Committee on District Courts

Minutes – May 5, 2026
10:00 a.m.

Office of the Executive Secretary
Supreme Court of Virginia

COMMITTEE MEMBERS PRESENT:

Judicial Members:

The Honorable Cleo E. Powell, Chief Justice

The Honorable Dipti Pidikiti-Smith, Judge, Nineteenth Judicial Circuit

The Honorable Steven D. Bond, Judge, Eighth Judicial District

The Honorable D. Gregory Carr, Judge, Twelfth Judicial District

The Honorable Shawn L. Hines, Judge, Thirtieth Judicial District

The Honorable Lyn M. Simmons, Judge, Fourth Judicial District

Legislative Members:

The Honorable Scott A. Surovell, Member, Senate of Virginia (Majority Leader)

The Honorable Don Scott, Speaker of the House

The Honorable Russet Perry, Member, Senate of Virginia (Senate Judiciary)

The Honorable Ryan T. McDougle, Senate of Virginia (Senate Judiciary)

The Honorable Phil M. Hernandez, Member, House of Delegates (Designee)

The Honorable Karen Keys-Gamarra, Member, House of Delegates (House Courts)

The Honorable Atoosa Reaser, Member, House of Delegates (House Courts)

ALSO PRESENT:

Karl R. Hade, Executive Secretary

Lori Battin, Court Performance & Statistical Services Analyst, Department of Judicial Services

Michelle Crawford, General District Court Services Manager, Department of Judicial Services

Paul F. DeLosh, Director, Department of Judicial Services

Christi Eads, Juvenile & Domestic Relations Court Services Manager, Department of Judicial Services

Sam D. Eggleston III, Chief Judge, Twenty-fourth Judicial District

Norma Gates, Court Performance & Statistical Services Manager, Department of Judicial Services

Jonathan Goff, Senior Court Data Analyst

Hudson Hines, Student

Daniel Holser, Chief Magistrate, Twenty-second Judicial District

Jon Lamp, Court Data Analyst, Department of Judicial Services

Sharon D. Livsie, Chambers of Chief Justice Powell

Eileen Longenecker, Director of Legal Research

Linda McCollum-Moore, Clerk, Chesterfield General District Court

Alisa Padden, Assistant Executive Secretary & Counsel

Abby Russo, Staff Attorney, Department of Legal Research

Brandy Singleton, Director of Legislative & Public Relations

Elizabeth Stahlman, Chief Magistrate, Fifth Judicial District

Welcome and Comments

Chief Justice Powell called the meeting of the Committee on District Courts (CDC) to order at 10:00 a.m. on May 5, 2026, in the 3rd floor Judicial Conference Room of the Supreme Court Building in Richmond.

Members and visitors introduced themselves. Chief Justice Powell thanked all in attendance.

A quorum was established.

Approval of October 23, 2025, meeting minutes

Chief Justice Powell called for approval of the minutes of the October 23, 2025, meeting. There were no additions or corrections to the minutes. Judge Carr made a motion, which was properly seconded, to approve the minutes. A vote was taken, and the motion passed.

Requests for Additional Judgeships

Paul DeLosh, Director of Judicial Services, presented an overview of requests for additional judgeships from the following three districts. He reviewed the data compiled by the Court Performance and Statistical Services Division of the Department of Judicial Services for each district making a request.

24th Judicial District General District Court (Amherst, Bedford, Campbell, Lynchburg, Nelson)

Chief Judge Sam D. Eggleston III

Chief Judge Eggleston made a presentation by WebEx in support of the need for an additional judgeship in the 24th Judicial District General District Court.

Speaker Scott made a motion to approve one additional judgeship in the 24th Judicial District General District Court. The motion was properly seconded. A vote was taken, and the motion passed.

8th Judicial District Juvenile & Domestic Relations District Court (Hampton)

Chief Judge Jay E. Dugger

Chief Judge Dugger made a presentation in support of the need for an additional judgeship in the 8th Judicial District Juvenile & Domestic Relations District Court.

Speaker Scott made a motion to approve one additional judgeship in the 8th Judicial District Juvenile & Domestic Relations District Court. The motion was properly seconded. A vote was taken, and the motion passed.

9th Judicial District Juvenile & Domestic Relations District Court (King William, King & Queen, Middlesex, New Kent, Mathews, Charles City, Gloucester, York, James City County/Williamsburg)

Chief Judge Matthew R. Kite

Chief Judge Kite made a presentation in support of the need for an additional judgeship in the 9th Judicial District Juvenile & Domestic Relations District Court. Speaker Scott made a motion to approve one additional judgeship in the 9th Judicial District Juvenile & Domestic Relations District Court. The motion was properly seconded. A vote was taken, and the motion passed.

Update on Court-Initiated Legislation

Brandy Singleton, Director of Legislative & Public Relations, presented an update on court-initiated legislation for the 2026 Session of the General Assembly, a summary of which is on page 15 of the agenda materials.

Report of the District Court Forms Advisory Committee

Abby Russo, Staff Attorney in the Department of Legal Research, reported that on April 15, 2026, the District Court Forms Advisory Committee met to consider revisions to existing district court forms, primarily in response to legislation from the 2026 Session of the General Assembly. The Forms Advisory Committee reviewed the various forms and submitted its recommendations to the Committee on District Courts for approval.

Ms. Russo noted that an explanatory paragraph prefaces each revised district court form or group of forms.

Speaker Scott made a motion to approve the forms proposals. The motion was properly seconded. A vote was taken, and the Committee on District Courts approved the forms proposals.

Request for Additional Substitute Judge Positions in the 12th Judicial District

Karl Hade, Executive Secretary, presented a request to increase the number of substitute judge positions in the Twelfth Judicial District from 11 to 13 to match the number of authorized judgeships in that district.

Judge Simmons made a motion to increase the number of substitute judge positions to 8. The motion was properly seconded. A vote was taken, and the motion passed.

Department of Judicial Services Visit Reports

Mr. DeLosh reported that, since the last Committee on District Courts meeting, the Department of Judicial Services conducted 35 site visits to general district, juvenile and domestic relations, and combined district courts across the state. The results of those visits were included in the meeting materials, beginning on page 16.

Mr. DeLosh advised members that most visits resulted in no findings of any major deficiencies. A few minor recommendations were made by the Department of Judicial Services and those recommendations appear in the Judicial Services Visit Reports provided in the agenda materials. Mr. DeLosh explained the court visit process and shared a summary of the findings provided in the agenda materials.

2026 Holiday Schedule

Mr. Hade presented the proposed holiday schedule, which appears beginning on page 131 of the agenda materials. In addition to the holiday schedule already authorized in the *2026 Pay & Holiday Calendar*, the following additional time off was proposed for judicial branch employees: an additional half-day closing on Wednesday, December 23, 2026, and an additional full-day closing on Thursday, December 31, 2026.

Speaker Scott made a motion to approve the proposed 2026 holiday leave schedule. The motion

was properly seconded. A vote was taken, and the proposed schedule was approved.

2026 Meeting Schedule

Chief Justice Powell noted that the next Committee on District Courts meeting date is October 14, 2026, at 10:00 a.m.

Adjournment

There being no further business, the meeting was adjourned at 10:54 a.m.

Respectfully submitted,

KRH

Karl R. Hade, Executive Secretary

General District Court Judicial Workload

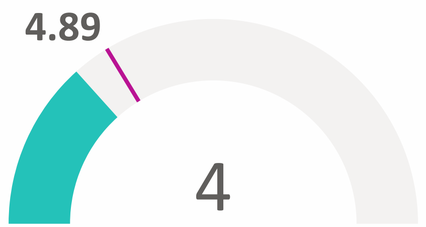
Commonwealth of Virginia: 2023-2025

Judges: 1 – 12

District: 16

Overall Workload

4 Judges Authorized	**1.22** Workload per Judge
4.89 Average Workload	**0.89** FTE Need



Workload per Judge

Judges	Workload
1	4.89
2	2.44
3	1.63
4	1.22
5	0.98 ✓
6	0.81
7	0.70
8	0.61
9	0.54
10	0.49
11	0.44
12	0.41

Workload by Case Category

*(Filings + Specialty Dockets + UD Expungements) * Weight = Minutes [Interpreters Factored Into Weight]*

Case Category	Filings	Weight	Minutes	Workload
Misdemeanor	44,991	6.50	299,694.42	1.4169
Infraction/Civil Violation	75,740	2.90	224,165.55	1.0598
General Civil & Civil Commitments	32,832	5.50	183,382.63	0.8670
Felony	7,121	20.10	146,621.46	0.6932
Protective Orders	4,477	10.00	45,284.90	0.2141
Landlord/Tenant	6,025	6.40	39,082.34	0.1848
Other	12,375	2.00	25,364.09	0.1199
Garnishment	15,691	1.00	15,987.42	0.0756
Not Tracked for Judicial Workload	42,783	0.00	0.00	0.0000

Unlawful Detainer Expungements	Weight	Minutes	Workload
1,544	6.40	9,881.60	0.0467

Specialty Docket Participants	Weight	Minutes	Workload
71	624.00	44,304.00	0.2095

General District Court Judicial Workload

Commonwealth of Virginia: 2023-2025

District: 16

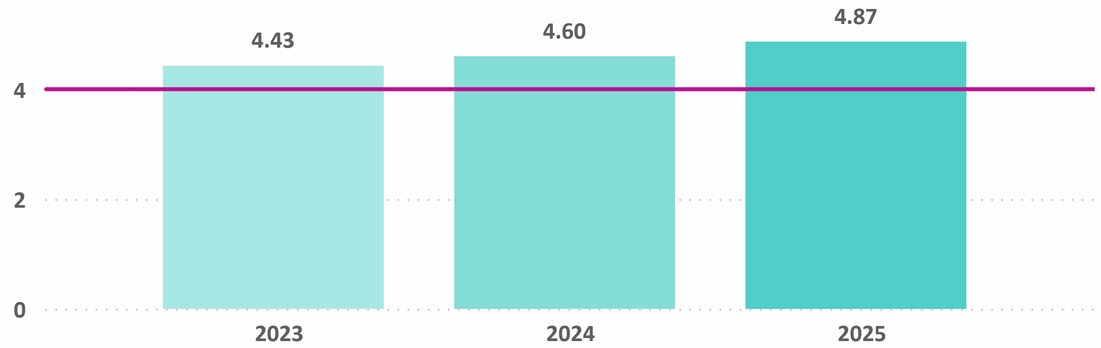
Workload by GCMS Division

Interpreters Included / Specialty Dockets & Unlawful Detainer Expungements Excluded

Division	Filings	Minutes	Workload
Traffic	147,757	419,107.28	1.9814
Civil	59,527	273,197.79	1.2916
Criminal	30,334	266,438.03	1.2596
Civil Commitments	4,417	20,839.70	0.0985

GCMS Workload by Year

Interpreters Included / Specialty Dockets & Unlawful Detainer Expungements Excluded



Workload by Locale

Locale	FIPS	GCMS Filings	GCMS Minutes	Sp. Dockets	SD Minutes	UD Exps.	UD Exp. Mins.	Interpreters	Judge Days	%Workload	Workload
Albemarle	003	56,192	237,501.90	60	37,440.00	755	4,832.00	2.46%	283.06	27.06%	1.32
Culpeper	047	39,204	183,259.99	0	0.00	185	1,184.00	7.95%	186.61	17.84%	0.87
Charlottesville	540	24,624	116,994.70	11	6,864.00	282	1,804.80	2.16%	127.14	12.16%	0.59
Orange	137	33,768	121,638.20	0	0.00	133	851.20	1.35%	123.93	11.85%	0.58
Louisa	109	22,918	97,084.10	0	0.00	69	441.60	1.54%	98.67	9.43%	0.46
Goochland	075	22,326	82,555.12	0	0.00	50	320.00	3.49%	83.85	8.02%	0.39
Greene	079	16,812	54,473.30	0	0.00	49	313.60	2.68%	55.43	5.30%	0.26
Fluvanna	065	12,979	48,735.20	0	0.00	18	115.20	1.69%	49.42	4.73%	0.23
Madison	113	13,212	37,340.30	0	0.00	3	19.20	2.01%	37.80	3.61%	0.18
Total		**242,035**	**979,582.81**	**71**	**44,304.00**	**1,544**	**9,881.60**	**25.33%**	**1,045.90**	**100.00%**	**4.89**

Charlottesville Behavioral Health Docket Highlights

Key progress highlights

•Graduation outcomes improved each year. The graduation rate increased from 36.4% in FY2023 to 47.8% in FY2024 and 59.3% in FY2025. This is a 22.9 percentage-point increase over two years, representing approximately 63% growth relative to the FY2023 rate.

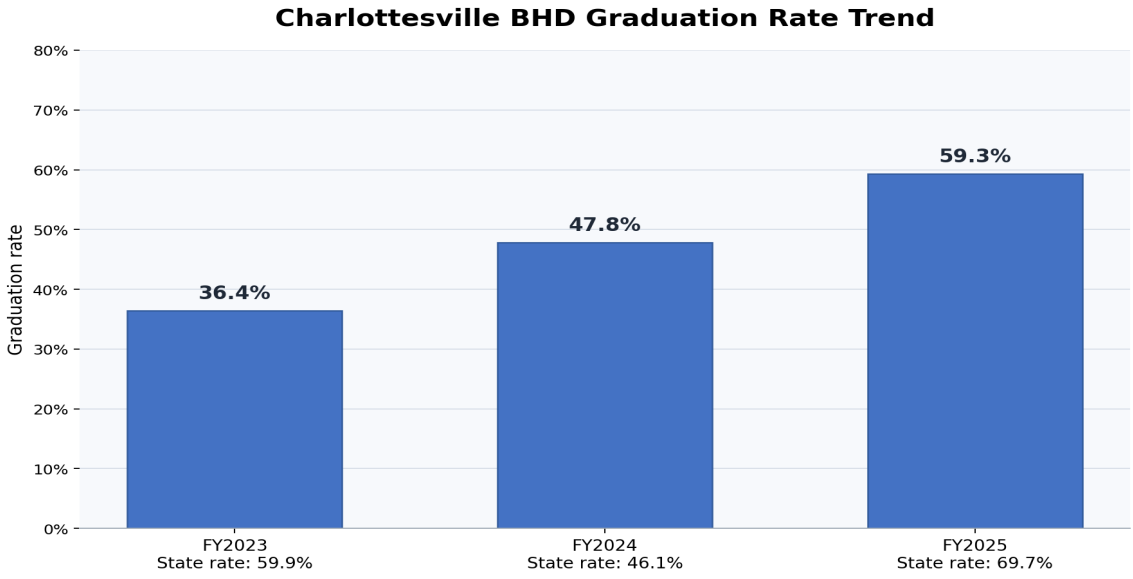
•The docket expanded the number of people accepted. Accepted participants increased from 23 in FY2024 to 31 in FY2025 and 36 in FY2026. Overall, this is an increase of 13 people, or 56.5%, from FY2024 to FY2026.

•The docket is currently 25 serving participants.

•Referral acceptance remained strong. The docket's referral acceptance rate was above the reported statewide comparison in each annual report: 69.2% versus 59.9% in FY2023, 76.7% versus 2.0% in FY2024, and 57.4% versus 56.2% in FY2025.

Graduation rate trend

Charlottesville's graduation rate increased in every reported year, rising by roughly 11 percentage points annually from FY2023 through FY2025.



Charlottesville BHD graduation rates with reported state rates shown beneath each bar.

Accepted participant's trend

The number of accepted participants grew each year, reaching 36 in FY2026. This represents a 56.5% increase from FY2024.

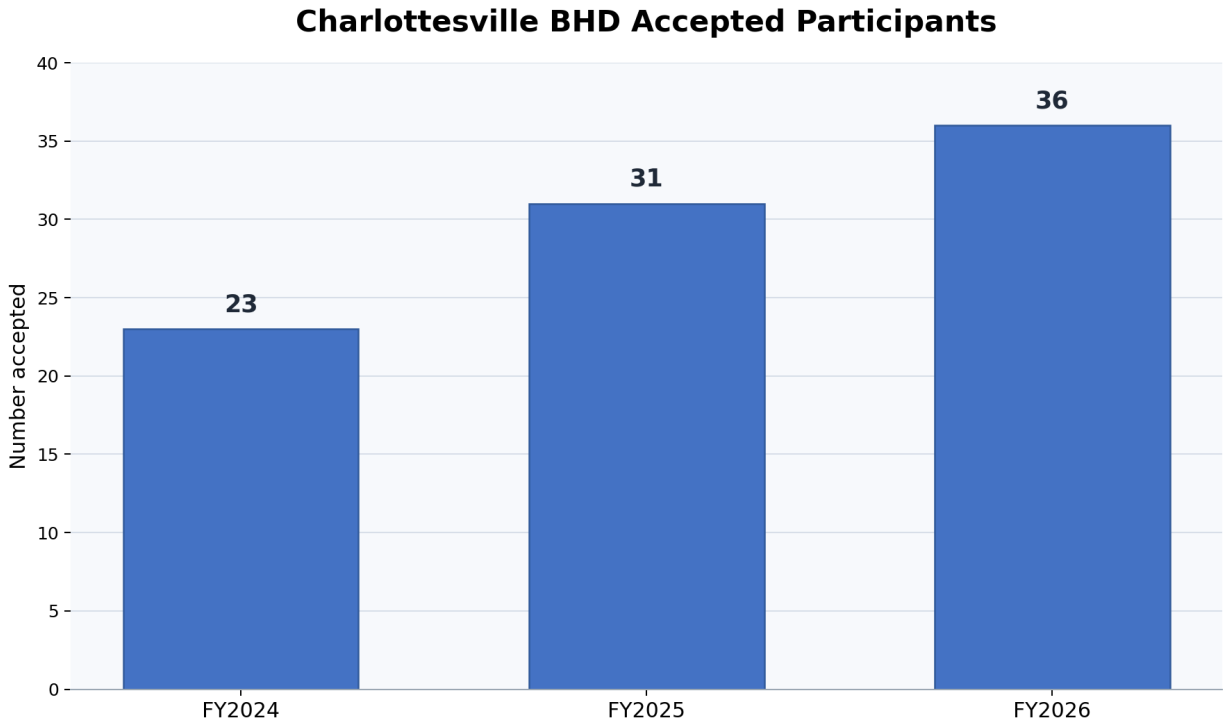


Figure 2. Number of people accepted into Charlottesville BHD, FY2024 through FY2026.

General District Court Judicial Workload

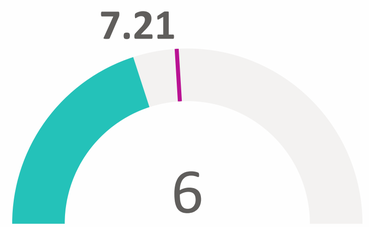
Commonwealth of Virginia: 2023-2025

Judges: 1 – 12

District: 31

Overall Workload

6 Judges Authorized	**1.20** Workload per Judge
7.21 Average Workload	**1.21** FTE Need



Workload per Judge

Judges	Workload	
1	7.21	
2	3.60	
3	2.40	
4	1.80	
5	1.44	
6	1.20	
7	1.03	✓
8	0.90	✓
9	0.80	
10	0.72	
11	0.66	
12	0.60	

Workload by Case Category

*(Filings + Specialty Dockets + UD Expungements) * Weight = Minutes [Interpreters Factored Into Weight]*

Case Category	Filings	Weight	Minutes	Workload
Misdemeanor	65,005	6.50	462,937.17	1.9930
Infraction/Civil Violation	130,044	2.90	413,190.43	1.7788
Felony	13,400	20.10	295,095.64	1.2704
General Civil & Civil Commitments	45,728	5.50	275,554.07	1.1863
Landlord/Tenant	11,466	6.40	80,399.59	0.3461
Other	18,695	2.00	40,965.42	0.1764
Protective Orders	3,324	10.00	36,418.58	0.1568
Garnishment	24,901	1.00	27,282.16	0.1175
Not Tracked for Judicial Workload	56,894	0.00	0.00	0.0000

Unlawful Detainer Expungements	Weight	Minutes	Workload
3,967	6.40	25,388.80	0.1093

Specialty Docket Participants	Weight	Minutes	Workload
28	624.00	17,472.00	0.0752

General District Court Judicial Workload

Commonwealth of Virginia: 2023-2025

District: 31

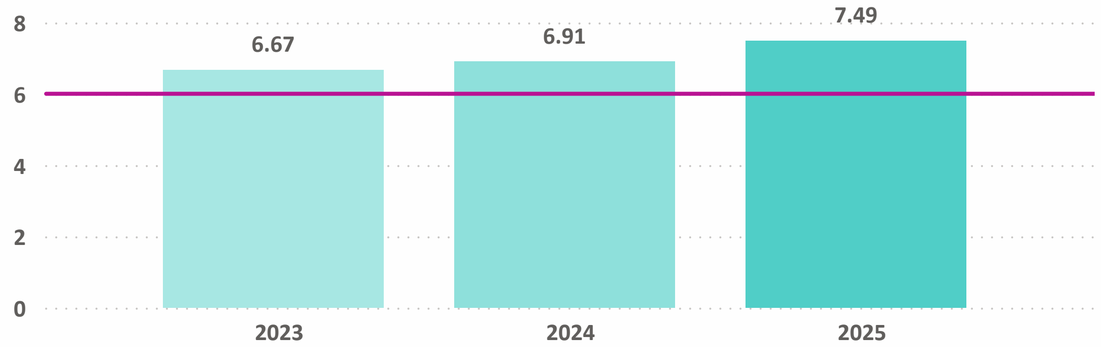
Workload by GCMS Division

Interpreters Included / Specialty Dockets & Unlawful Detainer Expungements Excluded

Division	Filings	Minutes	Workload
Traffic	221,641	672,467.56	2.8951
Criminal	54,638	515,122.56	2.2177
Civil	89,446	423,413.05	1.8228
Civil Commitments	3,732	20,839.88	0.0897

GCMS Workload by Year

Interpreters Included / Specialty Dockets & Unlawful Detainer Expungements Excluded



Workload by Locale

Locale	FIPS	GCMS Filings	GCMS Minutes	Sp. Dockets	SD Minutes	UD Exps.	UD Exp. Mins.	Interpreters	Judge Days	%Workload	Workload
Prince William	153	369,457	1,631,843.05	28	17,472.00	3,967	25,388.80	7.65%	1,542.90	100.00%	7.21
Total		**369,457**	**1,631,843.05**	**28**	**17,472.00**	**3,967**	**25,388.80**	**7.65%**	**1,542.90**	**100.00%**	**7.21**

SUPREME COURT OF VIRGINIA

EXECUTIVE SECRETARY
KARL R. HADE

ASSISTANT EXECUTIVE SECRETARY & LEGAL COUNSEL
ALISA W. PADDEN

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EILEEN A. LONGENECKER, DIRECTOR

LEGISLATIVE & PUBLIC RELATIONS
BRANDY S. SINGLETON, DIRECTOR

MAGISTRATE SERVICES
JONATHAN E. GREEN, DIRECTOR

OFFICE OF THE EXECUTIVE SECRETARY
100 NORTH NINTH STREET
RICHMOND, VIRGINIA 23219-2334
(804) 786-6455

October 8, 2026

TO: Committee on District Courts

FROM: Judicial Conference of Virginia for District Courts

RE: Legislative Proposal for the 2027 General Assembly Session

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As part of the development of the judiciary's legislative package, members of the Judicial Conference of Virginia for District Courts, district court clerks, and staff within the Office of the Executive Secretary (OES) were asked to submit legislative proposals to improve the administration of justice in the district courts. At the business meeting on October 7, 2026, the Judicial Conference of Virginia for District Courts endorsed the following proposal.

