

**Chesterfield Circuit Court**  
**Docketing Procedures / Case Scheduling Information**  
**and**  
**Information for Attorneys Approved for Circuit Court Appointments**

1. JUDGES' CHAMBERS: 804-748-1333

Judges: Steven C. McCallum  
David E. Johnson (Chief Judge)  
Edward A. Robbins, Jr.  
Jayne A. Pemberton  
M. Duncan Minton, Jr.  
Steven B. Novey

Staff:

- Legal Assistant to Judges McCallum & Johnson - Beth Ball; [BallB@chesterfield.gov](mailto:BallB@chesterfield.gov)
- Legal Assistant to Judges Robbins & Pemberton - **Vacant**
- Legal Assistant to Judges Minton & Novey - Tiffany White; [WhiteTC@chesterfield.gov](mailto:WhiteTC@chesterfield.gov)
- Legal Secretary – Trisha Quimby; [QuimbyT@chesterfield.gov](mailto:QuimbyT@chesterfield.gov)
- Judicial Administrator - Teresa Ryan; [RyanT@chesterfield.gov](mailto:RyanT@chesterfield.gov)
- For Judges' Law Clerks (civil) - call 804-748-1333 and select the appropriate option.

2. CLERK: Wendy S. Hughes  
PO Box 125, Chesterfield VA, 23832  
804-748-1241; <https://www.chesterfield.gov/1127/Circuit-Court-Clerk> and  
<https://www.vacourts.gov/courts/circuit/chesterfield/home.html>

3. SHERIFF: Karl S. Leonard  
PO Box 940, Chesterfield, VA 23832  
804-748-1261; <https://www.chesterfield.gov/765/Sheriffs-Office>

4. COMMISSIONER OF ACCOUNTS: Bryan K. Selz  
PO Box 998, Chesterfield, VA 23832  
804-796-4891; <https://www.vacourts.gov/courts/circuit/resources/coa/home.html>

5. COMMONWEALTH'S ATTORNEY: Stacey T. Davenport  
PO Box 25, Chesterfield, VA 23832  
804-748-1221  
<https://www.chesterfield.gov/1135/Commonwealths-Attorney>

6. LOCATIONS: Courtrooms 1, 2, 3, 4, 5 - 9500 Courthouse Road, 2<sup>nd</sup> Floor  
Historic 1917 Courthouse - 10011 Iron Bridge Road

7. HOURS: 8 AM – 4:00 PM – Judge's Chambers delivery hours. All other service is by appointment only.  
8 AM – 4:00 PM - Clerk's Office public service hours  
8 AM – 3:30 PM – Recording hours (Clerk's Office)

8. DOCKETING PROCEDURES: Start on page 3.

9. PRE-TRIAL DOCKET: 9 AM-Chesterfield Jail; 9:30 AM-Riverside Regional Jail, all other jurisdictions, and bonded defendants. Courtroom changes daily; consult posted dockets.

10. MOTIONS FOR REMOTE APPEARANCE / HEARING: A written motion must be filed with the Clerk's Office. Use of the Court's template form is preferred to facilitate processing; however, at a minimum, motions must contain all information requested on the form (reference page 9) and a sketch order provided if the Court's template is not used. Requests must be approved by the Court before they will be scheduled and arranged by court staff.
11. COURTROOM DISPLAY TECHNOLOGY: All courtrooms have one document camera and are equipped with audio/visual (A/V) screen-sharing display technology accessible via one of the following mechanisms:
- a. HDMI cable.
  - b. "ClickShare" wireless presentation system. To access ClickShare in the courtroom, devices must have either HDMI cable connectivity or have downloaded the ClickShare app.
  - c. "Digitalinx Secure Adapter Ring (DL-AR)." The DL-AR allows a single HDMI cable to accommodate many, but not all, popular devices. One adapter ring is in each courtroom.

