

# **NINTH JUDICIAL CIRCUIT**

## **GLOUCESTER COUNTY CIRCUIT COURT**

### **Clerk**

Hon. Margaret F. Walker  
email: [mwalker@vacourts.gov](mailto:mwalker@vacourts.gov)

### **Phone/Fax**

Phone: (804) 693-2502  
Fax: (804) 693-2186

### **Clerk's Office Hours**

8:00 AM - 4:30 PM

### **Address**

7400 Justice Drive, Room 327  
Gloucester, VA 23061

### **Judges**

- Hon. B. Elliott Bondurant, Chief Judge
- Hon. Jeffrey W. Shaw, Presiding Judge
- Hon. Michael E. McGinty
- Hon. Richard H. Rizk
- 

### **Terms of Court and General Information**

- 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.
- Local rules adopted pursuant to Section 8.01-4.
- Should a Term Day fall on a legal holiday, the Term Day will be on the following day.
- 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://yorkcountygov/CountyGovernment/Courts-Circuit.aspx>).

## **GLOUCESTER COUNTY GENERAL DISTRICT COURT**

### **Clerk**

Ms Hannah Ruth Smith

### **Phone/Fax**

Phone: (804) 693-4860  
Fax: (804) 693-6669

### **Clerk's Office Hours**

8:00 AM - 4:00 PM

### **Address**

P. O. Box 873  
7400 Justice Drive, Room 102  
Gloucester, VA 23061-0873

## Judges

- Hon. Stephen Ashton Hudgins, Chief Judge
- Hon. Stephanie E. Merritt, Presiding Judge
- Hon. Colleen K. Killilea

## Court Schedule

- Wednesdays (Except 4th):
  - 8:15 a.m., Counsel Determination with Clerk
  - 9:00 a.m., Arraignments
  - 9:30 a.m., Gloucester Sheriff's Office
  - 10:00 a.m., 10:30 a.m., & 11:00 a.m., Virginia State Police
  - 1:30 p.m., Animal, Zoning, VMRC, Game & Forestry (2nd)
- Thursdays:
  - 1:30 p.m., PreASAP and LP&PS Violations
  - 1:30 p.m., Driving under suspension
  - 2:30 p.m., Small Claims (4th)
  - Suspension of operator's license
- Fridays (2nd & 4th):
  - 9:00 a.m., Uncontested Civil
  - 10:30 a.m., Contested Civil

## Continuance Policy

First motion to continue may be granted by the Clerk. Subsequent motions to continue may be granted by the Judge.

## **GLOUCESTER COUNTY JUVENILE & DOMESTIC RELATIONS DISTRICT COURT**

### Clerk

Ms Deanna L McKinnon

### Phone/Fax

Phone: (804) 693-4850  
Fax: (804) 693-7904

### Clerk's Office Hours

8:00 AM - 4:00 PM

### Address

P. O. Box 630  
7400 Justice Drive, Room 204  
Gloucester, VA 23061-0630

## Judges

- Hon. Wade A Bowie, Chief Judge
- Hon. Cressondra B. Conyers, Presiding Judge
- Hon. George C. Fairbanks IV
- Hon. Holly B. Smith

## **Court Schedule**

- Mondays
  - 9:00 a.m., Preliminary
  - Custody/Visitation/Non-DCSE Support Issues
  - 10:00 a.m., Preliminary Custody/Visitation/Non-DCSE Support Issues
  - 11:00 a.m., Preliminary Custody/Visitation/Non-DCSE Support Issues
  - 1:00 p.m., Contested Civil Hearings
  - 1:00 p.m., Emergency Hearings
  - 4th Monday: All DCSE Cases
- Tuesdays
  - 8:15 a.m., Juvenile & Adult Counsel Determination
  - 9:00 a.m., Traffic
  - 9:30 a.m., Bond Hearings
  - 10:00 a.m., Criminal Trials; Preliminary Hearings
  - 1:00 p.m., Criminal Trials, Criminal Dispositions
  - 2:00 p.m. Truancy; Protective Orders
- Thursdays
  - 9:00 a.m., Foster Care/DSS Cases,
  - 9:00 a.m. & 1:00 p.m., Contested Civil Hearings, set by Judge
- Fridays
  - 9:00 a.m., Contested Civil Hearings, set by Judge
- Driver's License Presentations
  - Tues., 3:00 p.m., scheduled as needed

## **Continuance Policy**

Continuances granted by Judge on written motion for good cause.