Recall Judges to be Paid Per Diem for Judicial Conference Attendance

The Association of Retired Judges proposed that legislation be introduced to pay recall judges a per diem amount for attendance at the annual judicial conferences.

A bill was introduced during the 2025 Session of the General Assembly that would have paid recall judges a per diem rate determined by the Office of the Executive Secretary. The version of the bill that passed the General Assembly, Chapter 326, Virginia Acts of Assembly, 2025 Regular Session, contained a reenactment clause providing that this provision would not become effective unless reenacted by the 2026 Session of the General Assembly; however, the bill was not reintroduced during this past General Assembly Session. Additionally, the legislation included an enactment clause requiring OES to submit a study on implementing an hourly rate of pay for retired recall judges for work undertaken when they were not sitting.

Pursuant to the enactment clause in the 2025 legislation, OES studied the provision of an hourly rate of payment for retired recall judges for any work performed when such a judge is not actually sitting, as well as the amount that should be paid to judges as a per diem for mandatory annual attendance at a judicial conference. The study findings were submitted to the Courts of Justice Committees of the General Assembly on October 1, 2025. In short, OES determined that the effort of documenting out of court time expended by retired recall judges would likely exceed the compensation that would be received, as 90 – 95% of cases do not require such out of court work. OES did, however, determine that retired recall judges should be paid a $400 per diem amount, exclusive of travel time, for attendance at judicial conferences.

§ 17.1-327. Payment for services of retired judges; members of the State Corporation Commission and Virginia Workers' Compensation Commission.

A. Any justice, judge, member of the State Corporation Commission, or member of the Virginia Workers' Compensation Commission who is retired under the Judicial Retirement System (§ 51.1-300 et seq.) and who is temporarily recalled to service shall be reimbursed for actual expenses incurred during such service and shall be paid a per diem of $400 for each day he actually sits, exclusive of travel time.

B. Any justice or judge who is retired under the Judicial Retirement System (§ 51.1-300 et seq.) and is eligible for recall pursuant to § 16.1-69.22:1 or 17.1-106 shall be paid a per diem rate as determined by the Office of the Executive Secretary of the Supreme Court of Virginia for attendance at any mandatory judicial conference.

SUPREME COURT OF VIRGINIA

EXECUTIVE SECRETARY
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ASSISTANT EXECUTIVE SECRETARY & LEGAL COUNSEL
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100 NORTH NINTH STREET
RICHMOND, VIRGINIA 23219-2334
(804) 786-6455

MEMORANDUM

TO: Committee on District Courts

FROM: Eileen A. Longenecker, Director
Abby Russo, Staff Attorney
Department of Legal Research

RE: Revised and New District Court Forms – Fall 2026

DATE: October 14, 2026

On September 23, 2026, the District Court Forms Advisory Committee met to consider the revision of district court forms, mostly in response to proposals from judges, clerks, and staff of the Office of the Executive Secretary. The committee also considered the revision of several forms and the creation of one new form in response to legislation passed during the 2026 Session of the Virginia General Assembly with delayed enactment clauses. The Forms Advisory Committee reviewed the various forms and respectfully submits these recommendations to you for approval.

An explanatory paragraph prefaces each revised or new district court form on the agenda. The revisions to each form will appear with underlining for inserted text and with strikeouts for deleted text.

We are happy to answer any questions regarding these proposals. If, upon review of these materials prior to the Committee on District Courts meeting, you identify specific problems or questions about these proposals, we would be glad to speak with you prior to the meeting, in order that we might have the opportunity to explore fully the issue, in the hope we could then have any necessary resolution ready to present at the meeting. Either of us would be happy to hear from any of you (Eileen Longenecker, 804-786-8446, elongenecker@vacourts.gov; Abby Russo, 804-786-6654, arusso@vacourts.gov).

Enclosures

AGENDA,
PART 1
OCTOBER 14, 2026

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15. DC-546, CHILD PROTECTIVE ORDER	48-51
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19. DC-569, ADJUDICATION AND DISPOSITION ORDER DELINQUENCY 20. DC-569(S), ADJUDICATION AND DISPOSITION ORDER, DELINQUENCY – SUPPLEMENT	78-82

AGENDA,
PART 1
OCTOBER 14, 2026

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PART 2
OCTOBER 14, 2026

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7. DC-455, GARNISHEE INFORMATION SHEET	129-132
8. DC-XXX, SUMMONS FOR PHOTO ENFORCEMENT – TRAFFIC VIOLATION	133-143

District Court Form	DC-40, LIST OF ALLOWANCES
Abstract	A previous OES staff attorney proposed changing the term "juvenile court" to "J&DR court" to minimize confusion that could stem from people confusion juvenile delinquency cases with cases that originate in J&DR district courts more generally.
Revision	Non - Legislative
Form Type	Printed

LIST OF ALLOWANCES

Commonwealth of Virginia

VENDOR INVOICE NO. .....

VENDOR REFERENCE .....
(MAXIMUM 23 CHARACTERS)

..... CITY OR COUNTY

[ ] General District Court [ ] Traffic [ ] Criminal

[ ] Juvenile & Domestic Relations District Court [ ] Circuit Court

..... VENDOR F.I.N. OR SOCIAL SECURITY NUMBER

..... PAY TO THE ORDER OF: FIRM, COMPANY, OR INDIVIDUAL

..... ADDRESS

..... CITY, STATE, ZIP

CERTIFICATE OF ALLOWANCE FOR PAYMENT

Having reviewed this account and determined that the form is properly completed and the account unpaid, I hereby certify this account to the Supreme Court of Virginia for payment.

_____ _____/_____/_____
CLERK/DEPUTY CLERK DATE

Defendant's Name	Case Number	Original Code § Charged	Chart of Allowances Code §
	__ __ __ __ __ __ __ __ __ __ __ __		

Trial/Service Date: / / | Specify case type: __ Adult __ Juvenile | For district court felony, was case certified? __ Yes __ No

For adult criminal and juvenile delinquency cases, specify offense type or equivalent:
__ Misdemeanor __ Felony (Class 1) __ Felony (Class 2) __ Felony (Class 3-6)
__ Felony (unclass., punish. more than 20 yrs.) __ Felony (unclass., punish. 20 yrs. or less)
Probation Violation? __ Yes __ No (required) __ Mandatory minimum life sentence

OR

For other J&DR court ~~juvenile ct.~~ cases, specify type of representation and client: ___ ___ ___ – ___
If CAC, parental rights termination §16.1-283? __Yes
Appeal ~~from juvenile court~~from J&DR court? __ Yes __No

Disposition: ___ Guilty/Delinq. ___ Not Guilty/Not Delinq. ___ Nolle Pros. ___ Defer/Dismiss ___ Dismissed ___ Other _____

Itemize expenses (include receipt for any over $20): _____

Calculate total time spent for charge:
In Court time: ___Hrs. ___Min. $_____
Out of Court time: ___Hrs. ___Min. $_____
Total: $_____

Fee amount claimed (not to exceed cap): $_____
Total expenses: $_____
Waiver amount requested: $_____
Total amount claimed: $_____

Court Use Only – Amount Allowed:
Fee amount: $_____
Expenses: $_____
Waiver amount: $_____
Total: $_____

Defendant's Name	Case Number	Original Code § Charged	Chart of Allowances Code §
	__ __ __ __ __ __ __ __ __ __ __ __		

Trial/Service Date: / / | Specify case type: __ Adult __ Juvenile | For district court felony, was case certified? __ Yes __ No

For adult criminal and juvenile delinquency cases, specify offense type or equivalent:
__ Misdemeanor __ Felony (Class 1) __ Felony (Class 2) __ Felony (Class 3-6)
__ Felony (unclass., punish. more than 20 yrs.) __ Felony (unclass., punish. 20 yrs. or less)
Probation Violation? __ Yes __ No (required) __ Mandatory minimum life sentence

OR

For other J&DR court ~~juvenile ct.~~ cases, specify type of representation and client: ___ ___ ___ – ___
If CAC, parental rights termination §16.1-283? __Yes
Appeal from J&DR court? ~~from juvenile court?~~ __ Yes __No

Disposition: ___ Guilty/Delinq. ___ Not Guilty/Not Delinq. ___ Nolle Pros. ___ Defer/Dismiss ___ Dismissed ___ Other _____

Itemize expenses (include receipt for any over $20): _____

Calculate total time spent for charge:
In Court time: ___Hrs. ___Min. $_____
Out of Court time: ___Hrs. ___Min. $_____
Total: $_____

Fee amount claimed (not to exceed cap): $_____
Total expenses: $_____
Waiver amount requested: $_____
Total amount claimed: $_____

Court Use Only – Amount Allowed:
Fee amount: $_____
Expenses: $_____
Waiver amount: $_____
Total: $_____

Defendant's Name	Case Number	Original Code § Charged	Chart of Allowances Code §
	__ __ __ __ __ __ __ __ __ __ __ __		

Trial/Service Date: / / | Specify case type: __ Adult __ Juvenile | For district court felony, was case certified? __ Yes __ No

For adult criminal and juvenile delinquency cases, specify offense type or equivalent:
__ Misdemeanor __ Felony (Class 1) __ Felony (Class 2) __ Felony (Class 3-6)
__ Felony (unclass., punish. more than 20 yrs.) __ Felony (unclass., punish. 20 yrs. or less)
Probation Violation? __ Yes __ No (required) __ Mandatory minimum life sentence

OR

For other J&DR court ~~juvenile ct.~~ cases, specify type of representation and client: ___ ___ ___ – ___
If CAC, parental rights termination §16.1-283? __Yes
Appeal from J&DR court? ~~from juvenile court?~~ __ Yes __No

Disposition: ___ Guilty/Delinq. ___ Not Guilty/Not Delinq. ___ Nolle Pros. ___ Defer/Dismiss ___ Dismissed ___ Other _____

Itemize expenses (include receipt for any over $20): _____

Calculate total time spent for charge:
In Court time: ___Hrs. ___Min. $_____
Out of Court time: ___Hrs. ___Min. $_____
Total: $_____

Fee amount claimed (not to exceed cap): $_____
Total expenses: $_____
Waiver amount requested: $_____
Total amount claimed: $_____

Court Use Only – Amount Allowed:
Fee amount: $_____
Expenses: $_____
Waiver amount: $_____
Total: $_____

I certify that the above claim for fees and/or expenses is true and accurate and that no compensation for the time or services set forth has previously been received.

___ I was appointed and served as co-counsel in the above cases.

_____ _____/_____/_____ 2 _____
VENDOR'S SIGNATURE DATE VSB MEMBER NUMBER

AMOUNT CERTIFIED FOR PAYMENT $_____

I have reviewed the foregoing information and authorize the amount allowed to the vendor named above.

.....	_____	_____/_____/_____
NAME OF JUDGE (PRINTED)	JUDGE	DATE
Voucher # _____	_____	_____/_____/_____
(OES USE ONLY)	CHIEF JUDGE	DATE

(Chief Judge's signature required when fee for additional waiver is allowed per Form DC-40(A))

District Court Form	DC-212, PAYMENT OF FINES AND COSTS – WORK WHILE INCARCERATED
Abstract	A circuit court clerk pointed out that the notary certificate at the bottom of the form was incomplete, without space for the notary's registration number, expiration date and name. These fields have been added to the bottom of the form in the notary use only box.
Revision	Non - Legislative
Form Type	Master

Case Number(s).....

.....

.....

PAYMENT OF FINES AND COSTS – WORK WHILE INCARCERATED

Commonwealth of Virginia Va. Code § 19.2-354

..... [ ] General District Court [ ] Circuit Court
[ ] Juvenile and Domestic Relations District Court

.....
ADDRESS OF COURT

Commonwealth of Virginia v. .....
DEFENDANT

I am the defendant named above, and I owe fines and costs to this court for the case(s) listed above.

I am performing or have performed work while incarcerated at a local, regional or state correctional facility in accordance with Virginia Code § 19.2-354. I was paid less than the Virginia minimum wage for that work.

The hours that I worked and the rate at which I was paid:

[ ] are shown on the attached letter/statement from the correctional facility.

[ ] are indicated below by a representative of the correctional facility.

I ask the court to credit this work toward the payment of outstanding fines and costs at the same rate as the community service work rate less any wages that I received. I am not asking for credit for this work to apply toward any other fines and costs obligations in this court or in a different court.

..... _____
DATE SIGNATURE OF DEFENDANT

For completion by a representative of a local, regional or state correctional facility if no letter/statement is attached:

....
HOURS WORKED RATE PAID

..... _____
TIME PERIOD DURING WHICH HOURS WORKED

.... _____
DATE PRINTED NAME OF REPRESENTATIVE SIGNATURE

....
TITLE OF REPRESENTATITVE NAME OF CORRECTIONAL FACILITY

FOR NOTARY PUBLIC'S USE ONLY:

State of ..... [ ] City [ ] County of .....

Acknowledged, subscribed and sworn to before me this ..... day of ....., 20 ..... .

..... _____
NAME OF NOTARY PUBLIC SIGNATURE

Notary Registration Number: ..... My commission expires: .....

(COURT'S USE ONLY)

[ ] The defendant is not entitled to credits for fines and costs imposed

[ ] as the work performed while incarcerated was not in accordance with Virginia Code § 19.2-354.

[ ] as the work performed while incarcerated occurred prior to July 1, 2023.

[ ] The defendant is entitled to credits for fines and costs imposed for work performed while incarcerated after July 1, 2023, in accordance with Virginia Code § 19.2-354. The credits notated below shall be applied towards outstanding fines and costs in the order in which the cases are listed on page 1.

Note: The credits will be calculated by the court by subtracting the hourly rate for work while incarcerated from the hourly rate for community service. The difference between the hourly rate for community service and work while incarcerated will then be multiplied by the hours worked while incarcerated.

$ .....
HOURLY RATE FOR COMMUNITY SERVICE

$ .....
HOURLY RATE PAID FOR WORK WHILE INCARCERATED

$ ..... **x** .....
DIFFERENCE BETWEEN HOURLY RATE FOR COMMUNITY SERVICE AND HOURLY RATE PAID FOR WORK WHILE INCARCERATED — HOURS WORKED WHILE INCARCERATED

=

$ .....
TOTAL CREDITS TOWARDS FINES AND COSTS

.....
DATE

_____
JUDGE

District Court Form	DC-224, NOTICE TO PAY (LETTER) DC-225, NOTICE TO PAY
Abstract	A chief deputy clerk suggested bolding and underlining the phrase "this court," as this clerk's court has experienced confusion, receiving an increasing number of checks submitted for payment made out to "U.S. funds," instead of the court itself.
Revision	Non - Legislative
Form Type	Printed

INSTRUCTIONS:

1. Be sure payment is enclosed. Do NOT send cash.
2. SIGN and WRITE THE CASE NUMBER on your money order or check.
3. For credit or debit card payments by mail, see reverse.
4. Return lower section of this form in return envelope provided.

DETACH THIS STUB BEFORE PLACING LOWER SECTION IN RETURN ENVELOPE WITH PAYMENT.

NOTICE DATE TRIAL/CONVICTION DATE CASE NUMBER

NOTICE TO PAY

YOU OWE THE AMOUNT SHOWN AT RIGHT AS ORDERED BY THIS COURT.

TOTAL NOW DUE	DATE

CREDIT/DEBIT CARD TYPES ACCEPTED:

FROM

TO

YOU MAY PAY BY PERSONAL CHECK.
Return this form with your payment. See reverse side for payment information. Receipt sent only if payment accompanied by self-addressed, stamped envelope.

READ <u>BOTH</u> SIDES OF THIS NOTICE.

TO THE RECIPIENT Our records show that you owe this court the TOTAL NOW DUE as shown on the front side.

Payment is due NOW.

1. Payment may be made by check, money order, credit card, or debit card. Make all money orders and checks payable to **this court**, and in U.S. Funds. Do not send cash by mail.
2. If you believe that this information is incorrect, you should contact the clerk's office of this court IMMEDIATELY to verify the accuracy of this information.
3. To pay by credit or debit card by mail, complete the information at right.
4. **If you pay by credit or debit card in a district court, you will be charged a convenience fee of 4%. If you pay by credit or debit card in a circuit court, you will be charged a convenience fee of up to 4% or a flat fee of $2.00 per transaction.**
5. If your case is referred for collection enforcement action under § 19.2-349, the amount owed and collected will be increased to reflect the additional costs associated with collection action.

CREDIT/DEBIT CARDS ARE NOT ACCEPTED BY ALL CIRCUIT COURTS.
Please consult the front of this form to determine what, if any, cards are accepted by the court.

CREDIT/DEBIT CARD TYPE	TOTAL AMOUNT $
CREDIT/DEBIT CARD NUMBER	
EXPIRATION DATE	
DAYTIME TELEPHONE NUMBER	
SIGNATURE	

VIRGINIA LAW REQUIRES THAT PROCESSING FEES AND COSTS BE IMPOSED ON ALL FINDINGS OF GUILT, PREPAYMENTS AND DEFERRALS OF FINDINGS OF GUILT, EVEN IF YOU FAIL TO APPEAR AT TRIAL OR WAIVE YOUR RIGHT TO APPEAR AT TRIAL.

«court_name»
«street_address»
«city_state_zip»
«court_phone»

NOTICE TO PAY

TOTAL NOW DUE	DATE
«total_now_due»	«date»

«defendant_name»
«defendant_street_address»
«defendant_city_state_zip»

NOTICE DATE	TRIAL/CONVICTION DATE	CASE NUMBER
«notice_date»	«trialconviction_date»	«case_number»

YOU OWE ONE OR MORE OF THE FOLLOWING FOR A CONVICTION IN THIS COURT: FINE, COSTS, FORFEITURE, RESTITUTION, AND/OR PENALTY.

TO THE RECIPIENT **Our records show that you owe this court the TOTAL NOW DUE shown above.**

1. Payment is due NOW. This may not be the final amount due. The clerk of court may administratively amend the amount due if additional costs should be assessed, such as court-appointed counsel fees.
2. Payment may be made by check, money order, credit card, or debit card. Make all money orders and checks payable to **this court**, and in U.S. funds. Do not send cash by mail. Write the case number on your money order or check.
3. If payment is not RECEIVED, or you have not entered into an approved payment agreement, within 90 days of sentencing then
   - You may be JAILED and fined for failure to pay the TOTAL NOW DUE pursuant to § 19.2-358, AND
   - Your case will be referred for further enforcement action as permitted by law. If your case is referred for collection enforcement action under § 19.2-349, the amount owed and collected will be increased to reflect the additional costs associated with collection action.
4. If you believe that this information is incorrect, you should contact the clerk's office of this court IMMEDIATELY to verify this information.
5. To pay by credit or debit card by mail, complete the information on the return portion below. To pay by credit or debit card via the internet for cases in general district courts, please go to https://eapps.courts.state.va.us/gdcourts/landing.do#. To pay by credit or debit card via the internet for cases in ~~or~~ juvenile and domestic relations district courts, or for cases in circuit courts that accept online payments, please go to https://eapps.courts.state.va.us/fmsOnline/#/?fips=000J. ~~www.vacourts.gov.~~
6. If your only financial resource is a social security benefit or supplemental security income, you are exempt from making payments until you have another resource. You must fill out the necessary paperwork in the clerk's office so that your case will not be sent to collections.
7. **If you pay by credit or debit card in a district court, you will be charged a convenience fee of 4%. If you pay by credit or debit card in a circuit court, you will be charged a convenience fee of up to 4% or a flat fee of $2.00 per transaction.**

Return this portion with your payment. Receipt sent only if payment accompanied by self-addressed, stamped envelope.

<<* **CREDIT/DEBIT CARDS ACCEPTED BY THIS COURT:** *>>
<<* **CREDIT/DEBIT CARDS ARE NOT ACCEPTED BY THIS COURT** *>>

NOTICE DATE	TRIAL/CONVICTION DATE	TOTAL NOW DUE
«notice_date»	«trialconviction_date»	«total_now_due»

«defendant_name»
«defendant_street_address»
«defendant_city_state_zip»

«court_name»
«street_address»
«city_state_zip»
«case_number»

NAME OF CARDHOLDER	
CREDIT/DEBIT CARD TYPE	TOTAL AMOUNT OF PAYMENT $
CREDIT/DEBIT CARD NUMBER	
EXPIRATION DATE (mm/yy)	DAYTIME TELEPHONE NUMBER
SIGNATURE	DATE

YOU MAY PAY BY PERSONAL CHECK.

VIRGINIA LAW REQUIRES THAT PROCESSING FEES AND COSTS BE IMPOSED ON ALL FINDINGS OF GUILT, PREPAYMENTS AND DEFERRALS OF FINDINGS OF GUILT, EVEN IF YOU FAIL TO APPEAR AT TRIAL OR WAIVE YOUR RIGHT TO APPEAR AT TRIAL.

District Court Form	DC-263, APPLICATION FOR RESTRICTED DRIVER'S LICENSE DC-269, RESTRICTED LICENSE CONDITIONS – IGNITION INTERLOCK AND REMOTE ALCOHOL MONITORING ORDER
Abstract	The proposed change to the DC-263 adds a cross-referenced statute to the application for a restricted driver's license ordered requiring ignition interlock. Further, an error was discovered in the DC-269, so an update was made to correct an outdated code section citation.
Revision	Non - Legislative
Form Type	Master

APPLICATION FOR RESTRICTED DRIVER'S LICENSE
Commonwealth of Virginia

Case No. .....