The Court does NOT provide computers, laptops, tablets, USB flash drives, DVD players, VCRs, or any other device necessary for the presentation or submission of digital evidence by parties. The Court is NOT responsible for ensuring connectivity of your device to the courtroom display technology; attorneys/parties shall be responsible for ensuring operation and compatibility of their equipment with courtroom display technology. Testing prior to trial date is encouraged; attorneys should utilize the attorney workroom before requesting use of a vacant courtroom (room #2141, main courthouse, second floor; see Sheriff's Office for access). Please note, court staff may not be able to accommodate short-notice requests for technical assistance with courtroom technology. Storage of audio and video digital evidence on a flash drive is preferred over other storage mediums such as DVD, CD ROM, computer disk, magnetic tape or storage in the cloud.

12. INFORMATION FOR ATTORNEYS APPROVED FOR COURT APPOINTMENT (WHEN NOT THE PUBLIC DEFENDER'S OFFICE; § 19.2-163.4) / ELECTRONIC VOUCHER PAYMENT SYSTEM (EVPS): For use by attorneys and court reporters to file an electronic DC-40 (List of Allowances). Includes payment of state charges for services by court-appointed counsel, guardians *ad litem*, and court reporters. For court reporters, electronic submissions cover appearance and transcript fees, sexually violent predator cases, special grand jury, and multi-jurisdictional grand jury. See Page 7.
13. COURT REPORTER CONTACT INFORMATION [CRIMINAL]:
- Crane-Snead & Associates, Inc., 4914 Fitzhugh Avenue, Suite 203, Henrico, VA 23230-3534, Phone: 804-355-4335, Email: [cranesnead@verizon.net](mailto:cranesnead@verizon.net).
  - Capitol Reporting, Inc., P.O. Box 959, Mechanicsville, VA 23111, Phone: 804-788-4917, Fax: 800-783-9209, Email: [capitolreporting@gmail.com](mailto:capitolreporting@gmail.com).
  - Farnsworth & Taylor Reporting, LLC, P.O. Box 333, Rockville, VA 23146-0333, Phone: 804-749-4277, Fax: 804-749-3966, Email: [ftreportingscheduling@gmail.com](mailto:ftreportingscheduling@gmail.com).

## **DOCKET CALL**

Docket call is a procedure for scheduling activity in cases properly filed with the Court. Unless a matter is pre-set, a "docket call date" is a required court appearance. Parties appear in court, and the dates of hearings, trials, and related matters are set on the calendar of the presiding judge. This is the sole purpose of docket call; cases and motions are not heard by a judge during the docket call process.

It is strongly encouraged to pre-set both civil and criminal cases rather than waiting for docket call. All hearings must be scheduled in advance, except in emergency situations. Prior to setting the date, the attorney or *pro se* litigant should clear available dates with other attorneys or parties in the case.

- **Civil scheduling.** To set a case for trial in a civil matter, the attorney should call or email the assigned Judge's Legal Assistant. Email is the preferred method of communication to ensure all parties have properly communicated. If no answer has been filed, the matter will not be scheduled on the docket or set for docket call. See separate section below.
- **Criminal scheduling.** Criminal matters are pre-set in the Commonwealth's Attorney's Office by orders endorsed by defense counsel or *pro se* defendant. Matters shall be set within the same term or otherwise docketed for a hearing prior to the term ending. After filing with the Clerk's Office, authorized *ex parte* motions in criminal proceedings will be scheduled by the Judge's Legal Assistant in coordination with the Clerk's Office. See separate section below.

If attorneys/parties do attend docket call to schedule a trial date, **criminal docket call** is held at 9:30 AM on the Tuesday following the 3<sup>rd</sup> Monday in January and the 3<sup>rd</sup> Monday in March, May, July, September, and November.\* **Civil docket call** is held on designated afternoons (2:00 PM J&DR appeals, 2:30 PM GD appeals and general civil) for the presiding judge's assigned cases. If attorneys or *pro se* parties in civil cases fail to appear for docket call, it may result in the dismissal of civil cases.