## **KING AND QUEEN COUNTY CIRCUIT COURT**

### **Clerk**

Hon. Vanessa D. Porter  
vporter@vacourts.gov

### **Phone/Fax**

Phone: (804) 785-5984  
Fax: (804) 785-5698

### **Clerk's Office Hours**

9:00 AM - 5:00 PM

### **Address**

P. O. Box 67  
234 Allen's Circle  
King and Queen Court House  
King And Queen, VA 23085-0067

## **Judges**

- Hon. Benjamin Elliott Bondurant, Chief Judge
- Hon. Michael E. McGinty
- Hon. Richard H. Rizk

- Hon. Jeffrey W. Shaw

## **Terms of Court and General Information**

- 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 Section 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 Section 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.

## **KING & QUEEN COUNTY GENERAL DISTRICT COURT**

### **Clerk**

Ms Jill C. Hall  
email: [jhall@vacourts.gov](mailto:jhall@vacourts.gov)

### **Clerk's Office Hours**

8:30 AM - 4:30 PM

### **Phone/Fax**

Phone: (804) 785-5982  
Fax: (804) 785-5694

### **Address**

242 Allens Circle  
P. O. Box 86  
Courthouse  
King & Queen, VA 23085-0086

### **Judges**

- Hon. Stephanie E. Merritt, Chief Judge
- Hon. Colleen K. Killilea
- Hon. Stephanie E. Merritt

### **Court Schedule**

- Traffic
  - County
  - 1st & 3rd Fri., 1:00 p.m.
  - 2nd Thurs., 1:00 p.m.
  - State Police
  - 1st & 3rd Fri., 9:30 a.m., 10:00 a.m., & 10:30 a.m.
  - 2nd Thurs., 10:00 a.m. & 10:30 a.m.
- Criminal
  - 1st & 3rd Fri., 11:00 a.m.
  - 2nd Thurs., 11:00 a.m.
  - Game Warden & VMRC
  - 3rd Fri., 1:00 p.m.

- Civil
  - 1st & 3rd Fri., 1:30 p.m.
  - 2nd Thurs., 1:30 p.m.
  - Small Claims
  - 2nd Thurs., 1:45 p.m.
  - 1st & 3rd Fri., 1:45 p.m.
- Counsel Determination
  - 1st & 3rd Fri., 9:00 a.m.
  - 2nd Thurs., 9:00 a.m.

## **Continuance Policy**

Criminal case continuances granted by Commonwealth's Attorney; first continuance in traffic cases granted by Clerk.

## **KING & QUEEN COUNTY JUVENILE & DOMESTIC RELATIONS DISTRICT COURT**

### **Clerk**

Ms. Cheryl D. Carter  
email: [cdcarter@vacourts.gov](mailto:cdcarter@vacourts.gov)

### **Phone/Fax**

Phone: (804) 769-4946  
Fax: (804) 769-4940

### **Clerk's Office Hours**

8:30 AM - 4:30 PM

### **Address**

King William Courthouse  
351 Courthouse Lane, Suite 206  
King William, VA 23086

### **Judges**

- Hon. Wade A. Bowie, Chief Judge
- Hon. Holly B. Smith, Presiding Judge
- Hon. Cressondra B. Conyers
- Hon. George C. Fairbanks IV

### **Court Schedule**

- 1st Monday
  - 8:15 a.m., Arraignments
  - 9:00 a.m., Traffic & Protective Orders
  - 9:30 a.m., Bond Hearings
  - 9:30 a.m., Criminal Trials & Preliminary Hearings
  - 10:30 a.m., Criminal & Traffic Dispositions
  - 11:00 a.m., Preliminary Hearings for Custody/Visitation/Support
  - 1:00 p.m., Contested Custody/Visitation and DSS Cases
- 3rd Mondays

- 8:15 a.m., Arraignments
- 9:00 a.m., Traffic & Protective Orders
- 9:30 a.m., Bond Hearings
- 9:30 a.m., Criminal Trials & Preliminary Hearings
- 10:30 a.m., Criminal & Traffic Dispositions
- 11:00 a.m., DCSE & Non-DCSE Support
- 1:00 p.m., Contested Custody/Visitation and DSS Cases

### **Continuance Policy**

Continuances granted by Judge on written motion for good cause.

