane,  
Spotsylvania, VA 22553-2627  
Inclement Weather/Emergency  
Closing Number:  
540-507-7498; Enter Mailbox  
3960#  
General E-mail Address:  
spotsycc@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

1-38

CIRCUIT	COURT	ADDRESS	JUDGE	CLERK	PHONE #	HOURS
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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  
Judge Willis (Courtroom Two)  
Phone: 540/658-4840, option 3  
Judge Strickland (Courtroom  
Three) Phone: 540/658-4840,  
option 2  
Combined Chambers Address:  
P.O. Box 895, Stafford, VA  
22555-0895  
Financial payments not  
accepted after 4pm (unless  
accessing the online payment  
system)

Hon. Michael E. Levy  
Hon. James Bruce Strickland  
Hon. Victoria A. B. Willis  
Hon. Patricia Kelly\*  
Hon. Sarah L. Deneke  
Hon. William E. Glover  
Hon. John Overton Harris  
Hon. Herbert M. Hewitt  
Hon. Roy Michael McKenney  
Hon. Ricardo Rigual  
Hon. Gordon F. Willis

Kathy M. Sterne, Clerk  
540/658-8750  
Fax - 540/658-4653  
Fax - Judge's Fax: 540/658-4625  
8:00AM - 4:00PM

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

Hon. Anne F Reed  
Hon. Joel R. Branscom\*  
Hon. Paul A. Dryer  
Hon. Christopher B. Russell  
Hon. Shannon Trent Sherrill  
Hon. Edward K. Stein

Clerk's Office - Third Floor

Staci N. Falls, Clerk  
540/332-3874  
Judges' Chambers: 540/332-3870  
Fax - 540/332-3970

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

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

TERMS OF COURT AND GENERAL INFORMATION

If any term/motion day is a holiday, pursuant to § 2.2-3300,  
term/motion day will be held the following day.  
Initial civil complaints are not accepted through e-mail. All other  
pleadings after the initial complaints can be emailed to the Clerk's  
Office through spotsycc@vacourts.gov. If you email your pleadings,  
please do not mail them as well. All pleadings received after 4:00pm  
(local time) will be marked as received the next business day.

Court convenes at 9:00 a.m; jury trials convene at 9:00 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 11:00 a.m - All civil motions must be set through chambers.  
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  
tenu 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.

CIRCUIT	COURT	ADDRESS	JUDGE	CLERK	PHONE #	HOURS
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Staunton Circuit Court - Continued

Fax - Judges' Chambers Fax:  
540/332-3873  
8:30AM - 5:00PM

Suffolk Circuit Court  
Fifth Judicial Circuit  
P. O. Box 1604  
Mills E. Godwin, Jr. Courts Bldg.  
150 North Main Street  
Suffolk, VA 23439-1604  
www.suffolkva.us/919/Clerk-of-  
the-Circuit-Court

Hon. Carl Edward Eason Jr.\*  
Hon. Lawson Wayne Farmer  
Hon. Matthew A. Glassman  
Hon. Robert H. Sandwich Jr.  
  
W. R. Carter Jr., Clerk  
757/514-7800  
Fax - 757/514-7103  
8:30AM - 5:00PM  
Registers close at 4:30 p.m.  
No monetary transactions handled  
after 4:30 p.m.  
Passport and marriage license  
applications  
processed by appointment only.  
  
E-Mail:  
rcarter@suffolkva.us

Surry Circuit Court  
Sixth Judicial Circuit  
28 Colonial Trail, East  
Surry, VA 23883  
Mailing Address: P.O. Box  
203, Surry, VA 23883

Hon. William Edward Tomko III\*  
Hon. Wallace W. Brittle Jr.  
Hon. Carson E. Saunders Jr.  
  
Thomas L.S. Mayes, Clerk  
757/294-3161  
Fax - 757/294-0471  
9:00AM - 5:00PM

Sussex Circuit Court  
Sixth Judicial Circuit  
P. O. Box 1337  
15088 Courthouse Road  
Route 735  
Sussex, VA 23884

Hon. William Edward Tomko III\*  
Hon. Wallace W. Brittle Jr.  
Hon. Carson E. Saunders Jr.  
  