When setting a case for trial, the attorney/party should know the case number, style of case, and whether a jury is requested. Trial dates for civil cases may be set by either lawyer/party as long as they have good dates (or avoid dates) for the other side.

When scheduling civil cases by phone, email, or at docket call, a confirmation letter ("notice of hearing") must be mailed to all parties within 10 business days of scheduling, with a copy to the Court. The confirmation letter must state the trial date, time, and whether trial will be by jury or non-jury. Note, the Historic 1917 Courthouse may be used for some civil matters; please pay careful attention to the location of the hearing and expressly include the correct location in the notice of hearing.

In criminal cases not pre-set with the Commonwealth's Attorney, defense counsel and defendants out on bail must appear for docket call.

*\*Dates subject to change; for the most current information, always check "Terms of Court and General Information" for the Court at <https://www.vacourts.gov/courts/circuit/chesterfield/home.html>.*

## **CIVIL SCHEDULING**

- **Trials:** Cases should be set by telephone or email through the Legal Assistant, once mutually agreeable dates are obtained by counsel. Once the moving party sets the trial date, they must send a notice of trial to opposing counsel/party stating the trial date(s) and time, copying the Court. Because of the limited number of trial days, the Court sets several cases for trial each day. Experience has shown that many cases go off the docket before the trial date due to settlements or continuances. On the rare occasion that more than one case remains on the docket, the Court must then continue some cases.
- In any matters that require more than two hours or involve a *pro se* party, a pre-trial conference may be required.
- Matters in which the moving party has not issued service cannot be scheduled on the docket until service is complete and 21 days has passed, unless otherwise agreed upon by opposing counsel or provided by statute.
- Garnishments, civil restricted licenses (OLPs), restoration of firearms, concealed handgun permit (CHP) denial appeals and show causes, expungements, and rites of marriage celebrants will be set by the Clerk's Office on the presiding judge's duty docket at 8:30 AM or as designated by the presiding judge. Emergency hearing requests, injunctions, petitions to stop a foreclosure, administrative appeals, appeals on denial to vote, interpleaders, and motions to reconsider will be

set by the judge's legal assistant on the presiding judge's duty docket at 10:00 AM or as designated by the judge. Protective orders must be expedited and will be scheduled on any available docket.

- **All other civil motions:** Absent leave of Court, motions will be individually docketed. Motions are held on a first-come, first-served basis on the docket. These cases should also be set by telephone or email through the Legal Assistant, once mutually agreeable dates are obtained by counsel/parties and the proper motion is filed with the Clerk's Office. All motions should inform the Court whether the moving party intends to present any testimony concerning that motion.
- Plaintiff will submit an agreed and fully endorsed pre-trial scheduling order within ten (10) calendar days of setting the trial date. All exhibits which a party intends to offer into evidence at trial during their case in chief must be filed with the Clerk not later than ten (10) days prior to trial. Additionally, in domestic cases involving support matters; income and expense worksheets, applicable guidelines worksheets, and supporting documents must also be filed ten (10) days prior to trial.

### **CRIMINAL SCHEDULING**

- **EVERY REQUEST MUST BE PROPERLY FILED AS A WRITTEN MOTION** through the Clerk's Office (attorney and *pro se*). With the exception of bond motions, dates for hearings on motions must be obtained from the Commonwealth's Attorney's Office. For judicial consideration, an endorsed order setting the hearing must be submitted to the Clerk's Office with a copy of the motion attached.
- **BOND MOTIONS:** a written motion must be filed with the Clerk's Office.
  - a. Bond motions - Advance coordination with Commonwealth's Attorney regarding date not required. Date will be set by Clerk's Office. Motion must contain defense attorney availability and the attorney's email address. Court staff will email [only] notice of docketed date.
- Attorneys requesting the appointment of a court reporter to transcribe the defendant's preliminary hearing must submit through the Circuit Clerk's Office a motion and an endorsed order, both detailing in which District Court the preliminary hearing is to be heard and the hearing date and time.
- Continuances will be granted in the Court's discretion for good cause shown (see continuance policy).
- For proper docket control, in the event of an agreed disposition by plea, the Court requires cases that are set for trial by jury be advanced on the docket for disposition. A written motion is required.