## **KING WILLIAM COUNTY CIRCUIT COURT**

### **Clerk**

Hon. Patricia M. Norman  
email: pnorman@vacourts.gov

### **Phone/Fax**

Phone: (804) 769-4936  
Phone: (804) 769-4937  
Phone: (804) 769-4938  
Fax: (804) 769-4991

### **Clerk's Office Hours**

8:30 AM - 4:30 PM

### **Address**

351 Courthouse Lane, Suite 130  
King William, VA 23086

### **Judges**

- Hon. Benjamin Elliott Bondurant, Chief Judge
- Hon. Michael E. McGinty
- Hon. Richard H. Rizk
- Hon. Jeffrey W. Shaw

### **Terms of Court and General Information**

- 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 11:00 a.m.
- Commissioners in Chancery are utilized.
- Instructions must be submitted 2 days prior to trial.
- Should a Term Day fall on a legal holiday as set forth in Section 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.

## **KING WILLIAM COUNTY GENERAL DISTRICT COURT**

### **Clerk**

Ms Jill C. Hall  
email: jhall@vacourts.gov

### **Phone/Fax**

Phone: (804) 769-4947  
Fax: (804) 769-4971

### **Clerk's Office Hours**

8:30 AM - 4:30 PM

### **Address**

351 Courthouse Lane Ste 201  
King William, VA 23086

## **Judges**

- Hon. Stephen Ashton Hudgins, Chief Judge
- Hon. Colleen K. Killilea
- Hon. Stephanie E. Merritt

## **Court Schedule**

- Traffic
  - King William County
  - 1st Thurs., 10:30 a.m.
  - 3rd Thurs., 9:30 a.m.
  - State Police
  - 1st & 4th Thurs., 8:30 a.m., 9:30 a.m., & 10:00 a.m.
  - 3rd Thurs., 8:30 a.m.
  - Town/West Point
  - 1st, 3rd, & 4th Thurs., 10:30 a.m.
- Criminal
  - 1st, 3rd, & 4th Thurs., 11:00 a.m.
- Civil
  - 1st, 3rd, & 4th Thurs., 1:30 p.m.
  - Small Claims
  - 1st, 3rd, & 4th Thurs., 1:45 p.m.
- Counsel Determination
  - 1st, 3rd, & 4th Thurs., 9:00 a.m.
- Conservation Officers & VMRC
  - 3rd Thurs., 8:30 a.m.
- Animal Control
  - 1st Thurs., 1:00 p.m.

Court is NOT HELD on the 4th Thursday for November or December.

## **Continuance Policy**

Criminal case continuances granted by Commonwealth's Attorney; first continuance in traffic cases granted by Clerk.

## **KING WILLIAM COUNTY JUVENILE & DOMESTIC RELATIONS DISTRICT COURT**

### **Clerk**

Ms Cheryln D. Carter  
email: [cdcarter@vacourts.gov](mailto:cdcarter@vacourts.gov)

### **Clerk's Office Hours**

8:30 AM - 4:30 PM

### **Address**



## Phone/Fax

351 Courthouse Lane, Suite 206  
King William, VA 23086-0146

Phone: (804) 769-4946  
Fax: (804) 769-4940

## Judges

- Hon. Wade A. Bowie, Chief Judge
- Hon. Holly B. Smith, Presiding Judge
- Hon. Cressondra B. Conyers
- Hon. George C. Fairbanks IV