Gary M. Williams, Clerk  
434/246-1012  
434/246-5511 Ext. 1012  
Fax - 434/246-2203  
9:00AM - 5:00PM

TERMS OF COURT AND GENERAL INFORMATION

Terms begin, 4th Monday, Jan., March, May, July, Sept. & Nov.  
Motion Day, every Tuesday, 9:00 a.m.  
Grand Juries, 1st day of Term and 4th Wed in Feb., April, June, Aug.,  
& Oct.; 2nd Wed. in Dec.  
Civil cases set by civil court administrator.  
Court convenes 9:30 a.m.  
Commissions in Chancery are utilized in divorce, annulments, and  
depositions.  
Instructions must be submitted prior to trial.  
Local rules adopted pursuant to § 8.01-4.  
  
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 Clerk's Office FOIA  
Officer: W. Randolph Carter, Jr., Clerk, Telephone contact (757)  
514-7800. All FOIA requests should be made via email at :  
cccfoiarequests@suffolkva.us. 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.

Terms begin, 4th Tuesday, Jan., March, May, July, Sept., & Nov.  
Grand Juries, 1st day of Term.  
Cases set on Term Day.  
Civil cases set by praecipe submitted through Wednesday preceding  
docket call.  
Court for Term Day begins at 10:00 a.m.  
Criminal Court is held the first Wednesday of every month at 9:00 a.m.  
Commissioners in Chancery are utilized to take evidence in partition  
suits; injunctions; interrogatories.  
Instructions must be submitted 7 days prior to trial.  
Local rules adopted pursuant to § 8.01-4.

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.  
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.  
Susan Chappell at 804-733-2623.  
Grand Juries, 1st day of Term.  
All Cases set on Term Day.  
Court convenes 9:00 a.m. (except first day of term which is 10:00

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

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

Circuit Courts

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CIRCUIT	COURT	ADDRESS	JUDGE	CLERK	PHONE #	HOURS
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Sussex Circuit Court - Continued

Tazewell Circuit Court  
Twenty-ninth Judicial Circuit  
135 Court Street, Suite 202  
Circuit Court Clerk's office  
Tazewell, VA 24651  
E-recording accepted through  
Simplifile and CSC.

Hon. Jack S. Hurley Jr.\*  
Hon. Patrick R. Johnson  
Hon. Michael Lee Moore  
Hon. Richard C. Patterson  
Hon. Brian K. Patton  
  
Charity D Hurst, Clerk  
276/385-1222  
Fax - 276/988-7501  
8:00AM - 4:00PM  
Deed recordings stop at 3:45 p.m.

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

Hon. James Clayton Lewis\*  
Hon. Tanya Bullock  
Hon. Kevin M. Duffan  
Hon. Afshin Farashahi  
Hon. Stephen C. Mahan  
Hon. Salvatore R. Iaquinto  
Hon. Lynwood W Lewis  
  
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

TERMS OF COURT AND GENERAL INFORMATION

a.m.)  
Commissioners are utilized in partition matters, interrogatories and  
drawing of juries.  
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

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CIRCUIT	COURT	ADDRESS	JUDGE	CLERK	PHONE #	HOURS
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TERMS OF COURT AND GENERAL INFORMATION

Virginia Beach Circuit Court - Continu	757/385-8827 - Marriage License Recorded Info Line 757/385-8822, 757/385-8926 - Marriage License Div 757/385-8821- Military Discharge (DD-214) 757/385-8831 - Probate/Wills Division 8:30AM - 4:00PM
	E-Mail: TSinnen@vacourts.gov