[ ] General District Court [ ] Circuit Court
..... [ ] Juvenile & Domestic Relations District Court
CITY/COUNTY

..... DEFENDANT

..... DRIVER'S LICENSE NUMBER STATE

..... ADDRESS

..... DATE OF BIRTH

..... CITY STATE ZIP

..... DATE OF OFFENSE

..... TELEPHONE NUMBER

My driver's license has been suspended or denied for an offense that makes me eligible for a restricted driver's license or for an unpaid judgment. I request that the court grant me a restricted driver's license as set forth below. The following describes my request:

(Court use only)
APPROVED

[ ] **I was convicted of a first offense under § 18.2-266 or a substantially similar ordinance of any county, city or town and was an adult at the time of the offense.**

[ ] I request that the only condition be that I am prohibited from operating a motor vehicle without a functioning, certified ignition interlock system as required by law, with not less than 12 consecutive months without alcohol-related violations of the interlock system. (Do not complete items "a" through "q" below as only item "f" applies.) Va. Code §§ 18.2-270.1(B); 18.2-270.1(C). — [ ] YES [ ] NO

OR

[ ] I request travel to and from the locations included in items "a" through "q" below for the listed purposes, with not less than 6 consecutive months without alcohol-related violations of the interlock system. (Complete items "a" through "q" below.) Va. Code § 18.2-270.1(C). — [ ] YES [ ] NO

[ ] **I was convicted under § 18.2-266 or a substantially similar ordinance of any county, city or town and it was not a first offense, or I was convicted under § 18.2-51.4.**

[ ] I request travel to and from the locations included in items "a" through "q" below for the listed purposes. (Complete items "a" through "q" below.) — [ ] YES [ ] NO

OR

[ ] I request to operate a motor vehicle for any purpose, with the conditions that (1) I only operate a motor vehicle that is equipped with a functioning, certified ignition interlock system; (2) I use a remote alcohol monitoring device; and (3) I refrain from alcohol consumption. (Do not complete items "a" through "q" below as only item "f" applies.) Va. Code § 18.2-270.1(E). — [ ] YES [ ] NO

[ ] **I was convicted of reckless driving and ordered to enter into and successfully complete an alcohol safety action program.** I request that the only condition be that I am prohibited from operating a motor vehicle without a functioning, certified ignition interlock system as required by law. If the court does not grant this request, I request travel to and from the locations included in items "a" through "q" below for the listed purposes. (Complete items "a" through "q" below.) Va. Code § 18.2-271.5. — [ ] YES [ ] NO

[ ] **I was convicted of an offense or I have an unpaid judgment.** I request travel to and from the locations included in items "a" through "q" below for the listed purposes. (Complete items "a" through "q" below.) — [ ] YES [ ] NO

[ ] **I have been charged with a second offense for a violation of § 18.2-266 or 18.2-266.1 or a similar ordinance; a violation of § 46.2-341.26:3; or a violation of § 18.2-268.3 that was issued at a medical facility and I received notice of my license being administratively suspended for period of 60 days, or the date of trial, whichever occurs first.** I understand that I will be required to enter into an alcohol safety action program and have an ignition interlock system installed on any vehicle owned or operated by me. — [ ] YES [ ] NO

NOTE: This is page one of a three-page form.

Name ..... Case No. .....

CONTINUED FROM PAGE 1

Complete applicable items if required:

(a) [ ] Travel to and from primary job Name and Location of Employer: .... Days of Week: ..... Leave Home: ..... Arrive at Work: ..... Leave Work: ..... Arrive at Home:	[ ] YES [ ] NO
[ ] Travel to and from secondary job Name and Location of Employer: .... Days of Week: ..... Leave Home: ..... Arrive at Work: ..... Leave Work: ..... Arrive at Home:	[ ] YES [ ] NO
(b) [ ] Travel to and from VASAP	[ ] YES [ ] NO
(c) [ ] Travel during work hours only as required by my employer: ..... Hours of required travel:	[ ] YES [ ] NO
Written verification must be carried	[ ] YES [ ] NO
(d) [ ] Travel to and from school Name and Location of school: ..... Days of Week: ..... Leave Home: ..... Arrive at School: ..... Leave School: ..... Arrive at Home:	[ ] YES [ ] NO
(e) [ ] Medically necessary travel for: [ ] me [ ] my elderly parent [ ] a person residing in my household ..... If for elderly parent or another person: Medical provider name: ..... Location:	[ ] YES [ ] NO
(f-1) Ignition Interlock on any motor vehicle that you operate, if required.	[ ] YES [ ] NO [ ] and on each motor vehicle owned by or registered to person
(f-2) [ ] Travel to and from the facility that installed or monitors the ignition interlock in the vehicle(s), if ignition interlock is ordered.	[ ] YES [ ] NO
(g-1) [ ] Necessary travel to transport a minor child(ren), who is/are under my care, to and from his/her/their school. Name and Location of School: ..... Dates and Times:	[ ] YES [ ] NO
(g-2) [ ] Necessary travel to transport a minor child(ren), who is/are under my care, to and from day care Name and Location of Day Care Provider: ..... Dates and Times:	[ ] YES [ ] NO
(g-3) [ ] Necessary travel to transport a minor child(ren), who is/are under my care, to and from medical providers Name and Location of Medical Provider: ..... Dates and Times:	[ ] YES [ ] NO

NOTE: This is page two of a three-page form.

Name ..... Case No. .....

CONTINUED FROM PAGE 2

(h) [ ] Necessary travel for Court Ordered visitation with child(ren) Name(s): ..... Location of Child(ren): ..... Days and Times of Visitation:	[ ] YES [ ] NO
(i-1) [ ] Travel to and from appointments with probation officer Name and Location of Probation entity	[ ] YES [ ] NO
(i-2) [ ] Travel to and from programs required by court or as a condition of probation Program Name and Location: ..... Program Name and Location:	[ ] YES [ ] NO
(j) [ ] Travel to and from a place of religious worship Name and Location of place of religious worship: ..... Day of Week (one day per week): ..... Leave Home: ..... Arrive at place of religious worship: ..... Leave place of religious worship: ..... Arrive Home:	[ ] YES [ ] NO
(k) [ ] Travel to and from appointments approved by the Division of Child Support Enforcement of the Department of Social Services as a requirement of participation in an administrative or court-ordered intensive case monitoring program for child support for which I will have with me written proof of the appointment, including written proof of the date and time of the appointment.	[ ] YES [ ] NO
(m) [ ] Travel to and from jail to serve a jail sentence that is to be served on weekends or on nonconsecutive days.	[ ] YES [ ] NO
(n) [ ] Travel to and from a job interview for which I will have with me written proof from my potential employer of the date, time and location of the job interview.	[ ] YES [ ] NO
(q) [ ] Travel to and from the offices of the Virginia Employment Commission for the purpose of seeking employment.	[ ] YES [ ] NO

I certify that the above information is true and accurate, that my driving privileges are not revoked or suspended for any other reason, and that I have no other pending charges against me that have not been divulged to the court. I understand that a Restricted Driver's License permits me to operate a motor vehicle under the conditions approved by the Court. I further understand that should I be found driving outside the restrictions of the Restricted Driver's License, I may be subject to the imposition of previously suspended sentences in this case and new criminal charges may be brought against me.

..... _____

DATE DEFENDANT'S SIGNATURE

Reviewed and Approved as indicated:

..... _____

DATE JUDGE

NOTE: This is page three of a three-page form.

RESTRICTED LICENSE CONDITIONS –
IGNITION INTERLOCK AND
REMOTE ALCOHOL MONITORING ORDER
(MUST BE ATTACHED TO THE RESTRICTED LICENSE ORDER)
Commonwealth of Virginia VA. CODE § 18.2-270.1(E)

Case No. .....

[ ] General District Court
..... [ ] Circuit Court
CITY OR COUNTY

....
OFFENDER DRIVER'S LICENSE NUMBER STATE

TO THE OFFENDER:

Effective .....,

(1) you may only, unless otherwise permitted below, operate a motor vehicle equipped with a functioning, certified, ignition interlock system, including not less than 12 consecutive months without alcohol-related violations;
(2) you are required to use a remote alcohol monitoring device; and
(3) you must refrain from alcohol consumption

until [ ] the period of license suspension/revocation has ended or

[ ] .....

An ignition interlock system must be installed on any motor vehicle that you operate. In addition, you are required to install an ignition interlock system on each motor vehicle owned by or registered to you pursuant to Virginia Code § 18.2-270.1(E).

You are required to have an electronic log device installed with the ignition interlock system to measure and record the blood alcohol content at each attempted ignition and random rolling retest during operation of the vehicle. You are also required to use a remote alcohol monitoring device that measures the presence of alcohol in your blood.

You shall provide the Commission on VASAP, at least quarterly during the period of court-ordered ignition interlock installation and remote alcohol monitoring device use:

(1) a printout from such electronic log indicating your blood alcohol content during such ignitions, attempted ignitions, and rolling retests, and showing attempts to circumvent or tamper with the equipment, and
(2) a copy of the data from the remote alcohol monitoring device indicating your blood alcohol content and showing attempts to circumvent or tamper with the device.

You shall provide the Commission on VASAP, within 30 days of the effective date of this order, proof of the installation of the ignition interlock system and proof that you are using a remote alcohol monitoring device. You shall pay the cost of installing such systems, including leasing or buying the systems, as well as monitoring and maintaining the systems. The court may revoke your driving privilege for failing to (i) timely install such system or use such device or (ii) have the system or device properly monitored and calibrated.

[ ] Yes [ ] No You are permitted, solely in the course of your employment, to operate a motor vehicle that is owned or provided by your employer without installation of an ignition interlock system. You may not operate any other vehicle without a functioning ignition interlock system, and you may not operate a school bus, school vehicle, or a commercial motor vehicle as defined in Va. Code § 46.2-341.4. (This is not allowed if your employer is an entity wholly or partially owned or controlled by you.)

[ ] Yes [ ] No You have been found by the court to be indigent and are eligible for the fund established by Virginia Code § 18.2-271.1 (B)~~18.2-270.2~~ to defray all or part of the costs of the ignition interlock device.

You must carry this order, attached to your restricted license order, with you at all times when operating a motor vehicle.

[ ] Original order

[ ] Amended order .....
DATE

_____
JUDGE

I have read this Order in its entirety and I understand it completely. .....
OFFENDER

WARNING: Forging or altering this Order or possessing a forged or altered order is a separate criminal offense punishable by fines and incarceration. Va. Code §§ 18.2-107, 18.2-168, 18.2-169. Driving outside of these restricted privileges can result in a conviction of driving on a suspended license.

VASAP Use Only: This is to certify that the offender identified on the front of this Order (1) has installed an ignition interlock device on motor vehicles operated by the offender, including each motor vehicle owned by or registered to the offender, in whole or in part, AND (2) is using a remote alcohol monitoring device, as required by this Order.

.....	.....	_____
DATE	TITLE	SIGNATURE

District Court Form	DC-289, INTELLIGENT SPEED ASSISTANCE PROGRAM
Abstract	The proposed change to the DC-289 is to add a checkbox to for Juvenile and Domestic Relations District Court. There has been a question about whether the language in the ISAP statutes in fact applies to juveniles because they use phrases like "convicted," and subsection (F) under 46.2-507, references that the system would be installed "on each motor vehicle owned by or registered to such person. . .." Because juveniles are normally adjudicated delinquent, other traffic statutes that apply to them use phrases like "found guilty of" instead of "convicted." One J&DR district court judge that reached out had been in contact with VASAP, and their contact reported that it was DMV and VASAP's intention to have these statutes apply to juveniles.
Revision	Non - Legislative
Form Type	Master

Case Number.....

INTELLIGENT SPEED ASSISTANCE PROGRAM

Commonwealth of Virginia VA. CODE § 46.2-507

[ ] Juvenile & Domestic Relations District Court
[ ] General District Court
[ ] Circuit Court

..... CITY OR COUNTY

..... OFFENDER ..... DRIVER'S LICENSE NUMBER ..... STATE

TO THE OFFENDER:

Effective ....., you are required to enroll into the Intelligent Speed Assistance Program ("the Program"). You must install a certified intelligent speed assistant system on each motor vehicle owned by or registered to you, and must not operate any motor vehicle that is not equipped with a functioning, certified intelligent speed assistance system:

[ ] for a period of ....., not less than 60 days nor more than six months, pursuant to Virginia Code § 46.2-393,

[ ] for a period of five years pursuant to Virginia Code § 46.2-394, or

[ ] for a period of ....., not less than six months nor more than two years, pursuant to Virginia Code § 46.2-865.

Your enrollment in the Program is a condition for obtaining and maintaining a restricted driver's license for the duration of time ordered by the court. You must pay all costs associated with enrollment and participation in the Program, unless you are found by the court or the Commission on the Virginia Alcohol Safety Program to be indigent. After receiving a notice from the court that you are required to enroll in the Program, the Department of Motor Vehicles must suspend your driver's license and issue a restricted driver's license that indicates your participation in the Program.

[ ] Yes [ ] No You have been found by the court to be indigent and are eligible for the fund established by Virginia Code § 46.2-507 to assist with all or part of the costs of an intelligent speed assistance system.

NOTE: If you are a juvenile ordered to enroll in the Program, you must not operate any motor vehicle that is not equipped with a functioning, certified intelligent speed assistance system, even if you do not own or have a vehicle registered to you, If your parent or guardian consents, you may request to the court that your parent or guardian install a certified intelligent speed assistance system on a vehicle they own or that is registered to them.

I have read this order in its entirety, and I understand it completely.

.....
OFFENDER

..... DATE

PARENT/GUARDIAN SIGNATURE, IF APPLICABLE

WARNING: Forging or altering this Order or possessing a forged or altered order is a separate criminal offense punishable by fines and incarceration. Va. Code §§ 18.2-107, 18.2-168, 18.2-169.

..... _____

DATE JUDGE

CHAPTER 652

An Act to amend and reenact §§ 46.2-393, 46.2-394, 46.2-398, 46.2-506, and 46.2-865 of the Code of Virginia and to amend the Code of Virginia by adding in Article 19 of Chapter 3 of Title 46.2 a section numbered 46.2-507, relating to Intelligent Speed Assistance Program established; penalty.

[H 2096]

Approved April 2, 2025

Be it enacted by the General Assembly of Virginia:

1. That §§ 46.2-393, 46.2-394, 46.2-398, 46.2-506, and 46.2-865 of the Code of Virginia are amended and reenacted and that the Code of Virginia is amended by adding in Article 19 of Chapter 3 of Title 46.2 a section numbered 46.2-507 as follows:

§ 46.2-393. Suspension of license on conviction of certain reckless offenses; restricted licenses.

A. When any person is convicted of reckless driving as provided in §§ 46.2-853 through 46.2-864, in addition to any penalties provided by law, the driver's license of the person may be suspended by the court for a period of not less than 60 days nor more than six months. In case of conviction the court shall order the surrender of the license to the court where it shall be disposed of in accordance with the provisions of § 46.2-398. If the person so convicted has not obtained a license required by this chapter or is a nonresident, the court shall direct in the judgment of conviction that the person shall not drive any motor vehicle in the Commonwealth for a period of not less than 60 days nor more than six months.

B. The court may, in its discretion and for good cause shown, provide that such person be issued a restricted permit to operate a motor vehicle during the period of suspension for any of the purposes set forth in subsection E of § 18.2-271.1. The court shall forward to the Commissioner a copy of its order entered pursuant to this section, which shall specifically enumerate the restrictions imposed and contain such information regarding the person to whom such a permit is issued as is reasonably necessary to identify such person. The court shall also provide a copy of its order to the person who may operate a motor vehicle on the order until receipt from the Commissioner of a restricted license. A copy of such order and, after receipt thereof, the restricted license shall be carried at all times while operating a motor vehicle. Any person who operates a motor vehicle in violation of any restrictions imposed pursuant to this section shall be punished as provided in subsection C of § 46.2-301. No restricted license issued pursuant to this section shall permit any person to operate a commercial motor vehicle as defined in the Virginia Commercial Driver's License Act (§ 46.2-341.1 et seq.).

C. Notwithstanding the provisions of subsection A, when any person is convicted of reckless driving pursuant to § 46.2-861 or 46.2-862, in addition to any penalties provided by law and as an alternative to suspending such person's driver's license, the court may, in its discretion and for good cause shown, require that such person enroll in the Intelligent Speed Assistance Program established pursuant to § 46.2-507 for a period of not less than 60 days nor more than six months. However, if such person was convicted of reckless driving pursuant to § 46.2-862 and was found to have been driving on the highways of the Commonwealth in excess of 100 miles per hour, the court shall order such enrollment for such period of time, unless the court has ordered suspension of such person's driver's license pursuant to subsection A. No restricted license issued nor enrollment in the Intelligent Speed Assistance Program required pursuant to this section shall permit any person to operate a commercial motor vehicle, as that term is defined in § 46.2-341.4.

§ 46.2-394. Revocation of license for fourth conviction of certain offenses.

If any person is convicted four times of a violation of ~~§§~~ *§* 46.2-865, 46.2-894, or ~~§~~ 46.2-895, or any substantially similar ordinance or law of any other jurisdiction, the court shall revoke his driver's license for five years. *However, if such person is convicted four times of a violation of § 46.2-865, or any substantially similar ordinance or law of any other jurisdiction, the court may alternatively, in its discretion and for good cause shown, require that such person enroll in the Intelligent Speed Assistance Program established pursuant to § 46.2-507 for five years. No restricted license issued nor enrollment in the Intelligent Speed Assistance Program required pursuant to this section shall permit any person to operate a commercial motor vehicle, as that term is defined in § 46.2-341.4.*

§ 46.2-398. Disposition of surrendered licenses on revocation or suspension.

In any case in which the accused is convicted of an offense, on the conviction of which the law requires or permits revocation or suspension of the driver's license of the person so convicted, the court shall order the surrender of such license, which shall remain in the custody of the court during the period of revocation or suspension if the period does not exceed 30 days.

If the revocation or suspension period exceeds 30 days, and the conviction was obtained in a court not of record, the license shall remain in the custody of that court (i) until the time allowed by law for an appeal to the circuit court has elapsed, when it shall be forwarded to the Commissioner, or (ii) until an appeal to the

circuit court is noted, at which time it shall be returned to the accused.

If the revocation or suspension period exceeds 30 days, and the conviction was obtained in the circuit court, the circuit court shall forward the license to the Commissioner forthwith upon the conviction.

In any case in which a court ordered a person to enroll in the Intelligent Speed Assistance Program established pursuant to § 46.2-507, the court shall forward the license to the Department upon the conviction.

For any revocation or suspension of a privilege to drive in Virginia of a person who does not have a Virginia driver's license but who does have a valid driver's license from another jurisdiction, the court shall not order the physical surrender of such license.

§ 46.2-506. Formal hearings; suspension for excessive point accumulation.

A. Whenever the operating record of any person shows a continued disregard of the motor vehicle laws subsequent to being placed on probation, he may be charged as a reckless or negligent driver of a motor vehicle, and cited for a formal hearing in accordance with the provisions of §§ 46.2-402 through 46.2-408. If the hearing results in the suspension of a person's driving privilege, the person shall be placed on probation at the end of the suspension period in accordance with the provisions of § 46.2-499.

B. Whenever the operating record of any person shows an accumulation of at least ~~eighteen~~ *18* demerit points based on convictions, or findings of not innocent in the case of a juvenile, for traffic violations committed within any ~~twelve~~ *12* consecutive months, or at least ~~twenty-four~~ *24* demerit points based on convictions, or findings of not innocent in the case of a juvenile, for traffic violations committed within any ~~twenty-four~~ *24* consecutive months, respectively, the Commissioner shall *(i)* suspend the person's license or licenses for a period of ~~ninety~~ *90* days and thereafter until he attends and satisfactorily completes a driver improvement clinic *or (ii) require such person to enroll in the Intelligent Speed Assistance Program established pursuant to § 46.2-507 for a period of nine months and satisfactorily complete a driver improvement clinic. The Department shall provide such driver subject to the provision of this subsection with the option, in a written notice, either to have his license suspended or to enroll in the Intelligent Speed Assistance Program. Such driver shall indicate his choice to the Department within 30 days of the receipt of such written notice. The Department shall, pursuant to clause (i), suspend the license of any driver who fails to respond to such written notice within such 30 days.* At the end of ~~this~~ *a* suspension period *pursuant to clause (i),* the person shall be placed on probation in accordance with the provisions of § 46.2-499. *No restricted license issued nor enrollment in the Intelligent Speed Assistance Program required pursuant to this section shall permit any person to operate a commercial motor vehicle, as that term is defined in § 46.2-341.4.*

§ 46.2-507. Establishment of Intelligent Speed Assistance Program; penalty.

A. As used in this section:

"Commission" means the Commission on the Virginia Alcohol Safety Action Program (VASAP) as established pursuant to § 18.2-271.2.

"Intelligent speed assistance system" means a system that limits the speed at which a motor vehicle is capable of traveling based on the applicable speed limit where such motor vehicle is being operated.

"Program" means the Intelligent Speed Assistance Program established pursuant to this section.

B. The Executive Director of the Commission or his designee shall, pursuant to approval by the Commission, establish the Intelligent Speed Assistance Program for the administration of the provisions of this section and supervise the installation and compliance of intelligent speed assistance systems.

C. Upon receipt of notice from a court that a person is required to enroll in the Program, the Department shall:

1. Require such person's enrollment in the Program as a condition for obtaining and maintaining a restricted driver's license;

2. Suspend such person's driver's license and issue such person a restricted driver's license that indicates his participation in the Program; and

3. Not issue such person any other driver's license until such person successfully completes a period of enrollment as provided in subsection E.

D. The Department shall provide notice to any person required to enroll in the Program of the requirements of this section. Such notice shall be deemed to have been delivered if it is (i) hand-delivered to such person or (ii) sent by mail to the address on such person's driver's license.

E. A person's driver's license shall remain suspended pursuant to subdivision C 3, and a person's enrollment in the Program shall remain a condition for obtaining and maintaining a restricted driver's license pursuant to subdivision C 1, for the duration of time ordered by the court or, if such enrollment is pursuant to § 46.2-506, for a period of nine months and after satisfactory completion of a driver improvement clinic.

F. A person enrolled in the Program pursuant to this section shall enter into and successfully complete the Program and (i) shall install a certified intelligent speed assistance system on each motor vehicle owned by or registered to such person and (ii) shall not operate any motor vehicle that is not equipped with a functioning, certified intelligent speed assistance system.

G. A person enrolled in the Program shall pay all costs associated with enrollment and participation in the Program, unless such person is found by the court or the Commission to be indigent.

H. The Executive Director of the Commission or his designee shall, pursuant to approval by the Commission, certify intelligent speed assistance systems for use in the Commonwealth and adopt regulations and forms for the installation, maintenance, and certification of such intelligent speed assistance systems. Such regulations shall include requirements that such intelligent speed assistance systems:

1. Do not impede the safe operation of the motor vehicle;

2. Minimize opportunities to be bypassed, circumvented, or tampered with, and provide evidence that such system has not been bypassed, circumvented, or tampered with;

3. Work accurately and reliably in an unsupervised environment;

4. Have the capability to provide an accurate measure of speed and record each attempt to bypass, circumvent, or tamper with such intelligent speed assistance systems;

5. Minimize inconvenience to other users of the motor vehicle;

6. Be manufactured or distributed by an entity that is responsible for the installation, user training, service, and maintenance of such intelligent speed assistance systems;

7. Operate reliably over the range of motor vehicle environments or motor vehicle manufacturing standards;

8. Be manufactured by an entity that is adequately insured against liability, in an amount established by the Commission, including product liability and liability against installation and maintenance errors; and

9. Provide for an electronic log of the driver's experience with such intelligent speed assistance system with an information management system capable of electronically delivering information to the Commission within 24 hours of the collection of such information from the data logger.

I. The regulations adopted pursuant to subsection H shall also provide for the establishment of a Fund, administered by the Commission, using a percentage of fees received by the manufacturer or distributor providing the intelligent speed assistance systems from a person enrolled in the Program, to assist any person found by the court or the Commission to be indigent with all or part of the costs of an intelligent speed assistance system.