## Court Schedule

- 2<sup>nd</sup> & 5<sup>th</sup> Mondays
  - 8:15 a.m., Arraignments
  - 9:00 a.m., Traffic & Protective Orders
  - 9:30 a.m., Bond Hearings
  - 9:30 a.m., Criminal Trials & Preliminary Hearings
  - 10:30 a.m., Criminal Trials & Preliminary Hearings
  - 11:30 a.m., Criminal & Traffic Dispositions
  - 1:00 p.m., Contested Custody/Visitation
- 4<sup>th</sup> Mondays:
  - 8:15 a.m., Arraignments
  - 9:00 a.m., Traffic & Protective Orders
  - 9:30 a.m., Bond Hearings
  - 9:30 a.m., Criminal Trials & Preliminary Hearings
  - 10:30 a.m., Criminal Trials & Preliminary Hearings
  - 11:30 a.m., Criminal & Traffic Dispositions
  - 1:00 p.m., DCSE Support
  - 2:00 p.m., DCSE and non-DCSE Support
- 2<sup>nd</sup> & 4<sup>th</sup> Tuesdays
  - 9:00 a.m., Preliminary Hearings for Custody/Visitation Support
  - 10:00 a.m., Contested Custody/Visitation & DSS
  - 1:00 p.m., Contested Custody/Visitation & DSS

## Continuance Policy

Continuances granted by Judge on written motion for good cause.

## **MIDDLESEX COUNTY CIRCUIT COURT**

**Clerk**

**Clerk's Office Hours**

Hon. Lynn L. Dunlevy  
email: ldunlevy@vacourts.gov

8:30 AM - 4:30 PM

### **Phone/Fax**

Phone: (804) 758-5317  
Fax: (804) 758-8637

### **Address**

P O Box 158  
Routes 17 & 33  
Courthouse  
Saluda, VA 23149

### **Judges**

- Hon. Benjamin Elliott Bondurant, Chief Judge
- Hon. Jeffrey W. Shaw, Presiding Judge
- Hon. Michael E. McGinty
- Hon. Richard H. Rizk

### **Terms of Court and General Information**

- Terms begin, 4th Monday, Jan., March, May, July, Sept., Nov.
- Grand Juries, 1st day of Term, 9:30 a.m.
- All cases set on Term Day.
- 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 Section 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>)

## **MIDDLESEX COUNTY GENERAL DISTRICT COURT**

### **Clerk**

Ms. Amy S. Pierce  
apierce@vacourts.gov

### **Clerk's Office Hours**

8:00 AM - 4:00 PM

### **Phone/Fax**

Phone: (804) 758-4312  
Fax: (804) 758-4343

### **Address**

73 Bowden Street  
P. O. Box 169  
Saluda, VA 23149

## Judges

- Hon. Stephen Ashton Hudgins, Chief Judge
- Hon. Stephanie E. Merritt, Presiding Judge
- Hon. Colleen K. Killilea

## Court Schedule

### Traffic/Criminal

1st & 3rd Mondays

- 8:15 a.m., Counsel determination with clerk
- 9:00 a.m., Arraignments
- 9:30 a.m., Virginia State Police
- 10:00 a.m., Animal control, Zoning
- 10:30 a.m., VMRC, Game & Inland Fisheries
- 11:00 a.m., Middlesex Sheriff's office
- 1:00 p.m., Trials and preliminary hearings

### Civil

1<sup>st</sup> & 3<sup>rd</sup> Mondays

- 1:00 p.m., First Callings

3<sup>rd</sup> Fridays:

- 9:00 a.m., First Callings, Small Claims
- Contested Civil set by Court

## Continuance Policy

First motion to continue may be granted by the Clerk. Subsequent motions to continue may be granted by the Judge.

## **MIDDLESEX COUNTY JUVENILE & DOMESTIC RELATIONS DISTRICT COURT**

### Clerk

Ms Deanna L McKinnon

### Clerk's Office Hours

8:00 AM - 4:00 PM

### Phone/Fax

Phone: (804) 693-4850  
Fax: (804) 693-7904

### Address

7400 Justice Drive, Room 204  
P.O. Box 630  
Gloucester, VA 23061-0630

Courthouse address: 73 Bowden Street, Saluda, VA 23149

## Judges

- Hon. Wade A. Bowie, Chief Judge
- Hon. Holly B. Smith, Presiding Judge
- Hon. Cressondra B. Conyers
- Hon. George C. Fairbanks IV