Warren Circuit Court Twenty-sixth Judicial Circuit 1 East Main Street Front Royal, VA 22630	Hon. Alexander R. Iden* Hon. Bruce D. Albertson Hon. Andrew S. Baugher Hon. Kevin C. Black Hon. William W. Eldridge IV Hon. Daryl L. Funk Hon. Brian M. Madden Hon. Clark Andrew Ritchie  Angela M. Moore, Clerk 540/635-2435 Fax - 540/636-3274 9:00AM - 5:00PM
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Terms begin, 2nd Monday, Jan., Apr., July, & Oct.  
Civil Motion Day, 3rd Wednesday of each month.  
Misdemeanor appeals days, 4th Friday of each month.  
Grand Juries, 1st day of Term and other days as needed.  
Praeipie must be filed 7 days preceding Motion Day.  
Court convenes 9:00 a.m.  
Commissioners in Chancery are utilized only in certain cases.  
Pretrial conference required in most civil cases.  
Local Rules adopted pursuant to § 8.01-4.

Washington Circuit Court Twenty-eighth Judicial Circuit Courthouse 189 East Main Street Abingdon, VA 24210	Hon. Deanis L. Simmons* Hon. Sage B. Johnson Hon. Fredrick A. Rowlett Hon. Eric R. Thiessen  Tricia S. Moore, Clerk 276/676-6224 276/676-6226 Fax - 276/676-6218 8:00AM - 5:00PM
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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.  
Terms begin, 4th Tuesday, Jan., Apr., July, & Oct.  
Grand Juries, 1st day of Term.  
All cases set on Term Day or through contact with the Judge's office.  
Court convenes 9:00 a.m.  
Commissioners in Chancery are used only to review accountings of  
Special Commissioners.

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

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

Circuit Courts

1-42

CIRCUIT	COURT	ADDRESS	JUDGE	CLERK	PHONE #	HOURS
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Waynesboro Circuit Court  
Twenty-fifth Judicial Circuit  
250 South Wayne Avenue, Suite 202  
Waynesboro, VA 22980

Hon. Paul A. Dryer  
Hon. Joel R. Branscom\*  
Hon. Anne F Reed  
Hon. Christopher B. Russell  
Hon. Shannon Trent Sherrill  
Hon. Edward K. Stein

Nicole A. Briggs, Clerk  
540/942-6616  
Fax - 540/942-6774  
Fax - Do Not Fax Pleadings  
8:30AM - 5:00PM

Westmoreland Circuit Court  
Fifteenth Judicial Circuit  
175 Polk Street  
P. O. Box 307  
Courthouse  
Montross, VA 22520-0307

Hon. Herbert M. Hewitt  
Hon. Patricia Kelly\*  
Hon. Sarah L. Deneke  
Hon. William E. Glover  
Hon. John Overton Harris  
Hon. Michael E. Levy  
Hon. Roy Michael McKenney  
Hon. Ricardo Rigual  
Hon. James Bruce Strickland  
Hon. Gordon F. Willis  
Hon. Victoria A. B. Willis

Anne B. Garner, Clerk  
804/493-0108  
Fax - 804/493-0393  
9:00AM - 5:00PM

Williamsburg/James City County  
Circuit Court  
Ninth Judicial Circuit  
5201 Monticello Avenue  
Suite Six  
Williamsburg, VA 23188-8218  
Judge's address: 5201  
Monticello Avenue, Suite One,  
Williamsburg, VA 23188-8218

Hon. Holly B. Smith\*  
Hon. Benjamin Elliott Bondurant  
Hon. Richard H. Rizk  
Hon. Jeffrey W. Shaw  
  
Elizabeth O' Connor, Clerk  
757/564-2242  
Criminal Department: 757-564-2353  
Fines/Costs/Restitution:  
757-564-2351  
Concealed Handgun Permits:  
757-564-2404  
Jury Administrator: 757-564-2404  
Marriage License: 757-564-2404  
Criminal Judgements: 757-564-2351  
Expungements: 757-564-2352  
Name changes: 757-564-2354

TERMS OF COURT AND GENERAL INFORMATION

Terms begin, 2nd Monday, Jan., March, May, Sept., & Nov.  
Motion Day, 1st Wednesday each month, 9:00 a.m.  
Grand Juries, 1st day of Term and 2nd Monday in July.  
Criminal cases set on Term Day.  
Civil cases set by praecipe submitted by noon 7 days prior to Motion Day.  
Misdemeanor cases heard on 1st Wednesday in each Term and in July.  
Court convenes 9:00 a.m.  
Commissioners in Chancery are utilized in general civil causes; usually not divorce.  
Two-way electronic video and audio communication will be utilized for defendants in custody unless otherwise requested in writing.