J. The Commission shall publish a list of certified intelligent speed assistance systems and shall ensure that such intelligent speed assistance systems are available throughout the Commonwealth. The Commission shall make the list available to eligible offenders, who shall have the responsibility and authority to choose which certified intelligent speed assistance system manufacturer or distributor will supply such offender's certified intelligent speed assistance system. A manufacturer or distributor of intelligent speed assistance systems that seeks to sell or lease the intelligent speed assistance systems to persons subject to the provisions of this section shall pay the reasonable costs of obtaining the required certification, as established by the Commission.

K. A person may not sell or lease or offer to sell or lease an intelligent speed assistance system to any person unless:

1. The intelligent speed assistance system has been certified by the Commission; and

2. The warning label adopted by the Commission pursuant to subsection N is affixed to the intelligent speed assistance system.

L. A manufacturer or distributor of an intelligent speed assistance system shall provide such support services as may be required at no cost to the Commonwealth. Such services shall include a toll free, 24-hour telephone number for the users of intelligent speed assistance systems.

M. No person shall tamper with, or in any way attempt to circumvent, bypass, or tamper with the operation of, an intelligent speed assistance system that has been installed in a motor vehicle pursuant to this section. A violation of this subsection is punishable as a Class 1 misdemeanor. The venue for the prosecution of a violation of this subsection shall be where the offense occurred.

N. The Commission shall design and adopt a warning label to be affixed to an intelligent speed assistance system upon installation in a motor vehicle. The warning label shall state that a person tampering with or attempting to bypass or circumvent the intelligent speed assistance system is guilty of a Class 1 misdemeanor and, upon conviction, is subject to a fine or incarceration or both.

O. Any person who enters into the Program prior to trial may pre-qualify with the Program to have an intelligent speed assistance system installed on any motor vehicle owned or operated by him and the court may consider such pre-qualification and installation.

P. The Commission shall promulgate such regulations and forms as are necessary to implement the Program established by this section.

§ 46.2-865. Racing; penalty.

Any person who engages in a race between two or more motor vehicles on the highways in the Commonwealth or on any driveway or premises of a church, school, recreational facility, or business property open to the public in the Commonwealth shall be guilty of reckless driving, unless authorized by the owner of the property or his agent. When any person is convicted of reckless driving under this section, in addition to any other penalties provided by law the driver's license of such person shall be suspended by the

court for a period of not less than six months nor more than two years *or the court may, in its discretion and for good cause shown, require that such person enroll in the Intelligent Speed Assistance Program established pursuant to § 46.2-507 for a period of not less than six months nor more than two years*. In case of conviction the court shall order the surrender of the license to the court where it shall be disposed of in accordance with the provisions of § 46.2-398. *No restricted license issued nor enrollment in the Intelligent Speed Assistance Program required pursuant to this section shall permit any person to operate a commercial motor vehicle, as that term is defined in § 46.2-341.4.*

2. That the provisions of this act shall become effective on July 1, 2026.

District Court Form	DC-312, WARRANT OF ARREST – FELONY
Abstract	It came to the attention of our department that the sealing language on the back of the felony warrant would more likely be more useful if it mirrored the other warrants. If the court reduces a felony charge to a misdemeanor, automatic sealing pursuant to Va. Code Ann. § 19.2-392.8 would be relevant to whether a person is acquitted or the charge is dismissed with prejudice. If the charge remains a felony, automatic sealing is unlikely to apply at the district court stage. Further, a district court judge suggested adding another reference to Va. Code Ann. § 298.02 to the bottom of the first column on the back of the warrant for ease of use.
Revision	Non - Legislative
Form Type	Master

WARRANT OF ARREST – FELONY

COMMONWEALTH OF VIRGINIA Va. Code § 19.2-71, -72

[ ] General District Court [ ] Criminal [ ] Traffic

..... [ ] Juvenile and Domestic Relations District Court

CITY OR COUNTY

TO ANY AUTHORIZED OFFICER:

You are hereby commanded in the name of the Commonwealth of Virginia forthwith to arrest and bring the Accused before this Court to answer the charge that the Accused, within this city or county, on or about ..... did unlawfully and feloniously in violation of Section

....., Code of Virginia:

.....

.....

.....

.....

.....

.....

.....

.....

.....

I, the undersigned, have found probable cause to believe that the Accused committed the offense charged, based on the sworn statements of

....., Complainant.

.....
DATE AND TIME ISSUED

_____
[ ] CLERK [ ] MAGISTRATE [ ] JUDGE

FORM DC-312 (MASTER, PAGE ONE OF TWO) 03/21

25

CASE NO.

ACCUSED:

.....
LAST NAME, FIRST NAME, MIDDLE NAME

.....
ADDRESS/LOCATION

.....

COMPLETE DATA BELOW IF KNOWN

RACE	SEX	BORN			HT.		WGT.	EYES	HAIR
		MO.	DAY	YR.	FT.	IN.			

SSN

D.L.# STATE

[ ] Commercial Driver's License

[ ] Commercial Motor Vehicle [ ] Hazardous Materials

CLASS _____ FELONY

[ ] EXECUTED by arresting the Accused named above on this day:

.....
DATE AND TIME OF SERVICE

....., Arresting Officer

.....
BADGE NO., AGENCY AND JURISDICTION

for .....
SHERIFF

Attorney for the Accused:

Short Offense Description (not a legal definition):

Offense Tracking Number:

FOR ADMINISTRATIVE USE ONLY

Virginia Crime Code:

F

Hearing Date/Time

_____

_____

_____

_____

_____

_____

_____

_____

FELONY

43

WAIVER OF PRELIMINARY HEARING

Understanding my right to a preliminary hearing before the Court named in this warrant to determine whether there is probable cause to believe that I committed a felony AND, having the consequences of my waiver explained to me by the Judge of this Court, I nevertheless WAIVE MY RIGHT TO A PRELIMINARY HEARING on the felony charged in this warrant. Certified to the Circuit Court of this jurisdiction.

_____ ACCUSED

..... DATE

_____ ATTORNEY FOR ACCUSED

_____ JUDGE

[ ] The named Accused was brought before me or appeared this day. Upon hearing the evidence, I order the case certified to the grand jury of this jurisdiction, at its next term date, having found probable cause to believe that the Accused committed the felony charged in this warrant.

[ ] Bail on certification $ .....

[ ] I ORDER the accused discharged at preliminary hearing and the charge is dismissed.

[ ] The charge was reduced to .....

The Accused was this day: [ ] tried in absence [ ] present

_____ [ ] PROSECUTING ATTORNEY PRESENT (NAME)

_____ [ ] DEFENDANT'S ATTORNEY PRESENT (NAME)

[ ] NO ATTORNEY [ ] ATTORNEY WAIVED

[ ] Interpreter present [ ] Certified pursuant to § 19.2-190.1.

Plea of Accused: [ ] not guilty [ ] witnesses sworn

[ ] guilty [ ] nolo contendere

[ ] Plea voluntarily and intelligently entered after the defendant was apprised of his right against compulsory self-incrimination and his right to confront the witnesses against him.

[ ] Plea and Recommendation

[ ] Deferred § 19.2-298.02, and order attached and incorporated

And was TRIED and FOUND by me: [ ] not guilty, and sealed, § 19.2-392.8 [ ] guilty as charged

[ ] guilty of .....
VCC .....

[ ] facts sufficient to find guilt but defer adjudication/ disposition to .....
DATE AND TIME

[ ] and place accused on probation, §§ 4.1-305, 4.1-1120, 18.2-57.3, 18.2-251, 19.2-303.2 or 19.2-303.6.

[ ] First Offender order attached and incorporated.

[ ] Deferred § 19.2-298.02, and order attached and incorporated.

..... DATE _____ JUDGE

And was FOUND by me to be: [ ] carrying hazardous materials

[ ] driving a commercial motor vehicle

[ ] I ORDER a nolle prosequi on the prosecution's motion

[ ] I ORDER the charge dismissed [ ] with prejudice , and sealed, § 19.2-392.8

[ ] conditioned upon payment of costs and

[ ] successful completion of [ ] traffic school

[ ] mature driver school, § 16.1-69.48:1.

[ ] accord and satisfaction, § 19.2-151.

[ ] under §§ 4.1-305, 4.1-1120, 18.2-57.3, 18.2-251,19.2-303.2, ~~or~~ 19.2-303.6, or 19.2-298.02.

[ ] Guilty – upon a violation of a term or condition of a deferred adjudication/disposition.

I impose the following Disposition:

[ ] FINE of $ ..... with $ ..... suspended

[ ] JAIL SENTENCE of ..... imposed,

[ ] of which ..... days mandatory minimum, with ..... suspended for a period of ....., conditioned upon being of good behavior, keeping the peace, obeying this order and paying fines and costs. Credit is allowed pursuant to § 53.1-187 for time spent in confinement.

[ ] Serve jail sentence beginning .....

[ ] on weekends only

[ ] Work release [ ] authorized if eligible [ ] required [ ] not authorized

[ ] Public work force [ ] authorized [ ] not authorized

[ ] on PROBATION for .....

[ ] VASAP [ ] local community-based probation agency

[ ] Monitoring by GPS/other tracking device

[ ] DRIVER'S LICENSE suspended for .....

[ ] Restricted Driver's License per attached order

[ ] Ignition interlock for .....

[ ] Intelligent Speed Assistance Program, per attached order

[ ] RESTITUTION order incorporated

[ ] Restitution payment is a condition of suspended sentence

[ ] COMMUNITY SERVICE ..... hours to be completed by ..... and supervised by .....

[ ] to be credited against fines and costs

[ ] Contact prohibited between defendant and victim/victim's family or household members

[ ] Reimburse Commonwealth for investigatory medical fees

[ ] Pay $50 fee to the Court for Trauma Center Fund

[ ] § 19.2-298.02(D) – dismissal expungement eligible by parties' agreement

[ ] Other.....

.....

~~[ ] Charge SEALED, § 19.2-392.8~~

[ ] Submit to FINGERPRINTING and photograph per attached order

[ ] Remanded for [ ] FINGERPRINTING/CCRE Report

[ ] DNA order incorporated

Offense Tracking Number: .....

Preliminary Hearing Costs	
120 Ct. Appt. Atty	$.....
113 Court Reporter	.....
113 Witness	.....
.....	.....
TOTAL	.....

..... DATE _____ JUDGE

FINE .....

COSTS

461	FIXED MISD FEE	.....
462	FIXED DRUG MISD FEE	.....
001	INT CRIM CHILD FEE	.....
113	WITNESS FEE	.....
113	IGNITION INTERLOCK	.....
113	DUI FEE	.....
113	.....	.....
120	CT. APPT. ATTY	.....
121	TRIAL IN ABSENCE FEE	.....
125	WEIGHING FEE	.....
133	BLOOD TEST FEE	.....
137	TIME TO PAY	.....
192	TRAUMA CENTER FEE	.....
228	COURTHOUSE CONSTRUCTION FEE	.....
234	JAIL ADMISSION FEE	.....
243	LOCAL TRAINING ACADEMY FEE	.....
244	COURTHOUSE SECURITY FEE	.....

OTHER (SPECIFY) .....

....

TOTAL **$** .....

[ ] Stay of the proceedings pursuant to § 16.1-131.1

..... DATE _____ JUDGE

District Court Form	DC-342, ORDER FOR PSYCHOLOGICAL EVALUATION
Abstract	A district court clerk suggested that a line for the next hearing date and time be added to the form to avoid having to send out a Notice of Hearing with the order. A checkbox was added to clarify that another hearing may not be needed.
Revision	Non - Legislative
Form Type	Master

ORDER FOR PSYCHOLOGICAL EVALUATION

Case No. .....

Commonwealth of Virginia Va. Code §§ 19.2-168, 19.2-168.1, 19.2-169.1, 19.2-169.5

.....

COURT NAME AND ADDRESS

Commonwealth of Virginia v. .....

TYPE OF EVALUATION AND REPORT

[ ] COMPETENCY EVALUATION: It appearing to the Court, on motion of
[ ] Commonwealth's Attorney [ ] defendant's attorney [ ] the Court
and upon hearing evidence or representations of counsel, that there is probable cause to believe that the defendant lacks substantial capacity to understand the proceedings against him or to assist in his own defense, the Court therefore appoints the evaluator(s) listed below to evaluate the defendant and to submit a report, on or before the date shown below, to this Court, the Commonwealth's Attorney and the defendant's attorney, concerning: (1) the defendant's capacity to understand the proceedings against him; (2) the defendant's ability to assist his attorney; (3) the defendant's need for treatment in the event that he is found to be incompetent but restorable, or incompetent for the foreseeable future and (4) if the defendant has been charged with a misdemeanor violation of Article 3 (§ 18.2-95 et seq.) of Chapter 5 of Title 18.2 or a misdemeanor violation of § 18.2-119, 18.2-137, 18.2-388, 18.2-415, or 19.2-128, whether the defendant should be evaluated to determine whether he meets criteria for temporary detention pursuant to § 37.2-809 in the event he is found incompetent but restorable or incompetent for the foreseeable future. If a need for restoration treatment is identified in the event he is found incompetent but restorable, or incompetent for the foreseeable future, the report shall state whether inpatient or outpatient treatment (community-based or jail-based) is recommended. In cases where a defendant is likely to remain incompetent for the foreseeable future due to an ongoing and irreversible medical condition, and where prior medical or educational records are available to support the diagnosis, or if the defendant was previously determined to be unrestorably incompetent in the past two years, the report may recommend that the court find the defendant unrestorably incompetent to stand trial. No statements of the defendant relating to the time period of the alleged offense shall be included in the report.

[ ] SANITY AT THE TIME OF THE OFFENSE: It appearing to the Court, upon hearing evidence or representations of counsel for the defendant, that there is probable cause to believe that the defendant's sanity may be a significant factor in his defense and that the defendant is financially unable to pay for expert assistance, the Court therefore appoints the evaluator(s) listed below to evaluate the defendant's sanity at the time of the offense and, where appropriate, to assist in the development of an insanity defense. They shall prepare and submit a full report, on or before the date shown below, solely to the defendant's attorney, concerning the defendant's sanity at the time of the offense, including whether he may have had a significant mental disease or defect which rendered him insane at the time of the offense. If further evaluation on this issue is necessary, the evaluator(s) shall so state.

[ ] The motion for the evaluation having been made by the Commonwealth after receiving notice pursuant to Virginia Code § 19.2-168, the Court also orders the defendant to submit to an evaluation and has advised the defendant that a refusal to cooperate with the Commonwealth's evaluator(s) could result in the exclusion of defendant's expert evidence. The Court further orders the evaluator(s) to submit to the attorneys for the Commonwealth and defendant copies of the report and the records obtained during the evaluation.

DESIGNATION OF EVALUATOR(S)

The Court finds and concludes that:

[ ] the evaluation shall be performed on an outpatient basis at a mental health facility or in jail.

The Court therefore appoints the following evaluator(s) to conduct the evaluation:

.....

EVALUATOR(S): NAME(S) AND TITLE(S) OR NAME OF FACILITY

[ ] the evaluation shall be conducted on an inpatient basis by qualified staff at a hospital designated by the Commissioner of the Department of Behavioral Health and Developmental Services because:

- [ ] an outpatient evaluation (copy attached) has been conducted and the outpatient evaluator opined that a hospital-based evaluation is needed to reliably reach an opinion.
- [ ] the defendant is currently in the custody of the Commissioner of Behavioral Health and Developmental Services pursuant to Virginia Code §§ 19.2-169.2, 19.2-169.6, 19.2-182.2, 19.2-182.3, 19.2-182.8, 19.2-182.9, or Article 5 (§ 37.2-814 et seq.) of Chapter 8 of Title 37.2.

DUE DATE AND TIME: .....

[ ] NEXT HEARING DATE AND TIME: .....

The Court further orders that the Commonwealth's Attorney and the defendant's attorney forward appropriate background information to the evaluator(s) as required by law. TO EVALUATORS AND ATTORNEYS: See reverse for additional instructions.

.....

DATE

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JUDGE

ADDITIONAL INSTRUCTIONS TO EVALUATOR(S) AND ATTORNEYS

Providing Background Information

1. Competency Evaluation: Prior to an evaluation of competency pursuant to Va. Code § 19.2-169.1, the Commonwealth's Attorney must forward to the evaluator(s) within 96 hours of the issuance of this order:

   a. a copy of the warrant;

   b. the names and addresses of the Commonwealth's Attorney, the defendant's attorney, and the judge ordering the evaluation;

   c. information about the alleged crime; and

   d. a summary of the reasons for the evaluation request.

   The defendant's attorney must provide any available psychiatric records and other information that are deemed relevant within 96 hours of the issuance of this order. Va. Code § 19.2-169.1(C).

2. Sanity at the Time of the Offense: Prior to an evaluation of sanity at the time of the offense, the party making the motion for the evaluation must forward to the evaluator(s):

   a. a copy of the warrant;

   b. the names and addresses of the Commonwealth's Attorney, the defendant's attorney, and the judge ordering the evaluation;

   c. information about the alleged crime, including statements by the defendant made to the police and transcripts of preliminary hearings, if any;

   d. a summary of the reasons for the evaluation request;

   e. any available psychiatric, psychological, medical or social records that are deemed relevant; and

   f. a copy of defendant's criminal record, to the extent reasonably available.

   Va. Code § 19.2-169.5(C).

Use of Information Obtained During Evaluation

No statement of disclosure by the defendant concerning the alleged offense made during the evaluation may be used against the defendant at the trial as evidence, or as a basis for such evidence, except on the issue of his/her mental condition at the time of the offense after the defendant raises the issue pursuant to § 19.2-168 of the Code of Virginia. Va. Code § 19.2-169.7.

District Court Form	DC-383, PETITION FOR PROTECTIVE ORDER DC-384, PRELIMINARY PROTECTIVE ORDER DC-611, PETITION FOR PROTECTIVE ORDER – FAMILY ABUSE
Abstract	A programmer with the Department of Juvenile Justice suggested that we add an option to mark when the petitions are brought by a minor's next friend, an option currently available on the final protective order, and the final protective order - family abuse forms. To avoid confusion, we added a disclaimer on the DC-383 to note that the "by next friend" option, is for use in J&DR court only. We have also added a missing word to the definition of "intimate partner" to all three forms, per the legislative update from the 2026 Session of the Virginia General Assembly.
Revision	Non - Legislative
Form Type	Master

PETITION FOR PROTECTIVE ORDER

Commonwealth of Virginia Va. Code §§ 19.2-152.9; 19.2-152.10

Case No. .....

Hearing Date and Time .....

[ ] General District Court [ ] Circuit Court

..... [ ] Juvenile and Domestic Relations District Court

SUMMONS FOR HEARING

TO ANY AUTHORIZED OFFICER: Summon the Respondent as provided below:

TO THE RESPONDENT: You are commanded to appear before this Court on .....
DATE AND TIME

at ..... for a hearing on this Petition.
NAME AND ADDRESS OF COURT

.....
DATE ISSUED

_____
[ ] CLERK [ ] DEPUTY CLERK

.....
PETITIONER

[ ] By next friend: .....
(J&DR District Court use only)

v.

.....
RESPONDENT

.....
RESPONDENT'S ADDRESS/LOCATION

.....

Telephone no. (H) ..... (W) .....

TO THE PETITIONER: Please provide your information on form DC-621, NON-DISCLOSURE ADDENDUM.

RESPONDENT'S DESCRIPTION (IF KNOWN)

RACE	SEX	BORN			HT.		WGT.	EYES	HAIR
		MO.	DAY	YR.	FT.	IN.			

SSN

DRIVER'S LICENSE NO.	STATE	EXP.

The undersigned Petitioner respectfully represents to the court that:

1. A warrant or petition has been issued charging the Respondent with a criminal offense resulting from the commission of an act of violence, force, or threat; OR
2. Respondent is committing or, within a reasonable time, has committed an act of violence, force, or threat, specifically: .....
   .....
   .....
   .....
   .....
   .....
   .....
   .....
   [ ] See accompanying affidavit.
3. [ ] Petitioner and Respondent cohabited, as intimate partners, more than 12 months ago but not within the previous 12 months.
4. [ ] A protective order of any type involving the parties is currently in effect.
5. [ ] Petitioner knows or has reason to know that the Respondent owns or otherwise possesses firearms.

PETITIONER, THEREFORE, RESPECTFULLY REQUESTS that a protective order be issued,
[ ] with [ ] without a preliminary protective order being issued prior to the full hearing, and
that any order impose on the Respondent the following conditions and such conditions as the judge deems appropriate as allowed by law:

[ ] Prohibiting acts of violence, force, or threat or criminal offenses that may result in injury to person or property.

[ ] Prohibiting such other contact with the Petitioner as the judge deems necessary for the health and safety of the Petitioner.

[ ] Prohibiting such other contact with the Petitioner's family or household members named below, as the judge deems necessary for their health and safety. (Please provide on form DC-621, NON-DISCLOSURE ADDENDUM, the date of birth, gender, and race for

each family or household member listed.) .....

.....

NAMES OF FAMILY OR HOUSEHOLD MEMBERS

Case No. .....

[ ] Granting the Petitioner possession of the companion animal described as .....
NAME/TYPE

[ ] Such other conditions as the judge may deem necessary to prevent acts of violence, force or threat, criminal offenses resulting in injury to person or property, or communication or other contact of any kind by the Respondent, namely:

.....

.....

.....
DATE

_____
PETITIONER

.....
ATTORNEY'S ADDRESS AND TELEPHONE NUMBER

by _____
PETITIONER'S ATTORNEY

(When attested, this Petition shall also be an affidavit of the facts as stated in the Petition.) Sworn to and affirmed before me this

..... day of ....., 20 .....

_____
[ ] INTAKE OFFICER *(JUVENILE ONLY)* [ ] CLERK
[ ] NOTARY PUBLIC My commission expires: .....
Notary Registration No. .....

.....
DATE AND TIME FILED

_____
[ ] CLERK [ ] DEPUTY CLERK

TO THE PETITIONER: You are summoned to appear in this court on

.....
DATE

_____
[ ] CLERK [ ] DEPUTY CLERK

Case No. .....

RETURNS: Each person was served according to law, as indicated below, unless not found.

RESPONDENT:

Name: .....

.....

Address .....

.....

Tel. No. .....

[ ] PERSONAL SERVICE

Being unable to make personal service, a copy was delivered in the following manner:

[ ] Delivered to family member (not temporary sojourner or guest) age 16 or older at usual place of abode of party named above after giving information of its purport. List name, age of recipient, and relation of recipient to party named above.

.....

.....

[ ] Posted on front door or such other door as appears to be the main entrance of usual place of abode, address listed above. (Other authorized recipient not found.)

[ ] Not Found

SERVING OFFICER

..... for _____
DATE

.....
TIME

PETITIONER: (See form DC-621, NON-DISCLOSURE ADDENDUM)

Name: .....

[ ] PERSONAL SERVICE

Being unable to make personal service, a copy was delivered in the following manner:

[ ] Delivered to family member (not temporary sojourner or guest) age 16 or older at usual place of abode of party named above after giving information of its purport. List name, age of recipient, and relation of recipient to party named above.

.....

.....

[ ] Posted on front door or such other door as appears to be the main entrance of usual place of abode, address listed above. (Other authorized recipient not found.)