## Court Schedule

- 1<sup>st</sup> Tuesday
  - 8:15 a.m., Arraignments
  - 9:00 a.m., Preliminary Custody, Visitation & Non-DCSE Support
  - 10:00 a.m., Preliminary Custody, Visitation & Non-DCSE Support
  - 11:00 a.m., Preliminary Custody, Visitation & Non-DCSE Support
  - 1:00 p.m., Foster Care/DSS Cases; Protective Orders
- 2<sup>nd</sup> Wednesday
  - 8:15 a.m., Arraignments
  - 9:00 a.m., Traffic
  - 9:30 a.m., Juvenile & Adult Criminal
  - 10:30 a.m., Juvenile & Adult Criminal
  - 1:00 p.m., Foster Care/DSS Cases; Protective Orders
- 3<sup>rd</sup> Tuesday
  - 8:15 a.m., Arraignments
  - 8:30 a.m., DCSE Restricted O/Ls
  - 9:00 a.m., DCSE Show Cause/Capias
  - 10:00 a.m., DCSE Petitions/Motions
  - 1:00 p.m., Contested Civil Hearings
- 4<sup>th</sup> Wednesday
  - 8:15 a.m., Arraignments
  - 9:00 a.m., Traffic
  - 9:30 a.m., Juvenile & Adult Criminal
  - 10:30 a.m., Juvenile & Adult Criminal
  - 1:00 p.m., Contested Civil Hearings
- 5<sup>th</sup> Tuesday
  - 8:15 a.m., Arraignments
  - 9:00 a.m., Preliminary Custody, Visitation & Non-DCSE Support
  - 10:00 a.m., Preliminary Custody, Visitation & Non-DCSE Support
  - 11:00 a.m., Preliminary Custody, Visitation & Non-DCSE Support
  - 1:00 p.m., Contested Civil Hearings
- Driver's License Presentations
  - 8:15 a.m., Tuesdays, scheduled as needed

## Continuance Policy

Continuances granted by Judge on written motion for good cause.

## **YORK COUNTY POQUOSON CIRCUIT COURT**

### **Clerk**

Hon. Kristen N Nelson

### **Clerk's Office Hours**

8:00 AM - 4:00 PM

### **Phone/Fax**

Phone: (757) 890-3350  
Fax: (757) 890-3364

### **Address**

P. O. Box 371  
300 Ballard Street  
Yorktown, VA 23690-0371

Recordation cutoff time is 3:45 p.m.

### **Judges**

- Hon. Richard H. Rizk, Presiding Judge
- Hon. B. Elliott Bondurant, Chief Judge
- Hon. Michael E. McGinty
- Hon. Jeffrey W. Shaw

### **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 Section 2.1-21, Code of Virginia (1950), as amended, the term day will be on the following Tuesday.

## **YORK COUNTY GENERAL DISTRICT COURT**

### **Clerk**

Ms Melanie H. Stephens  
email: MStephens@courts.state.va.us

### **Clerk's Office Hours**

8:00 AM - 4:00 PM

### **Phone/Fax**

### **Address**

P. O. Box 316

Phone: (757) 890-3450, (757) 890-3451  
Fax: (757) 890-3459

300 Ballard Street  
Yorktown, VA 23690-0316

## Judges

- Hon. Stephen Ashton Hudgins, Chief Judge
- Hon. Colleen K. Killilea
- Hon. Stephanie E. Merritt

## Court Schedule

- Counsel Determinations
  - Mon. - Wed., 8:30 a.m.
- Show Cause Hearings, Motions & Pleas
  - Wed., 8:00 a.m.
- Traffic
  - York Sheriff's Office
    - 1st, 3rd, & 4th Mon., 9:00 a.m.
    - Wed., 1:30 p.m.
  - City of Poquoson Police
    - 2nd Mon., 9:00 a.m.
    - 4th Wed., 9:00 a.m.
  - Virginia State Police
    - Tues., 8:00 a.m.
- Criminal
  - York Sheriff's Office
    - Mon., 1:30 p.m. (except 3rd Mon.)
    - Wed., 9:00 a.m.
  - City of Poquoson Police
    - 2nd Mon., 10:00 a.m.
    - 4th Wed., 10:00 a.m.
  - Virginia State Police
    - Tues., 2:00 p.m.
- Civil
  - Uncontested Cases
    - Tues., 1:00 p.m.
  - Contested Trials
    - 3rd Mon., 2:00 p.m.
  - 5th Thurs. and 4th & 5th Fri., 9:00 a.m.
- Small Claims
  - 3rd Mon., 1:30 p.m.
- Game Warden & Marine Resources Cases
  - 3rd & 4th Mon., 11:00 a.m.
- Animal Control - York County
  - 3rd & 4th Mon., 11:00 a.m.
- Animal Control - City of Poquoson
  - 2nd & 4th Mon., 11:00 a.m.