### **CONTINUANCE POLICY**

Procedure to Continue a Trial Date:

1. **Notice.** All requests for continuances of a trial date must be made by written motion and in as far in advance of the trial date as possible. All requests must be properly filed through the Clerk's Office and properly noticed for a hearing. If a hearing is required, it will need to be scheduled based on the above requirements for civil and criminal matters.
  - The motion to continue the trial must fully state the good cause in support of the motion and must include the number of previous continuances.
2. **Good Cause.** Continuances will be granted in the Court's discretion for good cause shown. The following, by way of example, may not be considered as good cause:
  - All parties have agreed to the continuance.

- This is the first continuance request.
- The other party has been granted a continuance before.
- The case is close to resolved or will be if a continuance is granted.
- Counsel is unprepared for trial.
- After the trial is set a witness (subpoenaed or not) advises they are unavailable on that date. Counsel is expected to have witnesses' available dates prior to setting the trial.

### 3. Court Order.

#### Civil:

- In cases where a continuance of trial is granted, counsel shall prepare and submit an endorsed order at the hearing for the continuance. The order shall state upon whose request the continuance is granted; the date from which the trial is being continued; the new trial date; and other such terms as the Court may require.

#### Criminal:

- In cases where a motion is filed, the Commonwealth's Attorney's Office will prepare a scheduling order and submit the motion and order to the Clerk's Office for judicial consideration. If the motion is denied, parties will be notified by the Commonwealth's Attorney's Office.

## **OTHER NOTES**

### Filings

Filings are accepted by the Clerk's Office via mail, courier, and hand-delivery only. At this time, the Court does not have e-filing capabilities. The Court does not accept case-related filings via email or fax. The public service hours of both the Clerk's Office and Judges' Chambers are 8 AM – 4 PM.

- All orders, motions, notices, pleadings, exhibits, or any other type of case-related filing **must be filed in the Clerk's Office**. Effective December 1, 2015, all case-related filings are scanned into the Circuit Imaging System (CIS) for electronic access by authorized parties.
- No orders, motions, notices, pleadings, exhibits, or any other type of case-related filing will be accepted by the Judges' Chambers even on the day of the hearing. All case-related correspondence or documents sent or delivered directly to Judges will be re-directed to the Circuit Court Clerk's Office for proper filing with the case and may result in delays in processing.
- All orders submitted for entry must be original orders with original signatures.
- As noted above, no fax or email filings are accepted by the Clerk's Office.
- If courtesy copies are directed to the Judges' Chambers, these will be accepted but need to be clearly marked as such. Marked copies delivered to the Judges' Chambers are not substitutions for proper filing in the Clerk's Office and **are not considered filed**.
- For all civil and criminal restricted operators' license requests, DMV transcripts should be filed in the Clerk's Office with the petition or motion.
- Requirements regarding filings may be modified if the Court is operating under a declaration of judicial emergency pursuant to *Va. Code* § 17.1-330. Please check the website of the Circuit Court Clerk for the most current information.

### Technology-Related

- For requests to duplicate sealed digital evidence/records to include subpoena returns, DVD, CD, thumb- or flash-drive, or other form of digital storage device, a written motion must be filed in the Clerk's Office for judicial consideration. A Clerk's fee may apply for duplication supplies and services.
- Storage of audio and video digital evidence on a flash drive is preferred over other storage mediums such as DVD, CD ROM, computer disk, magnetic tape, or storage in the cloud.
- Motions for remote appearance / hearing. See pages 1 and 9.
- Courtroom display technology. See page 2.