[ ] Not Found

SERVING OFFICER

..... for _____
DATE

.....
TIME

"Family or household member" means (i) the person's spouse, whether or not such spouse resides in the same home with the person; (ii) the person's former spouse, whether or not such person resides in the same home with the person; (iii) the person's parents, stepparents, children, stepchildren, brothers, sisters, half-brothers, half-sisters, grandparents and grandchildren regardless of whether such persons reside in the same home with the person; (iv) the person's mother-in-law, father-in-law, sons-in-law, daughters-in-law, brothers-in-law and sisters-in-law who reside in the same home with the person; (v) any individual who has a child in common with the person, whether or not the person and that individual have been married or have resided together at any time; (vi) any individual who cohabits or who, within the previous twelve (12) months, cohabitated with the person, and any children of either of them residing in the same home with the person; (vii) an individual who is a legal custodian of a juvenile, or (viii) the person's intimate partner.

"Act of violence, force, or threat" means any act involving violence, force, or threat that results in bodily injury or places one in reasonable apprehension of death, sexual assault, or bodily injury. Such act includes, but is not limited to, any forceful detention, stalking, criminal sexual assault in violation of Article 7 (§ 18.2-61 et. seq.) of Chapter 4 of Title 18.2, or any criminal offense that results in bodily injury or places one in reasonable apprehension of death, sexual assault, or bodily injury.

"Intimate partner" means an individual who, within the previous 12 months, was in a romantic, dating, or sexual relationship with the person as determined by the length, nature, frequency, and type of interaction between the individuals involved in the relationship.

PRELIMINARY PROTECTIVE ORDER

Commonwealth of Virginia VA. CODE § 19.2-152.9

Case No. .....

Hearing Date and Time: .....

..... [ ] General District Court [ ] Circuit Court [ ] Extension of Preliminary Protective Order
[ ] Juvenile and Domestic Relations District Court

PETITIONER

LAST FIRST MIDDLE

PETITIONER'S DATE OF BIRTH

[ ] By next friend: .....

And on behalf of minor family or household members:
(list each name and date of birth)

.....

.....

Other protected family or household members:
(list each name and date of birth)

.....

.....

V.

RESPONDENT Present: [ ] Yes [ ] No

LAST FIRST MIDDLE

.....
RESPONDENT'S ADDRESS

.....

[ ] CAUTION: Weapon Involved

RESPONDENT IDENTIFIERS (IF KNOWN)

RACE	SEX	BORN MO.	BORN DAY	BORN YR.	HT. FT.	HT. IN.	WGT.	EYES	HAIR

SSN

DRIVER'S LICENSE NO.	STATE	EXP.

Distinguishing features: .....

SUMMONS FOR HEARING

TO ANY AUTHORIZED OFFICER: Summon the Respondent as provided below:

TO THE RESPONDENT: You are commanded to appear before this Court on .....
DATE AND TIME

at ..... for a hearing on this Petition.
NAME AND ADDRESS OF COURT

.....
DATE ISSUED

_____
[ ] CLERK [ ] DEPUTY CLERK

THE COURT FINDS that it has jurisdiction over the parties and subject matter, and that

1. [ ] The Petitioner is, or has been, within a reasonable period of time, subjected to an act of violence, force or threat, **OR**
   [ ] A warrant or petition has been issued charging the Respondent with a criminal offense resulting from the commission of an act of violence, force, or threat as defined in Va. Code § 19.2-152.7:1; and
2. In order to protect the health and safety of the Petitioner or any family or household member of the Petitioner, a preliminary protective order is warranted.

[ ] *Ex Parte* Proceeding Only: The petition has been supported by an affidavit or sworn testimony before the judge or intake officer, or upon evidence of a military protective order issued by a commanding officer in favor of the petitioner or petitioner's family or household members. The Petitioner is in immediate and present danger of any act of violence, force, or threat or there is sufficient evidence to establish probable cause that an act of violence, force, or threat has recently occurred.

[ ] As this order was entered without a separate affidavit or an attested petition, or without a form pursuant to Va. Code § 16.1-253.4(D) being presented, the basis upon which this order is entered, including a summary of the allegations made and the court's findings, is as follows:

.....

.....

[ ] Pursuant to Va. Code § 19.2-152.10(B), a written motion requesting a hearing to extend a protective order was filed prior to the expiration of the protective order without alleging an act of violence, force or threat. This order was issued in an *ex parte* proceeding.

THE COURT ORDERS that:

[ ] The Respondent shall not commit acts of violence, force, or threat or criminal offenses that may result in injury to person or property.

[ ] The Respondent shall have no contact of any kind with the Petitioner

[ ] except as follows: .....

.....

[ ] The Respondent shall have no contact of any kind with the family or household members of the Petitioner named above

[ ] except as follows: .....

.....

Case No. .....

[ ] The Petitioner is granted possession of the companion animal described as .....
NAME/TYPE

[ ] Other: .....

[ ] The Respondent shall notify the court in writing within seven days of any change in residence while this order is in effect, provided that the Respondent has been served with a copy of this order.

[ ] It is further ordered that .....

.....

.....

.....

It is further ORDERED that a full hearing on the request for a protective order be held at this Court on ..... at .....* and that service of this Order will constitute notice to the parties for that hearing.

*** If the court is closed on the above date because the conditions constitute a threat to the health or safety of the general public or for another reason set forth in Va. Code § 16.1-69.35 or § 17.1-207, the full hearing will be held on the next day that the court is open, and this Preliminary Protective Order will remain in full force and effect until this order is dissolved by the court, another preliminary protective order is entered or a protective order is entered.**

[ ] It is ORDERED that the Preliminary Protective Order is extended

[ ] as the Respondent failed to appear at the protective order hearing set for ..... because the
DATE AND TIME
Respondent was not personally served.

[ ] upon good cause shown by the Respondent.

[ ] pursuant to Va. Code § 19.2-152.10(B)(2), as the Respondent was personally served but the Petitioner showed by clear and convincing evidence that a continuance is necessary to meet the ends of justice.

[ ] Supplemental Sheet to Protective Order, Form DC-653, attached and incorporated by reference. No. of supplemental sheets .....

..... _____
DATE JUDGE

WARNINGS TO RESPONDENT:

Pursuant to Code of Virginia § 18.2-308.1:4, Respondent shall not purchase or transport any firearm while this order is in effect. If Respondent has a concealed handgun permit, Respondent must immediately surrender that permit to the court issuing this order. If Respondent violates the conditions of this order, Respondent may be sentenced to jail and/or ordered to pay a fine.

This order will be entered into the Virginia Criminal Information Network. Either party may at any time file a motion with the court requesting a hearing to dissolve or modify this order; however, this order remains in full force and effect unless and until dissolved or modified by the court. **Only the court can change this order.**

PRESENT:

[ ] Attorney for Petitioner ..... [ ] Attorney for Respondent .....

[ ]..... [ ] .....

Case No. .....

RETURNS: Each person was served according to law, as indicated below, unless not found.

RESPONDENT:

NAME .....

.....

ADDRESS .....

.....

[ ] PERSONAL SERVICE

TELEPHONE NUMBER .....

[ ] NOT FOUND

_____
SERVING OFFICER

for _____

.....
DATE AND TIME

RESPONDENT'S DESCRIPTION (for VCIN entry):

RACE ..... SEX .....

DOB: .....

HGT ..... WGT .....

EYES ..... HAIR .....

SSN .....

Relationship to Petitioner/Plaintiff .....

Distinguishing features .....

.....

PETITIONER: (See form DC-621, NON-DISCLOSURE ADDENDUM)

NAME .....

.....

[ ] PERSONAL SERVICE

[ ] NOT FOUND

_____
SERVING OFFICER

for _____

.....
DATE AND TIME

[ ] Copy delivered to

.....

.....

by .....
TITLE

.....
SIGNATURE

.....

DEFINITIONS:

"Act of violence, force, or threat" means any act involving violence, force, or threat that results in bodily injury or places one in reasonable apprehension of death, sexual assault, or bodily injury. Such act includes, but is not limited to, any forceful detention, stalking, criminal sexual assault in violation of Article 7 (§ 18.2-61 et. seq.) of Chapter 4 of Title 18.2, or any criminal offense that results in bodily injury or places one in reasonable apprehension of death, sexual assault, or bodily injury.

"Family or household member" means (i) the person's spouse, whether or not such spouse resides in the same home with the person; (ii) the person's former spouse, whether or not such person resides in the same home with the person; (iii) the person's parents, stepparents, children, stepchildren, brothers, sisters, half-brothers, half-sisters, grandparents and grandchildren regardless of whether such persons reside in the same home with the person; (iv) the person's mother-in-law, father-in-law, sons-in-law, daughters-in-law, brothers-in-law and sisters-in-law who reside in the same home with the person; (v) any individual who has a child in common with the person, whether or not the person and that individual have been married or have resided together at any time; (vi) any individual who cohabits or who, within the previous twelve (12) months, cohabitated with the person, and any children of either of them residing in the same home with the person; or (vii) an individual who is a legal custodian of a juvenile, or (viii) the person's intimate partner.

"Companion animal" means any domestic or feral dog, domestic or feral cat, nonhuman primate, guinea pig, hamster, rabbit not raised for human food or fiber, exotic or native animal, reptile, exotic or native bird, or any feral animal or any animal under the care, custody, or ownership of a person or any animal that is bought, sold, traded, or bartered by any person. No agricultural animal or game species, or animal actively involved in bona fide scientific or medical experimentation shall be considered a companion animal.

"Intimate partner" means an individual who, within the previous 12 months, was in a romantic, dating, or sexual relationship with the person determined by the length, nature, frequency, and type of interaction between the individuals involved in the relationship.

PETITION FOR PROTECTIVE ORDER – FAMILY ABUSE

Case No. .....

Commonwealth of Virginia Va. Code §§ 16.1-241(M), 16.1-253.1, 16.1-279.1

Hearing Date and Time .....

..... Juvenile and Domestic Relations District Court

SUMMONS FOR HEARING

TO THE RESPONDENT:
You are commanded to appear before this Court on ..... at .....

_____
[ ] CLERK [ ] DEPUTY CLERK

.....
PETITIONER

[ ] By next friend: .....

v.

.....
RESPONDENT

.....
RESPONDENT'S ADDRESS/LOCATION

.....

(H) ..... (W) .....
RESPONDENT'S TELEPHONE NUMBERS

TO THE PETITIONER: Please provide your information on form DC-621, NON-DISCLOSURE ADDENDUM.

RESPONDENT'S DESCRIPTION

RACE	SEX	BORN			HT.		WGT.	EYES	HAIR
		MO.	DAY	YR.	FT.	IN.			

SSN

The undersigned Petitioner respectfully represents to the Court that:

1. Petitioner and Respondent are family or household members because
   [ ] Petitioner is the Respondent's [ ] spouse [ ] former spouse
   [ ] parent, stepparent, child, stepchild, brother, sister, half-brother, half-sister, grandparent, or grandchild, specifically,
   .....
   [ ] mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, or sister-in-law who resides in the same home with Respondent, specifically, ...
   [ ] Petitioner and Respondent [ ] have children in common [ ] currently cohabit [ ] cohabited within the previous 12 months.
   [ ] Petitioner and Respondent reside in the same home, and [ ] Petitioner is a child of a person Respondent cohabits with, or cohabited with within the previous 12 months, or [ ] Petitioner is a person Respondent's parent cohabits with, or cohabited with within the previous 12 months.
   [ ] Petitioner is the legal custodian of the juvenile Respondent, or Respondent is the legal custodian of the juvenile Petitioner.
   [ ] Petitioner is Respondent's intimate partner as Petitioner was in a romantic, dating, or sexual relationship with Respondent within the previous 12 months.
2. Respondent is committing or, within a reasonable time, has committed the following acts of family abuse:
   [ ] .....
   .....
   .....
   .....
   .....
   .....
   .....
   .....
   [ ] See accompanying affidavit.
3. Other cases involving the Petitioner and Respondent [ ] have [ ] have not been filed in Virginia courts.
4. [ ] An Emergency Protective Order involving the parties is in effect and was issued in the [ ] City [ ] County of ..... on .....
5. [ ] A Preliminary Protective Order or a Protective Order involving the parties is currently in effect.
6. [ ] Petitioner knows or has reason to know that the Respondent owns or otherwise possesses firearms.

PETITIONER, THEREFORE, RESPECTFULLY REQUESTS that [ ] a preliminary protective order [ ] a protective order be issued and that such order impose the following conditions on the Respondent and such other conditions as the judge deems appropriate as allowed by law:

[ ] Prohibiting further acts of family abuse or criminal offenses that result in injury to person or property.

[ ] Prohibiting such contact with the Petitioner as the judge deems necessary for the health or safety of the Petitioner.

Case No. .....

[ ] Prohibiting such contact with the following family or household members as the judge deems necessary for their health and safety. (Please provide on Form DC-621, NON-DISCLOSURE ADDENDUM, the date of birth, gender and race for each family or household member listed.)

....
NAME NAME NAME

....
NAME NAME NAME

[ ] Granting the Petitioner possession of the premises occupied by Petitioner and Respondent to the exclusion of the Respondent.

This residence is located at .....

[ ] Requiring the Respondent to pay or contribute to the rent or mortgage on the residence identified above as follows:

.....

[ ] Prohibiting the Respondent from terminating [ ] requiring that the Respondent restore [ ] and maintain necessary utility service(s) to the premises indicated above, specifically, ...
UTILITY SERVICE(S)

[ ] Granting the Petitioner temporary exclusive possession or use of a motor vehicle jointly owned by the parties or owned by the Petitioner alone, described as follows: .....

[ ] Prohibiting the Respondent from terminating the [ ] insurance [ ] registration [ ] taxes on this motor vehicle.

[ ] Requiring the Respondent to maintain the [ ] insurance [ ] registration [ ] taxes for this motor vehicle.

[ ] Requiring that the Respondent provide and maintain suitable alternative housing for the Petitioner [ ] and other family or household members

[ ] and requiring the Respondent to pay deposit(s) to connect or restore necessary utility service(s) in the alternative housing, specifically, ...
UTILITY SERVICE(S)

[ ] Granting temporary custody or visitation of a minor child or children to Petitioner (UCCJEA affidavit attached). (PROTECTIVE ORDER only.)

[ ] Provide temporary support for minor children.

[ ] Granting the Petitioner possession of the companion animal described as .....
NAME/TYPE

[ ] Granting the Petitioner [ ] and other family or household members exclusive use and possession of a cellular telephone number or electronic device and the password to such device.

[ ] Prohibiting the Respondent from terminating a cellular telephone number or electronic device before the expiration of the contract term with a third-party provider.

[ ] Prohibiting the Respondent from using a cellular or other electronic device to locate or surveille the Petitioner.

[ ] Other relief necessary for protection: .....

.....

..... _____
DATE PETITIONER

..... by _____
ATTORNEY'S ADDRESS AND TELEPHONE NUMBER PETITIONER'S ATTORNEY

.....

(When attested, this Petition shall also be an affidavit of the facts as stated in the Petition.)

Sworn to/affirmed and signed before me this day.

..... _____
DATE [ ] INTAKE OFFICER [ ] CLERK

FOR NOTARY PUBLIC'S USE ONLY:

State of ..... [ ] City [ ] County .....

Acknowledged, subscribed and sworn to before me this ..... day of ....., 20 .....

..... _____
NOTARY REGISTRATION NUMBER NOTARY PUBLIC
(My commission expires: .....)

Case No. .....

RETURNS: Each person was served according to law, as indicated below, unless not found.

RESPONDENT:

NAME .....

.....

ADDRESS .....

.....

[ ] PERSONAL SERVICE TELEPHONE NO. .....

[ ] NOT FOUND

SERVING OFFICER

for _____

.....

DATE AND TIME

Respondent's Description (for VCIN)

RACE ..... SEX .....

DOB .....

HGT ..... WGT .....

EYES ..... HAIR .....

SSN .....

Telephone No. .....

Relationship to Petitioner/Plaintiff .....

Distinguishing features .....

PETITIONER: (See form DC-621, NON-DISCLOSURE ADDENDUM)

NAME .....

.....

[ ] PERSONAL SERVICE

[ ] NOT FOUND

SERVING OFFICER

for _____

.....

DATE AND TIME

[ ] Copy delivered to

.....

.....

by .....

TITLE

SIGNATURE

.....

DATE

"Family or household member" means (i) the person's spouse, whether or not such spouse resides in the same home with the person; (ii) the person's former spouse, whether or not such person resides in the same home with the person; (iii) the person's parents, stepparents, children, stepchildren, brothers, sisters, half-brothers, half-sisters, grandparents and grandchildren regardless of whether such persons reside in the same home with the person; (iv) the person's mother-in-law, father-in-law, sons-in-law, daughters-in-law, brothers-in-law and sisters-in-law who reside in the same home with the person; (v) any individual who has a child in common with the person, whether or not the person and that individual have been married or have resided together at any time; (vi) any individual who cohabits or who, within the previous twelve (12) months, cohabitated with the person, and any children of either of them residing in the same home with the person; (vii) an individual who is a legal custodian of a juvenile, or (viii) the person's intimate partner.

"Family abuse" means any act involving violence, force, or threat that results in bodily injury or places one in reasonable apprehension of death, sexual assault, bodily injury and that is committed by a person against such person's family or household member. Such act includes, but is not limited to, any forceful detention, stalking, criminal sexual assault in violation of Article 7 (§ 18.2-61 et. seq.) of Chapter 4 of Title 18.2, or any criminal offense that results in bodily injury or places one in reasonable apprehension of death, sexual assault, or bodily injury.

"Companion animal" means any domestic or feral dog, domestic or feral cat, nonhuman primate, guinea pig, hamster, rabbit not raised for human food or fiber, exotic or native animal, reptile, exotic or native bird, or any feral animal or any animal under the care, custody, or ownership of a person or any animal that is bought, sold, traded, or bartered by any person. No agricultural animal or game species, or animal actively involved in bona fide scientific or medical experimentation shall be considered a companion animal.

"Intimate partner" means an individual who, within the previous 12 months, was in a romantic, dating, or sexual relationship with the person determined by the length, nature, frequency, and type of interaction between the individuals involved in the relationship.

District Court Form	DC-392, SEALED DOCUMENTS
Abstract	After a GDC clerk and judge's question about which documents needed to be sealed from a case file, myself and the GDC team under the Department of Judicial Services worked to change sealing guidance to clerks pursuant to Va. Code §§ 9.1-177.1 and 19.2-152.4:2. As a result of this analysis, we realized that some of the document descriptions on this form do not correspond with the documents under the statutes that are required to be sealed.
Revision	Non - Legislative
Form Type	Printed

SEALED DOCUMENTS

- Community Based Probation Reports /Pretrial Services § 9.1-177.1; § 19.2-152.4:2
- State Probation Pre-Sentencing Report § 19.2-299, § 19.2-299.1
- Victim Confidentiality § 19.2-11.2

Case No(s). .....
[ ] General District Court [ ] Circuit Court
..... [ ] Juvenile and Domestic Relations District Court

[ ] Commonwealth
[ ] ..... v. .....
DEFENDANT NAME

SEALED

INSTRUCTIONS TO CLERK:
This envelope contains confidential documents and shall be opened only by authorized court personnel or by order of the Court.

Records contained herein are sealed. Information contained in sealed documents shall not be disclosed except by order of the Court.

ENTER ✓ AS APPROPRIATE	DOCUMENT DESCRIPTION		DATE SEALED	INITIALS OF CLERK/DEPUTY CLERK
	DC-301, REQUEST FOR CONFIDENTIALITY			
	DC-621, NON-DISCLOSURE ADDENDUM			
	Pretrial Services — Court/Investigation Report			
	~~Pretrial Services — Progress/Status Report~~ ~~Pretrial Services — Violation Report~~			
	Pretrial Services Interview Worksheet[1]	Returned to Program _____ Date/Initials		
	Local Probation Investigation Report			
	~~Community Based Probation — Update Report~~			
	Community Based Probation — Request for Release			
	~~Community Based Probation — Show Cause Request~~			
	~~Community Based Probation — Violation Report~~			
	State Probation Pre-Sentence Report			
	Victim Impact Statement			
	DC-317, ORDER FOR RESTITUTION (ADULT) (page 2)			
	DC-317-S1, SUPPLEMENTAL SHEET TO ORDER FOR RESTITUTION FOR VICTIM INFORMATION (ADULT/JUVENILE)			
	DC-579, ORDER FOR RESTITUTION (JUVENILE) (page 2)			
	Hope Card Application			
	Other			

Above document list may not be inclusive.

[1] Should be returned to program following court use. Reuse envelope if Interview Worksheet is the only record sealed in the case. Affix labels in name/case # field for envelope reuse.

Code of Virginia
Title 9.1. Commonwealth Public Safety
Chapter 1. Department of Criminal Justice Services
Article 9. Comprehensive Community Corrections Act for Local-Responsible Offenders

§ 9.1-177.1. Confidentiality of records of and reports on adult persons under investigation by, or placed on probation supervision with a local community-based probation services agency

A. Any investigation report, including a presentencing investigation report, prepared by a local community-based probation officer is confidential and is exempt from the Virginia Freedom of Information Act (§ 2.2-3700 et seq.). Such reports shall be filed as a part of the case record. Such reports shall be made available only by court order and shall be sealed upon final order by the court; except that such reports shall be available upon request to (i) any criminal justice agency, as defined in § 9.1-101, of this or any other state or of the United States; (ii) any agency where the accused is referred for assessment or treatment; (iii) counsel for the person who is the subject of the report; or (iv) counsel who represents the person in pursuit of a post-conviction remedy, subject to the limitations set forth in § 37.2-901.

B. Any report on the progress of an offender under the supervision of a local community-based probation agency and any information relative to the identity of or inferring personal characteristics of an accused, including demographic information, diagnostic summaries, records of office visits, medical, substance abuse, psychiatric or psychological records or information, substance abuse screening, assessment and testing information, and other sensitive information not explicitly classified as criminal history record information, is exempt from the Virginia Freedom of Information Act (§ 2.2-3700 et seq.). However, such information may be disseminated to criminal justice agencies as defined in § 9.1-101 in the discretion of the custodian of these records.

2002, c. 769;2003, c. 146;2006, c. 289;2007, c. 133;2010, c. 223.

The chapters of the acts of assembly referenced in the historical citation at the end of this section(s) may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.

Code of Virginia
Title 19.2. Criminal Procedure
Chapter 9. Bail and Recognizances

§ 19.2-152.4:2. Confidentiality of records of and reports on adult persons under investigation by or in the custody or supervision of a local pretrial services agency.

A. Any pretrial investigation report prepared by a local pretrial services officer is confidential and is exempt from the Virginia Freedom of Information Act (§ 2.2-3700 et seq.). Such reports shall be filed as a part of the case record. Such reports shall be sealed upon receipt by the court and made available only by court order; except that such reports shall be available upon request to (i) any criminal justice agency, as defined in § 9.1-101, of this or any other state or of the United States; (ii) any agency where the accused is referred for assessment or treatment; or (iii) counsel for the person who is the subject of the report.