## Continuance Policy

In civil cases, first agreeable to both sides granted by Clerk; subsequently granted by Judge. In criminal cases, first continuance granted by Clerk; subsequently by Judge. In traffic cases, first continuance granted by Clerk; subsequently by Judge.

### YORK COUNTY JUVENILE & DOMESTIC RELATIONS DISTRICT COURT

#### Clerk

Ms Margienette J. Whitfield

#### Clerk's Office Hours

8:30 AM - 4:30 PM

#### Phone/Fax

Phone: (757) 890-3470

Fax: (757) 890-3479

#### Address

P. O. Box 357  
300 Ballard Street  
Yorktown, VA 23690-0357

## Judges

- Hon. Wade A. Bowie, Chief Judge
- Hon. Cressondra B. Conyers
- Hon. George C. Fairbanks IV
- Hon. Holly B. Smith

## Court Schedule

- Juvenile & Adult Counsel Determinations
  - Wed., 8:30 a.m.
- Preliminary Custody/Visitation
  - Tues., 9:00 a.m. – 12:00 p.m.
- Adult Criminal/Domestic Violence Trails
  - Wed, 10:00 a.m. – 12:00 p.m.
- Juvenile Delinquent Trials
  - Thurs., 10:00 a.m. - 12 noon
- Civil Cases
  - Tues. & Fri., 9:00 a.m. – 12:00 p.m.
  - Tues. & Wed., 1:30 p.m., Contested Custody/Visitation
- Child/Spousal Support
  - Fri., 9:00 a.m. – 12:00 p.m. (2nd & 4th Fri. DCSE cases)
  - Fri., 9:00 a.m. – 12:00 p.m. (1<sup>st</sup>, 3<sup>rd</sup> & 5<sup>th</sup> Fri., non-DCSE cases)
- Petitions/Protective Order
  - Wed., 11:00 a.m. as needed

## Continuance Policy

Request for continuance must be by written motion and will only be granted for good cause shown.

## **MATHEWS COUNTY CIRCUIT COURT**

### **Clerk**

Hon. Angela Ingram

### **Clerk's Office Hours**

8:00 AM - 4:00 PM

### **Phone/Fax**

Phone: (804) 725-2550  
Fax: (804) 725-7456

### **Address**

P. O. Box 463  
10622 Buckley Hall Road, Suite A  
Mathews, VA 23109

### **Judges**

- Hon. Jeffrey W. Shaw, Presiding Judge
- Hon. B. Elliott Bondurant, Chief Judge
- Hon. Michael E. McGinty
- Hon. Richard H. Rizk

### **Terms of Court and General Information**

- Terms begin, 3rd 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 Section 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>).

## **MATHEWS COUNTY GENERAL DISTRICT COURT**

### **Clerk**

Ms Amy S. Pierce  
Email: [apierce@vacourts.gov](mailto:apierce@vacourts.gov)

### **Clerk's Office Hours**

8:00 AM - 4:00 PM

### **Phone/Fax**

Phone: (804) 758-4312  
Fax: (804) 758-4343

### **Address**

10622 Buckley Hall Road  
Liberty Square  
Mathews, VA 23109

### **Payments and correspondences should be mailed to:**

P.O. Box 169  
Saluda, VA 23149

Clerk's Office is located in the Middlesex Courthouse



73 Bowden Street  
Saluda, VA

Matthew's Clerk Office is located at 10622 Buckley Hall Road, Matthews, VA and is open every Thursday from 8:00 a.m. – 4:00 p.m.