## **INFORMATION FOR ATTORNEYS APPROVED FOR COURT APPOINTMENT (WHEN NOT THE PUBLIC DEFENDER'S OFFICE; § 19.2-163.4) / ELECTRONIC VOUCHER PAYMENT SYSTEM**

Please refer to the current version of the Chart of Allowances on the Supreme Court of Virginia's website at <http://www.courts.state.va.us/courtadmin/aoc/fiscal/home.html>. This resource provides a list of the fees and expenses to be paid from the Criminal Fund and applies to all requests for payment submitted to the Office of the Executive Secretary (OES) of the Supreme Court of Virginia (SCV) including but not limited to requests for payment submitted by special justices, guardians *ad litem*, interpreters, mediators, court-appointed counsel, court-appointed experts, substitute judges, retired judges, and others.

- If the Court has need to appoint a qualified lawyer other than the Public Defender, the list of attorneys approved by the Court for appointment will be utilized on a rotating and equitable basis.
- If appointed, the Clerk's Office will contact attorneys directly with case information. Effective 1/28/22, in-person attendance at circuit pre-trials is required for the Public Defender only.
- The Court will continue to accept requests from qualified attorneys who wish to be considered for appointments when the Public Defender is not eligible. Please provide application materials to the Chief Judge.
- It remains Chesterfield Circuit Court policy that those on the appointment list continue as counsel of record through any appeals from the Circuit Court.
- Circuit pre-trials are heard daily at 9:00 AM and 9:30 AM; check the video docket display system or posted paper docket board for pre-trial courtroom assignment and docket. Note, the assigned courtroom changes daily and is subject to change on short notice.
- Please note, the Chesterfield General District and J&DR District Courts maintain separate attorney appointment lists. Contact the respective Clerk's Offices directly for information.

### **Information Regarding Payment**

- Effective 7/1/2018, the Supreme Court added language to the Chart of Allowances requiring that *"time shall be recorded in increments not greater than .10 hour (6 minutes)."* In order to ensure full, fair, and timely compensation, it is important that bills and fee waiver requests are sufficiently detailed and time recorded to the nearest one-tenth of an hour.
- Effective 10/6/2020, in keeping with the Virginia Supreme Court budget standard for judicial mileage reimbursement, travel of 25 miles or less (one way and per occurrence) will not be approved for reimbursement on court-appointed attorney vouchers. If mileage within the excluded parameter is submitted, the voucher will be rejected and returned for modification.
- Copies of charge information (probation violation, etc.) will be provided to the court-appointed attorney in the courtroom during the pretrial hearing.
- If handling state and county charges for a defendant, file separate Lists of Allowances for payment purposes. State charges must be submitted via the Electronic Voucher Payment System, and county/local charges must be submitted on a paper form DC-40; see next section.
- Attorneys are requested to file Lists of Allowances in a timely manner at the District Court level to ensure proper processing and timely payment in the Circuit Court.

### **Electronic Voucher Payment System (EVPS)**

For use by attorneys and court reporters to file an electronic DC-40 (List of Allowances). Includes payment of state charges for services by court-appointed counsel, guardians *ad litem*, and court reporters. For court reporters, electronic submissions cover appearance and transcript fees, sexually violent predator cases, special grand jury, and multi-jurisdictional grand jury.

Effective 4/30/2019, the Chesterfield Circuit Court requires use of the Supreme Court of Virginia's Electronic Voucher Payment System (EVPS) for online submission of the DC-40 (List of Allowances).

For state charges, paper submissions of DC-40's will not be accepted in Circuit Court. For county/local charges only, the Circuit Court Clerk's Office will accept paper submissions of DC-40's.