B. Any report on the progress of an accused under the supervision or custody of a pretrial services agency and any information relative to the identity of or inferring personal characteristics of an accused, including demographic information, diagnostic summaries, records of office visits, medical, substance abuse, psychiatric or psychological records or information, substance abuse screening, assessment and testing information, and other sensitive information not explicitly classified as criminal history record information, is exempt from the Virginia Freedom of Information Act (§ 2.2-3700 et seq.). However, such information may be disseminated to criminal justice agencies as defined in § 9.1-101 in the discretion of the custodian of these records.

2002, c. 769; 2007, c. 133.

District Court Form	DC-418, AFFIDAVIT – DEFAULT JUDGMENT SERVICEMEMBERS CIVIL RELIEF ACT
Abstract	A member of the J&DR team with the Department of Judicial Services requested that the size of the text in the footer on this form be increased so that their imaging system could more easily process it.
Revision	Non - Legislative
Form Type	Printed

AFFIDAVIT – DEFAULT JUDGMENT
SERVICEMEMBERS CIVIL RELIEF ACT

Case No. .....

Commonwealth of Virginia VA. CODE § 8.01-15.2

..... RETURN DATE AND TIME

[ ] Circuit Court [ ] General District Court
[ ] Juvenile and Domestic Relations District Court

..... CITY OR COUNTY

..... v./*In re:* .....

I, ..., the undersigned, state the following :
PRINT NAME

[ ] The defendant/respondent [ ] is in military service. [ ] is not in military service.
[ ] The affiant is unable to determine whether or not the defendant/respondent is in military service.

The following facts support the statement above:

.....

.....

.....

.....

Pursuant to 50 U.S.C. § 3931, if the court is unable to determine whether the defendant/respondent is in military service based upon the affiant's statement, the court, before entering judgment, may require the plaintiff/petitioner to file a bond in an amount approved by the court.

Pursuant to Va. Code § 8.01-4.3, I declare, under penalty of perjury, that the above information is true and correct.

..... _____
DATE SIGNATURE

NOTICE REGARDING APPOINTMENT OF COUNSEL TO REPRESENT ABSENT SERVICEMEMBER:
Where appointment of counsel is required pursuant to 50 U.S.C. § 3931 or § 3932 or another section of the Servicemembers Civil Relief Act, the court may assess reasonable attorney fees and costs against any party as the court deems appropriate, including a party aggrieved by a violation of the Act, and shall direct in its order which of the parties to the case shall pay such fees and costs, except the Commonwealth unless it is the party that obtains the judgment. Further, counsel appointed pursuant to the Servicemembers Civil Relief Act shall not be selected by the plaintiff or have any affiliation with the plaintiff.

FOR COURT USE ONLY:

[ ] ORDER OF APPOINTMENT OF COUNSEL

I find that appointment of counsel is required pursuant to 50 U.S.C. § 3931 or § 3932 or another section of the Servicemembers Civil Relief Act and therefore, I appoint the lawyer indicated below to represent the absent servicemember named as defendant/respondent above.

[ ] The lawyer shall be paid a fee of $ ..... for serving as counsel for the absent servicemember.

NAME, ADDRESS OF COURT APPOINTED LAWYER .... NEXT HEARING DATE AND TIME

.... DATE

..... _____ JUDGE

[ ] STAY OF PROCEEDINGS

I find that a stay of proceedings is required pursuant to 50 U.S.C. § 3931 and, therefore, such a stay, for a minimum period of 90 days, is ordered until .....
NEXT HEARING DATE AND TIME

..... _____
DATE JUDGE

District Court Form	DC-546 CHILD PROTECTIVE ORDER
Abstract	A former J&DR judge, now a circuit court judge, suggested that we add a checkbox for circuit court to the top of this form, so that it can be used in select circumstances in place of the DC-532, which specifically refers to abuse and neglect.
Revision	Non - Legislative
Form Type	Master

CHILD PROTECTIVE ORDER

Commonwealth of Virginia Va. Code §§ 16.1-253, 16.1-277.02, 16.1-278.3

Juvenile Case No. .....

..... DATE OF HEARING

..... [ ] Juvenile and Domestic Relations District Court
[ ] Circuit Court

In re: ..... NAME OF CHILD ..... DATE OF BIRTH

Present:

[ ] Parent .....
[ ] Parent .....
[ ] Child .....
[ ] Agency representative .....
[ ] Other .....
[ ] Attorney for parent .....
[ ] Attorney for parent .....
[ ] Guardian *ad litem* .....
[ ] Agency attorney .....
[ ] CASA .....

COMPLETE DATA BELOW IF KNOWN
DESCRIPTION OF PERSON (No. 1) SUBJECT TO THIS ORDER

NAME:

RACE	SEX	BORN MO.	BORN DAY	BORN YR.	HT. FT.	HT. IN.	WGT.	EYES	HAIR

SSN

COMPLETE DATA BELOW IF KNOWN
DESCRIPTION OF PERSON (No. 2) SUBJECT TO THIS ORDER

NAME:

RACE	SEX	BORN MO.	BORN DAY	BORN YR.	HT. FT.	HT. IN.	WGT.	EYES	HAIR

SSN

Check if applicable:

[ ] Relationship of person No. 1 to child's parent: [ ] child's other parent [ ] spouse/former spouse [ ] cohabit in present or past.
[ ] Relationship of person No. 2 to child's parent: [ ] child's other parent [ ] spouse/former spouse [ ] cohabit in present or past.

It appearing that the above-named child is within the purview of the Juvenile and Domestic Relations District Court law, and upon [ ] a petition of [ ] a motion of ..... or [ ] the Court's own motion, a hearing has been held, notice has been given as prescribed by law, and the Court has found it necessary to protect the child's life, health, safety or normal development. Therefore, the Court orders that:

LAST FIRST MIDDLE
NAME OF PERSON (NO. 1) SUBJECT TO ORDER
(PARENT, GUARDIAN, LEGAL CUSTODIAN OR OTHER FAMILY OR HOUSEHOLD MEMBER)

LAST FIRST MIDDLE
NAME OF PERSON (NO. 2) SUBJECT TO ORDER
(PARENT, GUARDIAN, LEGAL CUSTODIAN OR OTHER FAMILY OR HOUSEHOLD MEMBER)

is required to observe reasonable conditions of behavior as set forth below:

[ ] 1. To abstain from offensive conduct against the child or against a family or household member of the child or against any person to whom custody of the child is awarded.

[ ] 2. To cooperate in the provision of the following reasonable services or programs designed to protect the child's life, health or normal development: .....

[ ] 3. To allow ..... to come into the child's home
COURT-SELECTED INVESTIGATORY ENTITY
[ ] at reasonable times selected by the investigatory entity [ ] .....
DATES AND TIMES
to visit the child and to inspect the fitness of the home and to determine the physical and emotional health of the child.

[ ] 4. To allow visitation with the child by the following persons: .....
.....

[ ] 5. To refrain from acts of commission or omission which tend to endanger the child's life, health or normal development.

[ ] 6. To refrain from the following contacts with the child: .....
.....

[ ] 7. To leave the residence of the above-named child because the petitioner proved by a preponderance of the evidence that such person's probable future conduct would constitute a danger to the life or health of the child; and that there are no less drastic alternatives which could reasonably and adequately protect the child's life or health. This condition shall be in effect from ..... to ..... and shall be reviewed by the Court on .....
TIME/DATE

[ ] 8. To grant the child possession of the companion animal described as .....

[ ] 9. .....

[ ] Supplemental Sheet to Child Protective Order, DC-547, attached and incorporated by reference. No. of supplemental pages: .....

NOTICE: This order will be entered into the Virginia Criminal Information Network. A motion may be filed with the court at any time requesting a hearing to dissolve or modify this order. However, this order remains in full force and effect unless and until a subsequent order is entered by the Court.

It is ordered that [ ] This ORDER is set for review on ..... at .....
DATE TIME

[ ] This ORDER will expire at 11:59 p.m. on the day before the child turns 18.
[ ] This ORDER will expire at 11:59 p.m. on .....

DATE

JUDGE

WARNINGS TO THE PERSON(S) SUBJECT TO THIS ORDER:

Case No. .....

In re: .....

If you violate the conditions of this order, you may be sentenced to jail and/or ordered to pay a fine.

FULL FAITH AND CREDIT: This order shall be enforced, even without registration, by the courts of any state, the District of Columbia, and any U.S. Territory, and may be enforced on Tribal Lands (18 U.S.C. § 2265).

FEDERAL OFFENSES: Crossing state, territorial, or tribal boundaries to violate this order may result in federal imprisonment (18 U.S.C. § 2262). Federal law provides penalties for possessing, transporting, shipping or receiving any firearm or ammunition while subject to a qualifying protective order and under the circumstances specified in 18 U.S.C. § 922(g)(8).

PERSON (NO. 1) SUBJECT TO THIS ORDER:	**PERSON (NO. 2) SUBJECT TO THIS ORDER:**
NAME	NAME .....
.....	.....
ADDRESS	ADDRESS .....
.....	.....
[ ] PERSONAL SERVICE TELEPHONE NO.	[ ] PERSONAL SERVICE TELEPHONE NO. .....
[ ] NOT FOUND	[ ] NOT FOUND
_____ SERVING OFFICER	_____ SERVING OFFICER
for _____	for _____
..... DATE AND TIME	..... DATE AND TIME
Respondent's Description (for VCIN)	Respondent's Description (for VCIN)
RACE ..... SEX	RACE ..... SEX .....
DOB	DOB .....
HGT ..... WGT	HGT ..... WGT .....
EYES ..... HAIR	EYES ..... HAIR .....
SSN	SSN .....
Telephone No.	Telephone No. .....
Relationship to Petitioner/Plaintiff	Relationship to Petitioner/Plaintiff .....
Distinguishing features	Distinguishing features .....
PERSON AGE 12 OR OLDER PROTECTED BY ORDER: (See form DC-621, NON-DISCLOSURE ADDENDUM.)	**FAMILY MEMBER OF PROTECTED PERSON:** (See form DC-621, NON-DISCLOSURE ADDENDUM.)
NAME	NAME.....
[ ] PERSONAL SERVICE	[ ] PERSONAL SERVICE
[ ] NOT FOUND	[ ] NOT FOUND
_____ SERVING OFFICER	_____ SERVING OFFICER
for _____	for _____
..... DATE AND TIME	..... DATE AND TIME
PETITIONER:	_____ RELATIONSHIP TO PERSON PROTECTED BY ORDER
[ ] See form DC-621, NON-DISCLOSURE ADDENDUM.	[ ] See form DC-621, NON-DISCLOSURE ADDENDUM.
NAME	NAME .....
.....	.....
[ ] PERSONAL SERVICE	[ ] PERSONAL SERVICE
[ ] NOT FOUND	[ ] NOT FOUND
_____ SERVING OFFICER	_____ SERVING OFFICER
for _____	for _____
..... DATE AND TIME	..... DATE AND TIME

District Court Form	DC-547 SUPPLEMENTAL SHEET TO CHILD PROTECTIVE ORDER
Abstract	Edits have been made to this form to make the formatting of "No." consistent where it appears in multiple places on the form.
Revision	Non - Legislative
Form Type	Master

SUPPLEMENTAL SHEET TO
CHILD PROTECTIVE ORDER

Case No. .....

.....
DATE OF HEARING

In re: ....
NAME OF CHILD DATE OF BIRTH

NAME OF PERSON (No.~~NO~~. 3) SUBJECT TO ORDER
(PARENT, GUARDIAN, LEGAL CUSTODIAN OR OTHER FAMILY OR HOUSEHOLD MEMBER)

COMPLETE DATA BELOW IF KNOWN
DESCRIPTION OF PERSON (No. 3) SUBJECT TO THIS ORDER

NAME:

RACE	SEX	BORN			HT.		WGT.	EYES	HAIR
		MO.	DAY	YR.	FT.	IN.			

SSN

NAME OF PERSON (No.~~NO~~. 4) SUBJECTO TO ORDER
(PARENT, GUARDIAN, LEGAL CUSTODIAN OR OTHER FAMILY OR HOUSEHOLD MEMBER)

COMPLETE DATA BELOW IF KNOWN
DESCRIPTION OF PERSON (No. 4) SUBJECT TO THIS ORDER

NAME:

RACE	SEX	BORN			HT.		WGT.	EYES	HAIR
		MO.	DAY	YR.	FT.	IN.			

SSN

Check if applicable:
[ ] Relationship of person No. 3 to child's parent: [ ] child's other parent [ ] spouse/former spouse [ ] cohabit in present or past.
[ ] Relationship of person No. 4 to child's parent: [ ] child's other parent [ ] spouse/former spouse [ ] cohabit in present or past.

Having ordered on a prior page of this order the attachment and incorporation of this supplemental sheet for additional findings and/or orders of this court,

THE COURT FURTHER FINDS AND ORDERS THAT:

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

RETURNS: Each person was served according to law, as indicated below, unless not found.

Case No. .....

In re: .....

PERSON (~~NO~~No. 3) SUBJECT TO THIS ORDER:	**PERSON (~~NO~~No. 4) SUBJECT TO THIS ORDER:**
NAME .... ADDRESS .... [ ] PERSONAL SERVICE TELEPHONE NO. ..... [ ] NOT FOUND	NAME .... ADDRESS .... [ ] PERSONAL SERVICE TELEPHONE NO. ..... [ ] NOT FOUND
_____ SERVING OFFICER for _____ ..... DATE AND TIME	_____ SERVING OFFICER for _____ ..... DATE AND TIME
Respondent's Description (for VCIN) RACE ..... SEX ..... DOB ..... HGT ..... WGT ..... EYES ..... HAIR ..... SSN ..... Telephone No. ..... Relationship to Petitioner/Plaintiff ..... Distinguishing features	Respondent's Description (for VCIN) RACE ..... SEX ..... DOB ..... HGT ..... WGT ..... EYES ..... HAIR ..... SSN ..... Telephone No. ..... Relationship to Petitioner/Plaintiff ..... Distinguishing features .....

District Court Form	DC-553, DISPOSITIONAL ORDER FOR UNDERLYING PETITION, FOSTER CARE PLAN DC-5553, DISPOSITIONAL ORDER FOR UNDERLYING PETITION, FOSTER CARE PLAN (ICWA)
Abstract	A J&DR district court judge brought to our attention that one of the small edits to these forms for the spring changed the meaning in a way not in line with the statute. As a result, we have deleted the word "and," from both forms to correct the forms.
Revision	Non - Legislative
Form Type	Master

DISPOSITIONAL ORDER UNDERLYING PETITION

FOR UNDERLYING PETITION, FOSTER CARE PLAN FOSTER CARE PLAN

FOSTER CARE PLAN

Commonwealth of Virginia
Va. Code §§ 16.1-277.01, 16.1-277.02, 16.1-278.2, 16.1-278.3, 16.1-281, 20-124.5, 63.2-912

Court Case No. .....

Court Case No. .....

Agency Case No. .....

..... DATE OF HEARING

[ ] Circuit Court
..... [ ] Juvenile and Domestic Relations District Court

USING THIS FORM:

- Use this form to dispose of the underlying petition in certain case types and foster care plans filed pursuant to Virginia Code § 16.1-281.
- Indicate case type(s) of this child's case by checking applicable box(es): [ ] Abuse, Neglect, or At Risk of Abuse or Neglect [ ] Approval of Entrustment Agreement [ ] Relief of Custody [ ] Foster Care Plan.
- Complete pages 1-2, which document general information about the child's case.
- The sections outlined individually on three separate pages labeled Page A, Page B and Page C relate to the underlying petition. Complete only one of these pages per case, as appropriate.
- Complete pages 3-5 if a hearing is held to review a foster care plan filed pursuant to Virginia Code § 16.1-281.
- Date and signature lines for entry of the order by the judge should be completed on page A, B or C, if used to dispose of an underlying petition, **and** on page 5 to dispose of a foster care plan, as appropriate.
- The last page of the order, page 6, is used to serve the order, if necessary.

In re: ..... NAME OF CHILD

..... DATE OF BIRTH

..... NAME OF PARENT [ ] PUTATIVE FATHER

..... NAME OF PARENT [ ] PUTATIVE FATHER

Present: [ ] Parent ..... [ ] MOTHER [ ] FATHER

[ ] Attorney for Parent ..... [ ] MOTHER [ ] FATHER

[ ] Parent ..... [ ] MOTHER [ ] FATHER

[ ] Attorney for Parent ..... [ ] MOTHER [ ] FATHER

[ ] Child .....

[ ] Guardian *ad litem* .....

[ ] Agency Representative .....

[ ] Agency Attorney .....

[ ] Foster Parent(s) .....

[ ] CASA .....

[ ] Other .....

[ ] Other .....

A hearing has been held to dispose of the underlying petition filed pursuant to Virginia Code § 16.1-241 and, if applicable, to review and approve the foster care plan filed on ..... DATE pursuant to Virginia Code § 16.1-281.

The Court finds with respect to the Indian Child Welfare Act that the child is not an Indian child as defined in 25 U.S.C. § 1903(4) as no information is known or has been discovered that indicates the child is an Indian child. The Indian Child Welfare Act does not apply. The parties shall inform the Court if they subsequently receive any information that indicates the child is an Indian child.

THE COURT FINDS THAT THE CHILD IS WITHIN THE JURISDICTION OF THIS COURT AND, BASED UPON A PREPONDERANCE OF THE EVIDENCE UNLESS OTHERWISE INDICATED, FINDS AS FOLLOWS:

1. Notice of this hearing was provided to the parents as follows:

.....

[ ] appeared this date and expressly waived objections to service or accepted service without objection.
[ ] previously signed form DC-508, ACKNOWLEDGMENT OF NOTICE OF NEXT HEARING DATE.
[ ] served by personal service for this hearing.
[ ] served by substituted service for this hearing.
[ ] served by order of publication.
[ ] is without the Commonwealth and was served by certified mail, return receipt requested.

.....

[ ] appeared this date and expressly waived objections to service or accepted service without objection.
[ ] previously signed form DC-508, ACKNOWLEDGMENT OF NOTICE OF NEXT HEARING DATE.
[ ] served by personal service for this hearing.
[ ] served by substituted service for this hearing.
[ ] served by order of publication.
[ ] is without the Commonwealth and was served by certified mail, return receipt requested.

OR

[ ] the identity of the [ ] mother [ ] father is not reasonably ascertainable.

OR

[ ] reasonable efforts have been made to locate the [ ] parent, ..., who cannot be found.

[ ] parent, ..., who cannot be found.

2. Notice of this hearing and a copy of the foster care plan filed pursuant to Virginia Code § 16.1-281 was sent by the court to the:

[ ] child, if 12 or older

[ ] guardian *ad litem* for child

[ ] parent .....

[ ] attorney for parent .....

[ ] parent .....

[ ] attorney for parent .....

[ ] person standing *in loco parentis*

[ ] attorney for person standing *in loco parentis*

[ ] foster parent(s) .....

[ ] other .....

3. [ ] The above-named child was placed on ..... (DATE) in ..... (NAME OF PROVIDER),
a qualified residential treatment program, as defined in Va. Code § 16.1-228. District court form DC-5062, QUALIFIED RESIDENTIAL TREATMENT PROGRAM ORDER – CONTINUED PLACEMENT, is attached to this order.

UNDERLYING PETITION Court Case No. .....

FOSTER CARE PLAN Court Case No. .....

Abuse, neglect or at risk of abuse or neglect.

[ ] The court **adjudicated** on ..... (DATE) that the child is an abused or neglected child, or is at risk of being abused or neglected by a parent or custodian who has been adjudicated as having abused or neglected another child in the care of the parent or custodian.

AND

[ ] Upon **disposition** of the petition, **THE COURT ORDERS:**

1. [ ] Custody of the child is transferred to

..... (PUBLIC OR PRIVATE CHILD-PLACING AGENCY OR INDIVIDUAL/ADDRESS)

Each non-agency party intending a change of address shall give 30 days advance written notice of such change of address to the court and other party, pursuant to Virginia Code § 20-124.5. This notice shall contain the child's full name, the case number of this case, the party's new telephone number and new street address and, if different, the party's new mailing address. The notice shall be mailed by first-class or delivered to this court and to the other party.

2. [ ] As legal custody of the child is transferred for the first time in this case to a public or private child-placing agency, a hearing shall be held for the purpose of reviewing and approving the foster care plan on

..... (DATE) at ..... (TIME),

and the agency having placement responsibility for the child shall file a foster care plan in accordance with Virginia Code § 16.1-281 by ..... (DATE)

3. [ ] As legal custody of the child is transferred to a person with a legitimate interest, district court form DC-559, SUPPLEMENT TO ORDER TRANSFERRING CUSTODY, is attached and incorporated in this order.

4. [ ] The court has reviewed the **preliminary protective order** entered in this case on ..... (DATE) and [ ] the order is dissolved or [ ] a final CHILD PROTECTIVE ORDER – ABUSE AND NEGLECT, district court form DC-532, is attached and incorporated in this order.

5. [ ] The [ ] parent ..... [ ] parent ..... [ ] parents [ ] guardian .....

shall provide the names and contact information for all persons with a legitimate interest to the local department of social services.

[ ] **As this order transfers custody of the child, THE COURT FURTHER FINDS:**

1. That there is no less drastic alternative than transfer of legal custody as provided in this order.
2. [ ] As custody of the child is transferred to a local board of social services, that:

a. [ ] Continued placement in the home would be contrary to the welfare of the child, based upon:

[ ] the facts contained in the following document(s), which is (are) incorporated by reference:

[ ] sustained petition. [ ] entrustment agreement.
[ ] affidavit. [ ] department of social services report.

[ ] the following facts: .....

.....

.....

AND

b. [ ] Reasonable efforts [ ] have been made [ ] have not been made to prevent removal of the child from the home, based upon:

[ ] the facts contained in the following document(s), which is (are) incorporated by reference:

[ ] sustained petition. [ ] entrustment agreement.
[ ] affidavit. [ ] department of social services report.

[ ] the following facts: .....

.....

.....

OR

[ ] Reasonable efforts to prevent removal of the child from his or her home are not required pursuant to Virginia Code § 16.1-278.2 A 5.

[ ] Other: .....

.....

..... (DATE)

_____ (JUDGE)

UNDERLYING PETITION | Court Case No. .....

FOSTER CARE PLAN | Court Case No. .....

Approval of entrustment agreement.

[ ] Based upon evidence presented upon **adjudication** of the petition filed pursuant to Virginia Code § 16.1-241 seeking approval of the entrustment agreement executed on ..... (DATE),

THE COURT FINDS:

[ ] by a preponderance of the evidence, the temporary entrustment agreement is in the best interest of the child.

[ ] by clear and convincing evidence, the entrustment agreement which provides for the termination of parental rights is in the best interest of the child.

[ ] A separate ORDER FOR VOLUNTARY TERMINATION OF PARENTAL RIGHTS is attached and incorporated herein.