## **Judges**

- Hon. Stephanie E. Merritt, Presiding Judge
- Hon. Stephen Ashton Hudgins, Chief Judge
- Hon. Colleen K. Killilea

## **Court Schedule**

- 2nd & 4th Mondays
  - 9:00 a.m., Counsel determination with Clerk
  - 9:30 a.m., Arraignments
  - 9:30 a.m., Virginia State Police
  - 10:00 a.m., Mathews Sheriff's office, VMRC, Game Warden, Animal Control, Zoning
  - 1:00 p.m., Trials, preliminary hearings
- Civils
  - 1:00 p.m., 2nd & 4th Monday, First Appearance
  - 2:00 p.m., 2nd & 4th Monday, Small Claims
- **\*\*Contested civil trials set by the court\*\***

## **Continuance Policy**

FIRST MOTION TO CONTINUE MAY BE GRANTED BY THE CLERK. SUBSEQUENT MOTIONS TO CONTINUE MAY BE GRANTED BY THE JUDGE.

## **MATHEWS COUNTY JUVENILE & DOMESTIC RELATIONS DISTRICT COURT**

### **Clerk**

Ms Deanna L McKinnon

### **Phone/Fax**

Phone: (804) 693-4850  
Fax: (804) 693-7904

### **Clerk's Office Hours**

8:00 AM - 4:00 PM

### **Address**

7400 Justice Drive, Room 204  
P.O. Box 630  
Gloucester, VA 23061

Courthouse address: 10622 Buckley Hall Road, Mathews, VA  
23109

## Judges

- Hon. Cressondra B. Conyers, Presiding Judge
- Hon. Wade A. Bowie, Chief Judge
- Hon. George C. Fairbanks IV
- Hon. Holly B. Smith

## Court Schedule

- 1st Wednesday
  - 8:30 a.m., Counsel Determinations
  - 9:00 a.m., Traffic
  - 9:30 a.m., Juvenile & Adult Criminal; Protective Orders
  - 11:00 a.m., Preliminary Custody, Visitation & Non-DCSE Support
  - 12:30 p.m., Foster Care/DSS Cases
  - 1:00 p.m., Custody Civil Hearings
- 3rd Wednesday
  - 8:30 a.m., Counsel Determinations
  - 9:00 a.m., Traffic
  - 9:30 a.m., Juvenile & Adult Criminal; Protective Orders
  - 10:30 a.m., Preliminary Custody, Visitation & Non-DCSE Support
  - 11:00 a.m., DCSE Show Cause/Capias
  - 12:30 p.m., DCSE Petitions/Motions
  - 1:00 p.m., Foster Care/DSS Cases
  - 2:00 p.m., Contested Civil Hearings
- Driver's License Presentations
  - 3:00 p.m., Tuesdays, scheduled as needed in Gloucester County

## Continuance Policy

Continuances granted by Judge on written motion for good cause.

### WILLIAMSBURG/JAMES CITY COUNTY CIRCUIT COURT

#### Clerk

Hon. Mona A. Foley

#### Phone/Fax

Phone: (757) 564-2242

#### Clerk's Office Hours

8:30 AM - 4:00 PM  
Recordation cut off time: 4:00PM

#### Address

Criminal Supervisor: 757-564-2350  
Fines/Costs/Restitution: 757-564-2351  
Concealed Handgun Permits: 757-564-2353  
Jury Administrator: 757-564-2353  
Marriage license, Judgments: 757-564-2360  
Name changes, Expungements: 757-564-2360  
Divorces/adoptions: 757-564-2354  
Law suits/ministers: 757-564-2352  
Recording Department: 757-564-2355

5201 Monticello Avenue  
Suite Six  
Williamsburg, VA 23188-8218

Judge's address: 5201 Monticello Avenue, Suite One,  
Williamsburg, VA 23188-8218

## **Judges**

- Hon. Michael E. McGinty, Presiding Judge
- Hon. B. Elliott Bondurant, Chief Judge
- Hon. Richard H. Rizk
- Hon. Jeffrey W. Shaw

## **Terms of Court and General Information**

- 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 Section 8.01-4.
- Should term day fall on a legal holiday as set forth in Section 2.2-3300, Code of Virginia (1950), as amended, the term day will be rescheduled.
- Recordation cutoff time is 3:30 p.m.
- 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.