All court convenes at 9:00 criminal and civil.  
Criminal cases are set by agreement with Commonwealth's Attorney at preliminary hearing, on Term Day, or by agreement of counsel and the Court.  
Terms are the 4th Friday of January, April, July and October.  
In civil jury trials, instructions must be submitted to the Court and opposing counsel 5 days prior to trial.  
Civil cases are set by the Clerk's Office.

Terms begin, 3rd Wednesday, Jan., March, May, July, Sept., & Nov.  
Grand Juries, 1st day of Term.  
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.)  
Grand Juries at 9:00 a.m.  
Criminal docket calls at 9:00 a.m.  
Civil docket calls at 11:00 a.m.  
Instructions must be submitted prior to trial.  
Local rules adopted pursuant to § 8.01-4.  
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.  
Faxes from attorneys and litigants will NOT be accepted for any civil and criminal cases.  
The criminal division emails the final court orders to the attorneys

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

CIRCUIT	COURT	ADDRESS	JUDGE	CLERK	PHONE #	HOURS
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Williamsburg/James City County - Conti	Divorces/adoptions/ministers:	757-564-2354				
	Law suits/ministers:	757-564-2354				
	Recording Department:	757-564-2349				
	Probate:	757/564-2379				
		8:30AM - 4:00PM				
		Recordation cut off time: 4:00PM				

Winchester Circuit Court  
Twenty-sixth Judicial Circuit  
The Judicial Center  
5 North Kent Street  
Winchester, VA 22601

Hon. Alexander R. Iden\*  
Hon. Bruce D. Albertson  
Hon. Andrew S. Baugher  
Hon. Kevin C. Black  
Hon. William W. Eldridge IV  
Hon. Daryl L. Funk  
Hon. Brian M. Madden  
Hon. Clark Andrew Ritchie

William D. Gardner, Clerk  
540/667-5770  
Fax - 540/667-6638  
8:00AM - 4:00PM

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

Hon. Tammy S. McElyea\*  
Hon. Thomas W. Baker  
Hon. Ronald Kelley Elkins  
Hon. John C. Kilgore

Dezarah J Hall, Clerk  
276/328-6111  
Fax - No faxes accepted (only PDF)  
8:30AM - 4:00PM

homepage: [www.courtbar.org](http://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. Hugh Lee Harrell\*  
Hon. Bradley W. Finch  
Hon. Kenneth M. Fleenor Jr.  
Hon. Brett L. Geisler  
Hon. Robert M. D. Turk

Jeremiah E. Musser, Clerk  
276/223-6050  
Fax - 276/223-6057  
8:30AM - 4:30PM

TERMS OF COURT AND GENERAL INFORMATION

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.

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. Civil Motions Day is on the fourth Monday of each month. 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. [www.winfredclerk.com](http://www.winfredclerk.com)

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.

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 Courts  
1-44

CIRCUIT	COURT	ADDRESS	JUDGE	CLERK	PHONE #	HOURS
York County/Poquoson Circuit Court			<u>Hon. Richard H. Rizk</u>			
Ninth Judicial Circuit			Hon. Holly B. Smith*			
P. O. Box 371			Hon. Benjamin Elliott Bondurant			
300 Ballard Street			Hon. Jeffrey W. Shaw			
Yorktown, VA 23690-0371						
Recordation cutoff time is			Kristen N Nelson, Clerk			
3:45 p.m.			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.  
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

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