[ ] Upon **disposition** of the petition, **THE COURT ORDERS:**

1. [ ] Entrustment agreement is approved.
2. [ ] Custody of the child is transferred to

..... (PUBLIC OR PRIVATE CHILD-PLACING AGENCY OR INDIVIDUAL/ADDRESS)

Each non-agency party intending a change of address shall give 30 days advance written notice of such change of address to the court and other party, pursuant to Virginia Code § 20-124.5. This notice shall contain the child's full name, the case number of this case, the party's new telephone number and new street address and, if different, the party's new mailing address. The notice shall be mailed by first-class or delivered to this court and to the other party.

3. [ ] As legal custody of the child is transferred to a person with a legitimate interest, district court form DC-559, SUPPLEMENT TO ORDER TRANSFERRING CUSTODY, is attached and incorporated in this order.
4. [ ] The [ ] parent ..... [ ] parent ..... [ ] parents [ ] guardian .....

shall provide the names and contact information for all persons with a legitimate interest to the local department of social services.

[ ] **As this order transfers custody of the child, THE COURT FURTHER FINDS:**

1. That there is no less drastic alternative than transfer of legal custody as provided in this order.
2. [ ] As custody of the child is transferred to a local board of social services, that:

a. [ ] Continued placement in the home would be contrary to the welfare of the child, based upon:

[ ] the facts contained in the following document(s), which is (are) incorporated by reference:

[ ] sustained petition. [ ] entrustment agreement.
[ ] affidavit. [ ] department of social services report.

[ ] the following facts: .....

.....

.....

AND

b. [ ] Reasonable efforts [ ] have been made [ ] have not been made to prevent removal of the child from the home, based upon:

[ ] the facts contained in the following document(s), which is (are) incorporated by reference:

[ ] sustained petition. [ ] entrustment agreement.
[ ] affidavit. [ ] department of social services report.

[ ] the following facts: .....

.....

.....

OR

[ ] Reasonable efforts to prevent removal of the child from his or her home are not required pursuant to Virginia Code § 16.1-278.2 A 5.

[ ] Other: .....

.....

.....

.....

..... (DATE)

_____ (JUDGE)

UNDERLYING PETITION Court Case No. .....

FOSTER CARE PLAN Court Case No. .....

Relief of custody.

[ ] Based upon evidence presented upon **adjudication** of the petition filed pursuant to Virginia Code § 16.1-241 seeking relief of custody, **THE COURT FINDS:**

[ ] by a preponderance of the evidence, there is good cause for the petitioner's desire to be relieved temporarily of custody,~~;~~

[ ] by clear and convincing evidence, granting the petition for permanent relief of custody is in the best interest of the child,

~~and~~

[ ] a separate ORDER FOR VOLUNTARY TERMINATION OF PARENTAL RIGHTS is attached and incorporated in this order.

AND

[ ] the petitioner has cooperated with such appropriate services offered by the local Department of Social Services to prevent the child from being removed from the home, unless the court found pursuant to Virginia Code § 16.1-278.2(A5) that continued placement in the home would be contrary to the welfare of the child.

OR

[ ] The court **adjudicated** the petition filed pursuant to Virginia Code § 16.1-241 seeking relief of custody on .....
DATE

[ ] Upon **disposition** of the petition, **THE COURT ORDERS:**

1. [ ] Relief of custody is granted.
2. [ ] For partial disposition, temporary custody of the child is transferred to

.....
PUBLIC OR PRIVATE CHILD-PLACING AGENCY OR INDIVIDUAL

3. [ ] For final disposition, custody of the child is transferred to

.....
PUBLIC OR PRIVATE CHILD-PLACING AGENCY OR INDIVIDUAL/ADDRESS

Each non-agency party intending a change of address shall give 30 days advance written notice of such change of address to the court and other party, pursuant to Virginia Code § 20-124.5. This notice shall contain the child's full name, the case number of this case, the party's new telephone number and new street address and, if different, the party's new mailing address. The notice shall be mailed by first-class or delivered to this court and to the other party.

4. [ ] A hearing shall be held on ..... at .....
DATE TIME

[ ] for final disposition of the petition

[ ] for final disposition of the petition.

[ ] for the purpose of reviewing and approving a foster care plan, which shall be filed in accordance with Virginia Code § 16.1-281 by the public or private child-placing agency having placement responsibility for the child by

.....
DATE

5. [ ] As this order, whether temporary or final, transfers legal custody of the child to a person with a legitimate interest, district court form DC-559, SUPPLEMENT TO ORDER TRANSFERRING CUSTODY, is attached and incorporated in this order.
6. [ ] The court has reviewed the **preliminary protective order** entered in this case on .....
DATE

and [ ] the order is dissolved or [ ] a final CHILD PROTECTIVE ORDER – ABUSE AND NEGLECT, district court form DC-532, is attached and incorporated in this order.

7. [ ] The [ ] parent ..... [ ] parent ..... [ ] parents [ ] guardian ..... shall provide the names and contact information for all persons with a legitimate interest to the local department of social services.

[ ] **As this order transfers custody of the child, even temporarily, THE COURT FURTHER FINDS:**

1. That there is no less drastic alternative than transfer of legal custody as provided in this order.
2. [ ] As custody of the child is transferred to a local board of social services, that:

a. [ ] Continued placement in the home would be contrary to the welfare of the child, based upon:

[ ] the facts contained in the following document(s), which is (are) incorporated by reference:

[ ] sustained petition. [ ] entrustment agreement.

[ ] affidavit. [ ] department of social services report.

[ ] the following facts: .....

.....

AND

b. [ ] Reasonable efforts [ ] have been made [ ] have not been made to prevent removal of the child from the home, based upon:

[ ] the facts contained in the following document(s), which is (are) incorporated by reference:

[ ] sustained petition. [ ] entrustment agreement.

[ ] affidavit. [ ] department of social services report.

[ ] the following facts: .....

.....

OR

[ ] Reasonable efforts to prevent removal of the child from his or her home are not required pursuant to Virginia Code § 16.1-278.2 A 5.

[ ] Other: .....

.....

UNDERLYING PETITION | Court Case No. .....

FOSTER CARE PLAN | Court Case No. .....

DATE JUDGE

UNDERLYING PETITION | Court Case No. .....

FOSTER CARE PLAN Court Case No. .....

A HEARING HAS BEEN HELD ON THE FOSTER CARE PLAN FILED PURSUANT TO VIRGINIA CODE § 16.1-281, AND:

1. The above-named child:

[ ] has been placed through an agreement with the local board of social services where legal custody remains with the parents or guardian,

OR

[ ] is in the legal custody of the local board of social services or child welfare agency.

Transfer of custody or placement occurred on ..... (DATE) to ..... (PUBLIC OR PRIVATE CHILD-PLACING AGENCY)

as a result of:

[ ] a court order in child abuse or neglect case.

[ ] a court order in case of a child at risk of abuse or neglect by a parent or custodian who has been adjudicated as having abused or neglected another child in the care of the parent or custodian.

[ ] an entrustment agreement by parents.

[ ] a court order in relief of custody case.

[ ] a court order in [ ] child in need of services case or [ ] child in need of supervision case or [ ] status offense case or [ ] delinquency case.

[ ] a placement agreement with child's parents or guardian.

2. [ ] a. With reference to the **foster care plan** with the goal of ..... (FOSTER CARE PLAN GOAL)

filed pursuant to Virginia Code § 16.1-281, the plan is:

[ ] **approved** as submitted and incorporated by reference.

OR

[ ] **approved with the following revisions** and, as revised, is incorporated by reference .....

.....

.....

The clerk shall send a copy of any revisions to all persons who received that part of the original plan.

OR

[ ] **disapproved** and a new plan shall be submitted to the court by ..... (DATE)

for a hearing on ..... (DATE) at ..... (TIME).

b. [ ] Reasonable efforts to reunite the child with the parents are not required under Virginia Code § 16.1-281 B, and a permanency planning hearing shall be held on ..... (DATE) at ..... (TIME), which is within 30 days of this hearing to review the foster care plan.

[ ] As the effect of an order entered at this hearing is to achieve a permanent goal for the child by terminating residual parental rights, placing the child who is 16 years of age or older in permanent foster care, or if the child has been admitted to the United States as a refugee or asylee, has attained the age of sixteen years and the plan for the child is independent living, directing the board or agency to provide the necessary services to transition from foster care, reasonable efforts:

[ ] have been made [ ] have not been made to place the child in a timely manner in accordance with the foster care plan and to complete the steps necessary to finalize the permanent placement of the child.

AND

c. **The court's determinations are based upon:**

[ ] the facts contained in the foster care plan, which is incorporated by reference [ ] the following facts:

.....

.....

.....

3. [ ] An effect of an order entered at this hearing is to achieve a permanent goal for the child by placing the child who is 16 years of age or older in permanent foster care.

[ ] The court has asked the child about the child's desired permanency outcome.
OR
[ ] The court was unable to ask the child about the child's desired permanency outcome for the following reasons:

.....

.....

As required by Virginia Code § 16.1-282.1A3, the court finds that the alternative goals of transferring custody of the child to the child's prior family, or dissolving the board's placement agreement and returning the child to the child's prior family; transferring custody of the child to a relative other than the child's prior family; and terminating residual parental rights pursuant to Virginia Code § 16.1-277.01 or § 16.1-283 continue to not be in the best interest of the child for the following reasons:

.....

.....

.....

4. [ ] An effect of an order entered at this hearing is to achieve a permanent goal for the child by placing the child who is 16 years of age or older in another planned permanent living arrangement.

[ ] The court has asked the child about this child's desired permanency outcome.
OR
[ ] The court was unable to ask the child about the child's desired permanency outcome for the following reason:

.....

.....

As required by Virginia Code § 16.1-282.1A2, the court finds that the alternative goals of transferring custody of the child to the child's prior family, or dissolving the board's placement agreement and returning the child to the child's prior family; transferring custody of the child to a relative other than the child's prior family or to fictive kin for the purpose of establishing eligibility for the Federal-Funded Kinship Guardianship Assistance Program pursuant to § 63.2-1305 or the State-Funded Kinship Guardianship Assistance Program pursuant to § 63.2-1306; and terminating residual parental rights pursuant to Virginia Code § 16.1-277.01 or § 16.1-283 continue to not be in the best interest of the child for the following reasons:

.....

.....

.....

5. [ ] **Custody** of the child is transferred to

.....
PUBLIC OR PRIVATE CHILD-PLACING AGENCY OR INDIVIDUAL/ADDRESS

[ ] As legal custody of the child is transferred to a relative other than the child's prior family or to fictive kin for the purpose of establishing eligibility for the Federal-Funded Kinship Guardianship Assistance Program pursuant to § 63.2-1305 or the State-Funded Kinship Guardian Assistance Program pursuant to § 63.2-1306, district court form DC-559, SUPPLEMENT TO ORDER TRANSFERRING CUSTODY, is attached and incorporated in this order.

6. [ ] With reference to **visitation** with the child, who has been placed in foster care:

a. [ ] The parent ..... has had an ongoing relationship with the child prior to the child being placed in foster care, and it is in the best interests of the child that the relationship continue.

Visitation between the child and the above parent shall be

[ ] reasonable and in the discretion of .....
PUBLIC OR PRIVATE CHILD-PLACING AGENCY

OR
[ ] as follows: .....

b. [ ] The parent ..... has had an ongoing relationship with the child prior to the child being placed in foster care, and it is in the best interests of the child that the relationship continue.

Visitation between the child and the above parent shall be

[ ] reasonable and in the discretion of .....
PUBLIC OR PRIVATE CHILD-PLACING AGENCY

OR
[ ] as follows: .....

c. [ ] The child has a sibling(s) with whom there has been an ongoing relationship prior to the child being placed in foster care, and it is in the best interests of the child that the relationship continue.

Visitation between the child and the sibling(s) ..... shall be
NAME OF SIBLING(S)

[ ] reasonable and in the discretion of .....
PUBLIC OR PRIVATE CHILD-PLACING AGENCY

OR

[ ] as follows: .....

d. [ ] The child has a grandparent(s) with whom there has been an ongoing relationship prior to the child being placed in foster care, and it is in the best interests of the child that the relationship continue.

Visitation between the child and the grandparent(s) ..... shall be
NAME OF GRANDPARENT(S)

[ ] reasonable and in the discretion of .....
PUBLIC OR PRIVATE CHILD-PLACING AGENCY

OR

[ ] as follows: .....

7. [ ] ..... shall continue to utilize reasonable efforts
PUBLIC OR PRIVATE CHILD-PLACING AGENCY
in making appropriate service referrals to the parent, child and foster parents as applicable to accomplish the goals set forth in the foster care plan approved herein and orders of the court entered herein. The parents shall continue to utilize their best efforts to fulfill the requirements of the foster care plan approved herein and orders of the court entered herein.

8. [ ] A foster care review hearing pursuant to Virginia Code § 16.1-282 shall be held on ..... at .....
DATE TIME
..... shall file a petition for foster care review hearing and foster care plan pursuant
PUBLIC OR PRIVATE CHILD-PLACING AGENCY
to Virginia Code § 16.1-282 by ....., which is within 3 months from
DATE
the date of this dispositional hearing at which the foster care plan was reviewed pursuant to Virginia Code § 16.1-281.

OR

[ ] An annual foster care review hearing pursuant to Virginia Code § 16.1-282.2 shall be held on .....
DATE
at ....., which is within twelve months of the entry of this order.
TIME

..... shall file a petition for foster care review hearing and foster care plan
PUBLIC OR PRIVATE CHILD-PLACING AGENCY
pursuant to Virginia Code § 16.1-282.2 by .....
DATE

9. [ ] Other: .....

.....

.....

[ ] District court form DC-593, SUPPLEMENTAL SHEET, is attached and incorporated by reference. Number of supplemental sheets: .....

10. [ ] This order having been entered in the ..... Circuit Court, the matter is
CITY OR COUNTY
referred pursuant to Virginia Code § 16.1-297 to the ..... Juvenile and
CITY OR COUNTY
Domestic Relations District Court for future proceedings.

..... _____
DATE JUDGE

UNDERLYING PETITION | Court Case No. .....

FOSTER CARE PLAN Court Case No. .....

Use these boxes for serving this order if any terms and conditions of prior orders entered in this case are modified above.

RETURNS: Each person was served according to law, as indicated below, unless not found.

NAME .... ADDRESS .... [ ] PERSONAL SERVICE Tel. No. ..... [ ] NOT FOUND _____ SERVING OFFICER ..... for _____	NAME .... ADDRESS .... [ ] PERSONAL SERVICE Tel. No. ..... [ ] NOT FOUND _____ SERVING OFFICER ..... for _____	NAME .... ADDRESS .... [ ] PERSONAL SERVICE Tel. No. ..... [ ] NOT FOUND _____ SERVING OFFICER ..... for _____

ICWA DISPOSITIONAL ORDER UNDERLYING PETITION Court Case No. .....

FOR UNDERLYING PETITION, FOSTER CARE PLAN (INDIAN CHILD WELFARE ACT) FOSTER CARE PLAN Court Case No. .....

Commonwealth of Virginia

VA. CODE §§ 16.1-277.01, 16.1-277.02, 16.1-278.2, 16.1-278.3, 16.1-281, 20-124.5, 63.2-912; 25 U.S.C. 1901 § *et seq.*; 25 C.F.R. § 23

Agency Case No. .....

..... DATE OF HEARING

[ ] Circuit Court

..... [ ] Juvenile and Domestic Relations District Court

USING THIS FORM:

- Use this form to dispose of the underlying petition in certain case types and foster care plans filed pursuant to Virginia Code § 16.1-281.
- Indicate case type(s) of this child's case by checking applicable box(es): [ ] Abuse, Neglect, or At Risk of Abuse or Neglect [ ] Approval of Entrustment Agreement [ ] Relief of Custody [ ] Foster Care Plan.
- Complete pages 1-2, which document general information about the child's case.
- The sections outlined individually on three separate pages labeled Page A, Page B and Page C relate to the underlying petition. Complete only one of these pages per case, as appropriate.
- Complete pages 3-5 if a hearing is held to review a foster care plan filed pursuant to Virginia Code § 16.1-281.
- Date and signature lines for entry of the order by the judge should be completed on page A, B or C, if used to dispose of an underlying petition, **and** on page 5 to dispose of a foster care plan, as appropriate.
- The last page of the order, page 6, is used to serve the order, if necessary.

In re: ..... NAME OF CHILD ..... DATE OF BIRTH

..... NAME OF PARENT [ ] PUTATIVE FATHER ..... NAME OF PARENT [ ] PUTATIVE FATHER

Present: [ ] Parent ..... [ ] MOTHER [ ] FATHER [ ] Attorney for parent ..... [ ] MOTHER [ ] FATHER

[ ] Parent ..... [ ] MOTHER [ ] FATHER [ ] Attorney for parent ..... [ ] MOTHER [ ] FATHER

[ ] Indian custodian ..... [ ] Attorney for Indian Custodian .....

[ ] Child ..... [ ] Guardian *ad litem* .....

[ ] Agency Representative ..... [ ] Agency Attorney .....

[ ] Foster Parent(s) ..... [ ] CASA .....

[ ] Indian Tribe ..... [ ] Other .....

A hearing has been held to dispose of the underlying petition filed pursuant to Virginia Code § 16.1-241 and, if applicable, to review and approve the foster care plan filed on ..... DATE pursuant to Virginia Code § 16.1-281.

1. **The Court finds with respect to the Indian Child Welfare Act that:**

[ ] The child is an Indian child as defined in 25 U.S.C. § 1903 (4). The Indian Child Welfare Act applies. The child is a member, or is eligible to be a member, of ..... NAME OF TRIBE based on the following information:

.....

.....

.....

OR

[ ] There is reason to believe, but there is insufficient information at this time to determine, that the child is an Indian child as defined in 25 U.S.C. § 1903(4). The Indian Child Welfare Act applies unless and until it is determined that the child is not a member or is not eligible for membership in an Indian tribe.

..... PUBLIC OR PRIVATE CHILD-PLACING AGENCY shall use due diligence to investigate whether the child is an Indian child and to work with all tribes of which the child may be a member to verify, in writing, whether the child is in fact a member or eligible for membership.

UNDERLYING PETITION | Court Case No. .....

FOSTER CARE PLAN | Court Case No. .....

THE COURT FINDS THAT THE CHILD IS WITHIN THE JURISDICTION OF THIS COURT AND FURTHER FINDS AS FOLLOWS:

2. Notice of this hearing was provided to the parents as follows:

.....	.....
[ ] appeared this date and expressly waived objections to service or accepted service without objection.	[ ] appeared this date and expressly waived objections to service or accepted service without objection.
[ ] previously signed form DC-508, ACKNOWLEDGMENT OF NOTICE OF NEXT HEARING DATE.	[ ] previously signed form DC-508, ACKNOWLEDGMENT OF NOTICE OF NEXT HEARING DATE.
[ ] served by personal service for this hearing.	[ ] served by personal service for this hearing.
[ ] served by substituted service for this hearing.	[ ] served by substituted service for this hearing.
[ ] served by order of publication.	[ ] served by order of publication.
[ ] is without the Commonwealth and was served by certified mail, return receipt requested.	[ ] is without the Commonwealth and was served by certified mail, return receipt requested.

OR

[ ] the identity of the [ ] mother [ ] father is not reasonably ascertainable.

OR

[ ] reasonable efforts have been made to locate the [ ] parent, ..., who cannot be found.

[ ] parent, ..., who cannot be found.

3. Notice of this hearing and a copy of the foster care plan filed pursuant to Virginia Code § 16.1-281 was sent by the court to the:

[ ] child, if 12 or older	[ ] guardian *ad litem* for child
[ ] parent	[ ] attorney for parent .....
[ ] parent	[ ] attorney for parent .....
[ ] Indian custodian/person standing *in loco parentis*	[ ] attorney for Indian custodian/person standing *in loco parentis*
.....	.....
[ ] foster parent(s)	[ ] Indian tribe .....
[ ] other	[ ] other .....

4. [ ] Notice of this hearing was promptly sent by registered or certified mail with return receipt requested by the petitioner to, and received at least ten days prior to this hearing by the:

[ ] parent	[ ] parent .....
[ ] Indian custodian	[ ] Indian tribe .....

[ ] Bureau of Indian Affairs (if the identity or location of the child's parents, Indian custodian, or Indian tribe cannot be ascertained)

OR

[ ] Notice of this hearing was not promptly sent by registered or certified mail with return receipt requested by the petitioner to the parents, Indian custodian, or the child's Indian tribe or such notice was not received at least ten days prior to this hearing by a parent, Indian custodian, or the child's Indian tribe. This hearing is therefore continued to ..... (DATE) to allow such notice to be timely provided and received.

5. [ ] Having appeared without an attorney, ..., (NAME OF PARENT OR INDIAN CUSTODIAN) who is the child's parent or Indian custodian, was informed of his or her rights, including the right to the appointment of counsel, to request the proceeding be transferred to a Tribal court, to object to a request for a transfer to a Tribal court, to request a continuance of this hearing for no more than twenty days, and to intervene in this proceeding if not already a party hereto.

6. [ ] **Jurisdiction**. The court finds that:

[ ] the residence or domicile of the child is on a reservation where the tribe exercises exclusive jurisdiction over child custody proceedings, as defined in 25 U.S.C. § 1903(1).

OR

[ ] the child is a ward of the tribal court.

This proceeding is therefore hereby DISMISSED for lack of jurisdiction.

7. [ ] **Transfer**. A motion to transfer this matter to the Indian tribe has been made [ ] orally [ ] in writing by

..... . A hearing was held on this motion and:
[ ] PARENT [ ] INDIAN CUSTODIAN [ ] TRIBAL REPRESENTATIVE

[ ] This matter is hereby TRANSFERRED to ..... . The clerk shall
NAME OF TRIBAL COURT
deliver to the tribal court copies of all records regarding the court proceeding, including pleadings and any court record.

OR

[ ] Transfer of this matter is denied for the following reason:

[ ] Parent, ..., has objected to the transfer.
[ ] The Indian tribe has no tribal court or has declined the transfer.
[ ] The Indian tribe, after notice and a reasonable period of time, has neither accepted or declined the transfer.

[ ] Good cause exists to deny the transfer based on the following: .....

.....

.....

8. [ ] **Intervention.** A motion to intervene was submitted by the child's Indian tribe on ..... and is hereby
DATE
granted. The tribe shall be permitted to participate in all future hearings in person, by telephone, videoconferencing, or other electronic means.

9. [ ] The above-named child was placed on ..... in .....,
DATE NAME OF PROVIDER
a qualified residential treatment program, as defined in Va. Code § 16.1-228. District court form DC-5062, QUALIFIED RESIDENTIAL TREATMENT PROGRAM ORDER – CONTINUED PLACEMENT, is attached to this order.

UNDERLYING PETITION Court Case No. .....

FOSTER CARE PLAN Court Case No. .....

Abuse, neglect or at risk of abuse or neglect.

[ ] The court **adjudicated** on ..... (DATE) that the child is an abused or neglected child, or is at risk of being abused or neglected by a parent or custodian who has been adjudicated as having abused or neglected another child in the care of the parent or custodian.