## **WILLIAMSBURG/JAMES CITY COUNTY GENERAL DISTRICT COURT**

### **Clerk**

Ms Edwina Taylor Millerleile

### **Clerk's Office Hours**

8:00 AM - 4:00 PM

**Phone/Fax**

Phone: (757) 564-2400  
Press 7 on menu for  
staff person  
Fax: (757) 564-2410

**Address**

5201 Monticello Avenue, Suite 2  
Williamsburg, VA 23188-8218

**Judges**

- Hon. Colleen K. Killilea, Presiding Judge
- Hon. Stephen Ashton Hudgins, Chief Judge
- Hon. Stephanie E. Merritt

**Court Schedule**

- Criminal
  - Thurs., all day
  - 1st, 2nd & 3rd Tues., 1:00 p.m.
  - 1st & 3rd Fri., 8:00 a.m.
- Civil
  - First Returns
    - Attorneys - Mon., 1:30 p.m.
    - Pro Se – Mon., 2:00 p.m.
  - Contested Trials
    - Contact the clerk's office for available trial dates
  - Small Claims: 1st & 3rd Tues., 10:30 a.m.
- Traffic
  - Mon., 8:00 a.m.
  - 4th Tues., 1:30 p.m.
  - 4th Wed., 8:00 a.m.
  - 2nd & 4th Fri., 8:00 a.m.
- Appointment of Counsel
  - Tues., 8:30 a.m.
- Show Cause Summonses
  - Tues., 10:00 a.m.

**Continuance Policy**

Contact the court directly for any continuance requests.

**WILLIAMSBURG/JAMES CITY COUNTY JUVENILE & DOMESTIC RELATIONS DISTRICT COURT****Clerk**

Ms Shea S Bruno

**Clerk's Office Hours**

8:00 AM - 4:00 PM

**Phone/Fax****Address**

5201 Monticello Avenue

Phone: (757) 564-2200  
Fax: (757) 564-2343

Suite 3  
Williamsburg, VA 23188-8218

## **Judges**

- Hon. George C. Fairbanks IV, Presiding Judge
- Hon. Wade A. Bowie, Chief Judge
- Hon. Cressondra B. Conyers
- Hon. Holly B. Smith

## **Court Schedule**

- Video Arraignments
  - Mon., Tues., Wed., Thurs., & Fri., 8:30 a.m.
- Juvenile Traffic
  - Tues., 8:00 a.m.
- Juvenile Delinquency Trials
  - Tues., 9:00 a.m. & 10:00 a.m.
- Juvenile Delinquency Dispositions
  - Tues., 11:00 a.m.
- CHINS & Truancy
  - Tues., 8:30 a.m. & 1:45 p.m.
- Juvenile Arraignments
  - Tues., 2:00 p.m.
- Custody & Visitation
  - Mon., & Wed., 9:30 a.m., & 10:30 a.m.
- Support
  - Wed., 8:30 a.m., 9:30 a.m. & 10:30 a.m.
- Contested Custody/Visitation
  - Mon., Wed., Thurs., & Fri., 1:00 p.m. & 2:00 p.m.
- Foster Care/Abuse/Neglect/Child Dependency Cases
  - Thurs., 8:30 a.m., 9:30 a.m. & 10:30 a.m.
- Adult Arraignments
  - Fri., 8:00 a.m.
- Adult Criminal Trials
  - Fri., 9:00 a.m. & 10:00 a.m.
- Adult Dispositions
  - Fri., 11:00 a.m.
- All cases must be scheduled with the Clerk's Office.

## **Continuance Policy**

The Williamsburg/James City County Juvenile and Domestic Relations District Court believes that control of a strict calendar leads to a more expeditious and efficient administration of justice. A continuance of any pending matter shall only be for good cause shown and with the approval of the Court. All requests for continuance shall be in writing and state the basis upon which the continuance is being requested. If a continuance is requested, the counsel or parties requesting the continuance shall submit to the Court an order endorsed by all parties stating (1) whose motion the continuance is upon, (2) the specific reason for the continuance, and (3) the proposed new trial date that is available to the Court. The party making

the request shall contact the Clerk's Office for available dates. All continuances in criminal cases shall be to a date certain. If the Court grants a continuance request, counsel will advise client of new date. Continuance requests made the day of court will be discouraged by the Court and will only be granted in extreme or unusual circumstances. A complete copy of this policy is available at the Clerk's Office or on our local website. <http://www.jamescitycountyva.gov/184/Juvenile-Domestic-Relations-District-Court>