

CITY OF PETERSBURG

Petersburg Circuit Court

1. **NAME OF COURT:** CIRCUIT COURT OF THE CITY OF PETERSBURG

2. **JUDGES:**

Hon. Paul W. Cella, Chief Judge

Hon. Dennis M. Martin

Hon. Joseph M. Teefey Jr.

3. **CLERK:** Hon. Maytee Romero de Parham

4. **ADDRESS:** Clerk's -- 7 Courthouse Avenue, Petersburg, Virginia 23803-4589
Judges' (Courthouse) -- 1 Courthouse Avenue, Petersburg, Virginia
23803-4589

5. **TERMS OF COURT:**

Criminal term begins, 3rd Thursday, each month.

Civil term begins, 3rd Thursday, each month.

Grand Juries, 1st day of criminal term.

Criminal cases set through Commonwealth's Attorney or designated days..

Civil cases, and hearings in civil cases: please appear at Docket call in the county or city where the case is filed.

Any request 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 at 9:00 a.m.

Criminal bench days every Tuesday and Thursday, except term days.

6. **SHERIFF:** Vanessa R. Crawford - (804) 733- 2369 (Tel.); (804) 733-2406 (Fax)
8 Courthouse Avenue, Petersburg, Virginia 23803-4589

7. **COMMISSIONERS OF ACCOUNTS:** Charles T. Baskervill - (804) 732-8384 (Tel.); (804) 722-5662 (Fax); 20 East Tabb Street, Suite 200, Petersburg, Virginia 23803 (Physical Address); P.O. Box 871, Petersburg, Virginia 23804 (Mailing)
8. **COMMISSIONER OF REVENUE:** Brittany C. Flowers (804) 733-2315 (Tel.); (804) 863-2790 (Fax); City Hall, 135 N. Union Street, Petersburg, Virginia 23803
9. **COURT'S TEL. NO.:** Clerk's Office - (804) 733-2367; **FAX NO.:** (804) 732-5548
Courthouse - (804) 733-2423; **FAX NO.:** 804-957-4062
10. **COMMONWEALTH'S ATTORNEY:** Tiffany Buckner - (804) 861-8899
11. **LOCAL RULES:** Local rules: ALL court dates set by the Court (Clerk does not set Court dates for anything). Set civil hearing and motions through Court Administrator – (804) 733-2423

Petersburg General District Court

1. **NAME OF COURT:** GENERAL DISTRICT COURT OF THE CITY OF PETERSBURG
2. **JUDGE:** Hon. Ray P. Lupold, III, Chief Judge; Hon. Robert B. Beasley Jr.; Hon. Thomas Stark IV
3. **CLERK:** Dana Helm Shannon; (804)733-2374
4. **ADDRESS:** 35 E. Tabb Street, Petersburg, Virginia 23803
5. **COURT SCHEDULE**

Arraignments

- 8:30 a.m., Mon., Tues., Thurs. & Fri
Incarcerated & Bond Motions Video
- 11:30 a.m., Mon. & Fri
Bonded Criminal
- 11:30 a.m., Tues & Thurs
Traffic Suspended License

Monday - Criminal: 9:00 a.m.

- Mental Health Docket - 1:00 p.m., 1st & 3rd Mon.

Tuesday - Traffic

- 9:00 a.m., City Officers
- 10:30 a.m., State Troopers

Wednesday - Civil

- 8:30 a.m., Non-attorney uncontested
- 8:30 a.m., Non-attorney garnishment
- 10:00 a.m., Attorney uncontested
- 10:00 a.m., Attorney garnishment docket
- 1:00 p.m. & 2:00 p.m., contested cases
- 11:30 a.m., 4th Wed., Small claim docket
- No civil Docket will be held on the 5th Wed. of the month.

Thursday - Traffic

- 9:00 a.m., City Officers
- 1:00 p.m., State Troopers

Friday - Criminal - 9:00 a.m.

6. **CONTINUANCES:** Continuances granted by Judge. If request is not made in writing prior to the court date, the requesting party must appear in person to request the continuance.

Petersburg Juvenile & Domestic Relations District Court

1. **NAME OF COURT:** JUVENILE AND DOMESTIC RELATIONS DISTRICT COURT OF THE CITY OF PETERSBURG
2. **JUDGE:** Hon. Phillip T. DiStanislao, Jr., Chief Judge; Hon. Cheryl J. Wilson,
3. **CLERK:** Laura Burkes Craig
4. **ADDRESS:** 27 E. Tabb Street, Petersburg, Virginia 23803

TERMS OF COURT:

Criminal

Adult Arraignments

Mon. - Fri., 9:00 a.m. (for those bonded)

Mon. - Fri., 10:00 a.m. (for those in lock-up)

Adult Trials: Mon. & Thurs., 9:30 a.m.

Bond Hearings: Mon. & Thurs., 10:00 a.m.

Juvenile Traffic

Every Thurs., 9:00 a.m.

Delinquency

Juvenile Arraignments: Mon. - Thurs., 9:00 a.m.

Juvenile Adjudications & Dispositions: Mon. & Thurs., 9:30 a.m.

Detention Hearings: Mon. & Thurs.

Civil

Support & DCSE Cases: Every Tues., 9:00 a.m.

DSS Cases: Wed. (1st & 3rd), 9:00 a.m.

Chins/Truancy: Fri. (1st & 3rd)

Custody/Visitation: Wed. (2nd & 4th)

Contested Custody/Visitation: Fri. (2nd, 4th)

Protective orders as filed.

5. **TIME COURT CONVENES:** 9:00 a.m. every day
6. **CONTINUANCES:** All requests for continuances must be made in writing and received in the Clerk's office at least three days before the return date, excepting emergencies. Each request must set out available agreeable dates for all parties within the framework of the Terms of Court set out above. The request must also indicate that a copy of same was sent to all parties.
8. **SHERIFF:** Vanessa R. Crawford, (804) 733- 2369 (Tel.); (804) 733-2406 (Fax)
8 Courthouse Avenue, Petersburg, Virginia 23803-4589
9. **COURT'S TEL. NO.:** (804) 733-2372; **FAX NO.:** (804) 733-2362

10. TAX ASSESSOR: Vacant

11. COMMISSIONER OF REVENUE: Pamela Hairston (804) 733-2315 (Tel.); (804) 863-2790 (Fax); City Hall, 135 N. Union Street, Petersburg, Virginia 23803

12. COMMONWEALTH'S ATTORNEY: Tiffany Buckner

Assistant Commonwealth's Attorney (JDR): Shenika R. Rich, (Assistant C. A.), T. Leslie Lindsey (Senior), Ken Blalock (Chief Deputy), Elsa Seidel (Senior) Virginia Bray, Danielle Ferguson (804) 861-8899 (Tel.) 150 N. Sycamore Street, Petersburg, Virginia 23803