When the electronic voucher is submitted, it will route to the Clerk's Office for processing. The submitter will receive an email verifying receipt of the voucher. The Judge will approve, reject, or modify the form electronically. Attorney / court reporter will receive electronic updates on the voucher's status and, if rejected, will be able to address any issues that prompted rejection. Pursuant to § 19.2-163, a case is considered concluded after a defendant has been a fugitive for one year. Vouchers for defendants in fugitive status of less than one year will be rejected by the Clerk's Office and must be resubmitted after the required time period.

Approved vouchers will be transmitted immediately to the Supreme Court of Virginia which will allow for more timely payments and should eliminate the potential for lost payments and illegible forms.

Attorneys and court reporters will need to register for EVPS on the Supreme Court of Virginia website to establish an account for payment. There also are training videos available on the site at <http://www.vacourts.gov/online/evps/home.html>.

MOTIONS FOR REMOTE APPEARANCE / HEARING: Use of the Court's template form is preferred to facilitate processing; however, at a minimum, motions must contain all information requested on the form and a sketch order provided if the Court's template is not used. Requests must be approved by the Court before they will be scheduled and arranged by court staff.

**MOTION FOR REMOTE HEARING**  
Commonwealth of Virginia

Case No. \_\_\_\_\_  
Page: 1 of \_\_\_\_\_

Chesterfield County:  Circuit Court  General District Court  Juvenile & Domestic Relations District Court

*It is the responsibility of the requesting party to ensure:  
All parties and witnesses agree to a remote hearing AND have the ability to connect in the manner requested.*

Case Names:

_____ Petitioner/Plaintiff	_____ Defendant/Respondent
_____ Address	_____ Address
_____ Address	_____ Address
_____ Telephone Number	_____ Telephone Number

Remote Mechanism Requested:

Audio ONLY  
 Audio & Video

Hearing Date Information	
<input type="checkbox"/> Case currently set for _____	
<input type="checkbox"/> Request hearing date. List attorneys'/parties' available dates:	_____

Reason for remote hearing request: \_\_\_\_\_

Witnesses to be called: \_\_\_\_\_

Other parties to be called: \_\_\_\_\_

Parties appearing remotely:  All  \_\_\_\_\_

Evidence to be presented:  None  Documents  Pictures  Objects  Other \_\_\_\_\_

Interpreter/Other Special Needs:  None  Yes - Explain \_\_\_\_\_

Requesting Party: \_\_\_\_\_  
 Attorney  Self-represented  Petitioner/Plaintiff  Defendant/Respondent

**COURT USE ONLY** **ORDER**

Granted  Denied  Other \_\_\_\_\_

Judge \_\_\_\_\_ Entered \_\_\_\_\_

Rev. 12/15/20

*Contact Information for ALL Remote Participants*

**MOTION FOR REMOTE HEARING-Addendum**  
Commonwealth of Virginia

Case No. \_\_\_\_\_  
Page: \_\_\_\_ of \_\_\_\_

<input type="checkbox"/> Witness <input type="checkbox"/> Other _____	<input type="checkbox"/> Witness <input type="checkbox"/> Other _____
Name _____	Name _____
Address _____	Address _____
Phone _____	Phone _____
Email _____	Email _____
<input type="checkbox"/> Witness <input type="checkbox"/> Other _____	<input type="checkbox"/> Witness <input type="checkbox"/> Other _____
Name _____	Name _____
Address _____	Address _____
Phone _____	Phone _____
Email _____	Email _____
<input type="checkbox"/> Witness <input type="checkbox"/> Other _____	<input type="checkbox"/> Witness <input type="checkbox"/> Other _____
Name _____	Name _____
Address _____	Address _____
Phone _____	Phone _____
Email _____	Email _____
<input type="checkbox"/> Witness <input type="checkbox"/> Other _____	<input type="checkbox"/> Witness <input type="checkbox"/> Other _____
Name _____	Name _____
Address _____	Address _____
Phone _____	Phone _____
Email _____	Email _____

**CONFIDENTIAL INFORMATION – PLACE IN SEALED ENVELOPE** Rev. 12/15/20