AND

[ ] Upon **disposition** of the petition, **THE COURT ORDERS:**

1. [ ] Custody of the child is transferred to ..... (PUBLIC OR PRIVATE CHILD-PLACING AGENCY OR INDIVIDUAL/ADDRESS)

   Each non-agency party intending a change of address shall give 30 days advance written notice of such change of address to the court and other party, pursuant to Virginia Code § 20-124.5. This notice shall contain the child's full name, the case number of this case, the party's new telephone number and new street address and, if different, the party's new mailing address. The notice shall be mailed by first-class or delivered to this court and to the other party.

2. [ ] As legal custody of the child is transferred for the first time in this case to a public or private child-placing agency, a hearing shall be held for the purpose of reviewing and approving the foster care plan on

   ..... (DATE) at ..... (TIME),

   and the agency having placement responsibility for the child shall file a foster care plan in accordance with Virginia Code § 16.1-281 by ..... (DATE)

3. [ ] As legal custody of the child is transferred to a person with a legitimate interest, district court form DC-559, SUPPLEMENT TO ORDER TRANSFERRING CUSTODY, is attached and incorporated in this order.

4. [ ] The court has reviewed the **preliminary protective order** entered in this case on ..... (DATE) and [ ] the order is dissolved or [ ] a final ICWA CHILD PROTECTIVE ORDER – ABUSE AND NEGLECT, district court form DC-5532, is attached and incorporated in this order.

5. [ ] The [ ] parent ..... [ ] parent ..... [ ] parents [ ] guardian ..... [ ] Indian custodian ..... shall provide the names and contact information for all persons with a legitimate interest to the local department of social services.

[ ] **As this order transfers custody of the child, THE COURT FURTHER FINDS by clear and convincing evidence:**

1. That there is no less drastic alternative than transfer of legal custody as provided in this order.
2. [ ] As custody of the child is transferred to a local board of social services, that:

   a. [ ] Continued custody of the child by the parent or Indian custodian would likely result in serious emotional or physical damage to the child, based upon:

   [ ] the facts contained in the following document(s), which is (are) incorporated by reference:

   [ ] sustained petition. [ ] affidavit. [ ] entrustment agreement. [ ] department of social services report.

   [ ] the following facts: .....

   .....

   and the testimony of ..... (NAME OF QUALIFIED EXPERT WITNESS), who is found to be a qualified expert witness based on the following: .....

   .....

   AND

   b. **Active efforts**

   [ ] have been made by the agency to provide remedial and rehabilitative services to prevent the dissolution of the Indian family; however, these efforts and services were unsuccessful based upon clear and convincing evidence of:

   [ ] the facts alleged in the affidavit filed in this case, which is incorporated by reference.

   Such efforts include the following: .....

   .....

   .....

   [ ] have not been made to provide remedial and rehabilitative services to prevent the dissolution of the Indian family.

[ ] Other: .....

..... (DATE)

_____ (JUDGE)

UNDERLYING PETITION | Court Case No. .....

FOSTER CARE PLAN | Court Case No. .....

Approval of entrustment agreement.

[ ] Based upon evidence presented upon **adjudication** of the petition filed pursuant to Virginia Code § 16.1-241 seeking approval of the entrustment agreement executed on ..... (DATE),

THE COURT FINDS:

[ ] by a preponderance of the evidence, the temporary entrustment agreement is in the best interest of the child.

[ ] by clear and convincing evidence, the entrustment agreement which provides for the termination of parental rights is in the best interest of the child.

[ ] A separate DC-5534, ICWA ORDER FOR VOLUNTARY TERMINATION OF PARENTAL RIGHTS, is attached and incorporated herein.

[ ] Upon **disposition** of the petition, **THE COURT ORDERS:**

1. [ ] Entrustment agreement is approved.
2. [ ] Custody of the child is transferred to

..... (PUBLIC OR PRIVATE CHILD-PLACING AGENCY OR INDIVIDUAL/ADDRESS)

Each non-agency party intending a change of address shall give 30 days advance written notice of such change of address to the court and other party, pursuant to Virginia Code § 20-124.5. This notice shall contain the child's full name, the case number of this case, the party's new telephone number and new street address and, if different, the party's new mailing address. The notice shall be mailed by first-class or delivered to this court and to the other party.

3. [ ] As legal custody of the child is transferred to a person with a legitimate interest, district court form DC-559, SUPPLEMENT TO ORDER TRANSFERRING CUSTODY, is attached and incorporated in this order.

4. [ ] The [ ] parent ..... [ ] parent ..... [ ] parents [ ] guardian/Indian custodian ..... shall provide the names and contact information for all persons with a legitimate interest to the local department of social services.

[ ] **As this order transfers custody of the child, THE COURT FURTHER FINDS by clear and convincing evidence:**

1. That there is no less drastic alternative than transfer of legal custody as provided in this order.
2. [ ] As custody of the child is transferred to a local board of social services, that:

a. [ ] Continued custody of the child by the parent or Indian custodian would likely result in serious emotional or physical damage to the child, based upon:

[ ] the facts contained in the following document(s), which is (are) incorporated by reference:

[ ] sustained petition. [ ] entrustment agreement.
[ ] affidavit. [ ] department of social services report.

[ ] the following facts: .....

.....

.....

AND

b. **Active efforts**

[ ] have been made by the agency to provide remedial and rehabilitative services to prevent the dissolution of the Indian family; however, these efforts and services were unsuccessful based upon clear and convincing evidence of:

[ ] the facts alleged in the affidavit filed in this case, which is incorporated by reference.

Such efforts include the following: .....

.....

.....

[ ] have not been made to provide remedial and rehabilitative services to prevent the dissolution of the Indian family.

[ ] Other: .....

.....

.....

..... (DATE) _____ (JUDGE)

Relief of custody.

[ ] Based upon evidence presented upon **adjudication** of the petition filed pursuant to Virginia Code § 16.1-241 seeking relief of custody, **THE COURT FINDS:**

[ ] by a preponderance of the evidence, there is good cause for the petitioner's desire to be relieved temporarily of custody.

[ ] by clear and convincing evidence, granting the petition for permanent relief of custody is in the best interest of the child,

~~and~~ [ ] a separate DC-5534, ICWA ORDER FOR VOLUNTARY TERMINATION OF PARENTAL RIGHTS, is attached and incorporated in this order.

AND

[ ] the petitioner has cooperated with such appropriate services offered by the local Department of Social Services to prevent the child from being removed from the home, unless the court found pursuant to Virginia Code § 16.1-278.2(A5) that continued placement in the home would be contrary to the welfare of the child.

OR

[ ] The court **adjudicated** the petition filed pursuant to Virginia Code § 16.1-241 seeking relief of custody on .....
DATE

[ ] Upon **disposition** of the petition, **THE COURT ORDERS:**

1. [ ] Relief of custody is granted.
2. [ ] For partial disposition, temporary custody of the child is transferred to

.....
PUBLIC OR PRIVATE CHILD-PLACING AGENCY OR INDIVIDUAL

3. [ ] For final disposition, custody of the child is transferred to

.....
PUBLIC OR PRIVATE CHILD-PLACING AGENCY OR INDIVIDUAL/ADDRESS

Each non-agency party intending a change of address shall give 30 days advance written notice of such change of address to the court and other party, pursuant to Virginia Code § 20-124.5. This notice shall contain the child's full name, the case number of this case, the party's new telephone number and new street address and, if different, the party's new mailing address. The notice shall be mailed by first-class or delivered to this court and to the other party.

4. [ ] A hearing shall be held on ..... at .....
DATE TIME

[ ] for final disposition of the petition.
[ ] for the purpose of reviewing and approving a foster care plan, which shall be filed in accordance with Virginia Code § 16.1-281 by the public or private child-placing agency having placement responsibility for the child by

.....
DATE

5. [ ] As this order, whether temporary or final, transfers legal custody of the child to a person with a legitimate interest, district court form DC-559, SUPPLEMENT TO ORDER TRANSFERRING CUSTODY, is attached and incorporated in this order.
6. [ ] The court has reviewed the **preliminary protective order** entered in this case on .....
DATE

and [ ] the order is dissolved or [ ] a final ICWA CHILD PROTECTIVE ORDER – ABUSE AND NEGLECT, district court form DC-5532, is attached and incorporated in this order.

7. [ ] The [ ] parent ..... [ ] parent ..... [ ] parents [ ] guardian/Indian custodian .....shall provide the names and contact information for all persons with a legitimate interest to the local department of social services.

[ ] **As this order transfers custody of the child, even temporarily, THE COURT FURTHER FINDS by clear and convincing evidence:**

1. That there is no less drastic alternative than transfer of legal custody as provided in this order.
2. [ ] As custody of the child is transferred to a local board of social services, that:
   a. [ ] Continued custody of the child by the parent or Indian custodian would likely result in serious emotional or physical damage to the child, based upon:
      [ ] the facts contained in the following document(s), which is (are) incorporated by reference:
         [ ] sustained petition. [ ] entrustment agreement.
         [ ] affidavit. [ ] department of social services report.
      [ ] the following facts: .....
      .....

AND b. **Active efforts**

[ ] have been made by the agency to provide remedial and rehabilitative services to prevent the dissolution of the Indian family; however, these efforts and services were unsuccessful based upon clear and convincing evidence of:
[ ] the facts alleged in the affidavit filed in this case, which is incorporated by reference.
Such efforts include the following: .....
.....
[ ] have not been made to provide remedial and rehabilitative services to prevent the dissolution of the Indian family.

[ ] Other: .....

UNDERLYING PETITION | Court Case No. .....

FOSTER CARE PLAN | Court Case No. .....

DATE JUDGE

UNDERLYING PETITION | Court Case No. .....

FOSTER CARE PLAN | Court Case No. .....

A HEARING HAS BEEN HELD ON THE FOSTER CARE PLAN FILED PURSUANT TO VIRGINIA CODE § 16.1-281, AND

1. The above-named child:

[ ] has been placed through an agreement with the local board of social services where legal custody remains with the parents or guardian,

OR

[ ] is in the legal custody of the local board of social services or child welfare agency.

Transfer of custody or placement occurred on ..... (DATE) to ..... (PUBLIC OR PRIVATE CHILD-PLACING AGENCY)

as a result of:

[ ] a court order in child abuse or neglect case.

[ ] a court order in case of a child at risk of abuse or neglect by a parent or custodian who has been adjudicated as having abused or neglected another child in the care of the parent or custodian.

[ ] an entrustment agreement by parents.

[ ] a court order in relief of custody case.

[ ] a court order in [ ] child in need of services case or [ ] child in need of supervision case or [ ] status offense case or [ ] delinquency case.

[ ] a placement agreement with child's parents or guardian.

2. [ ] **Placement.** The Court finds that the child is the subject of a foster care plan filed in this court pursuant to Virginia Code § 16.1-281 and that the child has been placed in accordance with the foster care plan or as ordered herein in the least restrictive setting that most approximates a family, taking into consideration sibling attachment; that allows the child's special needs to be met; and that is in reasonable proximity to the child's home, extended family or siblings. The court has considered the prevailing social and cultural standards of the Indian community in which the parent or extended family resides or with which the parent or extended family members maintain cultural ties.

3. [ ] Placement of the child is in accordance with:

[ ] the placement preference of the Indian tribe.

OR

[ ] the placement preferences as described in 25 U.S.C. § 1915(b), to wit:

[ ] member of the child's extended family

[ ] a foster home licensed, approved, or specified by the child's Indian tribe

[ ] an Indian foster home licensed or approved by an authorized non-Indian licensing authority

[ ] an institution for children approved by an Indian tribe or operated by an Indian organization which has a program suitable to meet the child's needs.

OR

[ ] that good cause exists to deviate from the placement preferences of the Indian tribe and the placement preferences described in 25 U.S.C. § 1915(b) for the placement of the child as follows:

[ ] the request of one or both the child's parents, who have attested that they reviewed the placement options, if any, that comply with the order of preference.

[ ] the request of the child, who is of sufficient age and capacity to understand the decision that is being made.

[ ] the presence of a sibling attachment that can be maintained only through a particular placement.

[ ] the extraordinary physical, mental, or emotional needs of the child, such as specialized treatment services that are unavailable in the community where families who meet the placement preference live.

[ ] the unavailability of a suitable placement after a diligent search was conducted to find suitable placements meeting the preference criteria, but none has been located, taking into consideration the prevailing social and cultural standards of the Indian community in which the child's parents or extended family resides or with which the child's parents or extended family members maintain social and cultural ties.

[ ] the placement request of the Indian tribe or the parent was not the least restrictive setting appropriate to meet the particular needs of the child.

OR

[ ] The party, namely ....., seeking departure from the placement
NAME

preferences, proved by clear and convincing evidence that there is good cause to deviate from the placement preferences outlined in 25 U.S.C. § 1915 (b); 23 C.F.R. § 23132(4).

4. [ ] a. With reference to the **foster care plan** with the goal of .....
FOSTER CARE PLAN GOAL

filed pursuant to Virginia Code § 16.1-281, the plan is:

[ ] **approved** as submitted and incorporated by reference.

OR

[ ] **approved with the following revisions** and, as revised, is incorporated by reference .....

.....

.....

The clerk shall send a copy of any revisions to all persons who received that part of the original plan.

OR

[ ] **disapproved** and a new plan shall be submitted to the court by .....
DATE

for a hearing on ..... at ..... .
DATE TIME

b. [ ] As the effect of an order entered at this hearing is to achieve a permanent goal for the child by terminating residual parental rights, placing the child who is 16 years of age or older in permanent foster care, or if the child has been admitted to the United States as a refugee or asylee, has attained the age of sixteen years and the plan for the child is independent living, directing the board or agency to provide the necessary services to transition from foster care, reasonable efforts:

[ ] have been made [ ] have not been made to place the child in a timely manner in accordance with the foster care plan and to complete the steps necessary to finalize the permanent placement of the child.

AND

c. **The court's determinations are based upon:**

[ ] the facts contained in the foster care plan, which is incorporated by reference [ ] the following facts:

.....

.....

.....

5. [ ] An effect of an order entered at this hearing is to achieve a permanent goal for the child by placing the child who is 16 years of age or older in permanent foster care.

[ ] The court has asked the child about the child's desired permanency outcome.

OR

[ ] The court was unable to ask the child about the child's desired permanency outcome for the following reasons:

.....

.....

As required by Virginia Code § 16.1-282.1A3, the court finds that the alternative goals of transferring custody of the child to the child's prior family, or dissolving the board's placement agreement and returning the child to the child's prior family; transferring custody of the child to a relative other than the child's prior family; and terminating residual parental rights pursuant to Virginia Code § 16.1-277.01 or § 16.1-283 continue to not be in the best interest of the child for the following reasons:

.....

.....

.....

6. [ ] An effect of an order entered at this hearing is to achieve a permanent goal for the child by placing the child who is 16 years of

age or older in another planned permanent living arrangement.

[ ] The court has asked the child about this child's desired permanency outcome.

OR

[ ] The court was unable to ask the child about the child's desired permanency outcome for the following reason:

.....

.....

As required by Virginia Code § 16.1-282.1A2, the court finds that the alternative goals of transferring custody of the child to the child's prior family, or dissolving the board's placement agreement and returning the child to the child's prior family; transferring custody of the child to a relative other than the child's prior family or to fictive kin for the purpose of establishing eligibility for the Federal-Funded Kinship Guardianship Assistance Program pursuant to § 63.2-1305 or the State-Funded Kinship Guardianship Assistance Program pursuant to § 63.2-1306; and terminating residual parental rights pursuant to Virginia Code § 16.1-277.01 or § 16.1-283 continue to not be in the best interest of the child for the following reasons:

.....

.....

7. [ ] **Custody** of the child is transferred to

.....

PUBLIC OR PRIVATE CHILD-PLACING AGENCY OR INDIVIDUAL/ADDRESS

[ ] As legal custody of the child is transferred to a relative other than the child's prior family or to fictive kin for the purpose of establishing eligibility for the Federal-Funded Kinship Guardianship Assistance Program pursuant to § 63.2-1305 or the State-Funded Kinship Guardian Assistance Program pursuant to § 63.2-1306, district court form DC-559, SUPPLEMENT TO ORDER TRANSFERRING CUSTODY, is attached and incorporated in this order.

8. [ ] With reference to **visitation** with the child, who has been placed in foster care:

a. [ ] The parent ..... has had an ongoing relationship with the child prior to the child being placed in foster care, and it is in the best interests of the child that the relationship continue.

Visitation between the child and the above parent shall be

[ ] reasonable and in the discretion of .....
PUBLIC OR PRIVATE CHILD-PLACING AGENCY

OR

[ ] as follows: .....

b. [ ] The parent ..... has had an ongoing relationship with the child prior to the child being placed in foster care, and it is in the best interests of the child that the relationship continue.

Visitation between the child and the above parent shall be

[ ] reasonable and in the discretion of .....
PUBLIC OR PRIVATE CHILD-PLACING AGENCY

OR

[ ] as follows: .....

c. [ ] The child has a sibling(s) with whom there has been an ongoing relationship prior to the child being placed in foster care, and it is in the best interests of the child that the relationship continue.

Visitation between the child and the sibling(s) ..... shall be
NAME OF SIBLING(S)

[ ] reasonable and in the discretion of .....
PUBLIC OR PRIVATE CHILD-PLACING AGENCY

OR

[ ] as follows: .....

d. [ ] The child has a grandparent(s) with whom there has been an ongoing relationship prior to the child being placed in foster care, and it is in the best interests of the child that the relationship continue.

Visitation between the child and the grandparent(s) ..... shall be
NAME OF GRANDPARENT(S)

[ ] reasonable and in the discretion of .....
PUBLIC OR PRIVATE CHILD-PLACING AGENCY

OR

[ ] as follows: .....

9. [ ] ..... shall continue to utilize active efforts
PUBLIC OR PRIVATE CHILD-PLACING AGENCY
in making appropriate service referrals to the parent, child and foster parents as applicable to accomplish the goals set forth in the foster care plan approved herein and orders of the court entered herein. The parents shall continue to utilize their best efforts to fulfill the requirements of the foster care plan approved herein and orders of the court entered herein.

10. [ ] A foster care review hearing pursuant to Virginia Code § 16.1-282 shall be held on ..... at .....
DATE TIME
.....shall file a petition for foster care review hearing and foster care plan pursuant
PUBLIC OR PRIVATE CHILD-PLACING AGENCY
to Virginia Code § 16.1-282 by..... , which is within 3 months from
DATE
the date of this dispositional hearing at which the foster care plan was reviewed pursuant to Virginia Code § 16.1-281.

OR

[ ] An annual foster care review hearing pursuant to Virginia Code § 16.1-282.2 shall be held on .....
DATE
at ..... , which is within twelve months of the entry of this order.
TIME

..... shall file a petition for foster care review hearing and foster care plan pursuant to
PUBLIC OR PRIVATE CHILD-PLACING AGENCY
Virginia Code § 16.1-282.2 by ..... .
DATE

11. [ ] Other: .....

.....

.....

[ ] District court form DC-5593, SUPPLEMENTAL SHEET, is attached and incorporated by reference. Number of supplemental sheets: .....

12. [ ] This order having been entered in the ..... Circuit Court, the matter is
CITY OR COUNTY
referred pursuant to Virginia Code § 16.1-297 to the ..... Juvenile and
CITY OR COUNTY
Domestic Relations District Court for future proceedings.

..... _____
DATE JUDGE

UNDERLYING PETITION | Court Case No. .....

FOSTER CARE PLAN Court Case No. .....

Use these boxes for serving this order if any terms and conditions of prior orders entered in this case are modified above.

RETURNS: Each person was served according to law, as indicated below, unless not found.

NAME .... ADDRESS .... [ ] PERSONAL SERVICE Tel. No. ..... [ ] NOT FOUND _____ SERVING OFFICER ..... for _____	NAME .... ADDRESS .... [ ] PERSONAL SERVICE Tel. No. ..... [ ] NOT FOUND _____ SERVING OFFICER ..... for _____	NAME .... ADDRESS .... [ ] PERSONAL SERVICE Tel. No. ..... [ ] NOT FOUND _____ SERVING OFFICER ..... for _____

District Court Forms	DC-569, ADJUDICATION AND DISPOSITION ORDER – DELINQUENCY DC-569-S, ADJUDICATION AND DISPOSITION ORDER – DELINQUENCY - SUPPLEMENT
Abstract	A J&DR deputy clerk requested that we create a supplemental page for the DC-569 to be used for cases with juveniles with many charges. Currently, when there are too many charges to fit on page one of the DC-569, the clerks in that court use multiple copies of page one. Additionally, a space put into the form on page two in error has been removed.
Revision	Non-legislative
Form Type	Master

ADJUDICATION AND DISPOSITION ORDER – DELINQUENCY Commonwealth of Virginia

Case No. .....

..... HEARING DATE AND TIME

[ ] Juvenile and Domestic Relations District Court

..... [ ] Circuit Court

..... *In re*/v. ..... CHILD

Present:

[ ] Child .....
[ ] Parent ..... [ ] MOTHER [ ] FATHER
[ ] Guardian or legal custodian .....
[ ] Agency representative .....
[ ] Court Services Unit representative .....
[ ] Guardian *ad litem* .....
[ ] Attorney for child .....
[ ] Parent ..... [ ] MOTHER [ ] FATHER
[ ] Person standing *in loco parentis* .....
[ ] Attorney for agency .....
[ ] Attorney for Commonwealth .....
[ ] Other .....

Charge	Code Section	Court Case Number	Plea	Finding of Court
	§			
	§			
	§			
	§			
	§			
	§			
	§			

.....

.....

.....

[ ] DC-569(S), ADJUDICATION AND DISPOSITION ORDER, DELINQUENCY - SUPPLEMENT attached, listing additional charges.

UPON EVIDENCE PRESENTED, including all required reports filed in this matter, the Court ORDERS the following disposition for the juvenile's supervision, care and rehabilitation:

I. ACCOUNTABILITY FOR OFFENSES

[ ] The Juvenile shall write [ ] an APOLOGY to the victim [ ] an ESSAY on .....
[ ] ..... by ..... .

[ ] The RESTITUTION order is incorporated.

[ ] .....

.....

.....

II. DEFERRED OR SUSPENDED DISPOSITION

[ ] Pursuant to § 16.1-278.8(4), the Court DEFERS disposition to ..... after which time the charge may be dismissed if said child exhibits good behavior and complies with the terms of this Order during the period in which disposition is deferred.

[ ] The juvenile's imposition of disposition is suspended for ..... months ..... years on condition that said child exhibits good behavior and complies with the terms of this Order during the period in which disposition is suspended.

[ ] .....

.....

III. GENERAL CONDITIONS

[ ] The juvenile shall be of GOOD BEHAVIOR, and follow HOUSE and SCHOOL RULES, which include compliance with COMPULSORY SCHOOL ATTENDANCE unless otherwise noted.

[ ] The juvenile shall observe CURFEW as follows: ..... [ ] and [ ] or have NO CONTACT [ ] as follows: .....

with [ ] co-defendant(s) [ ] victim(s) [ ] victim's family

.....

[ ] The juvenile shall not go on the premises of ..... [ ] the victim [ ] .....

[ ] The juvenile and parent/legal guardian shall cooperate with Court Services Unit (CSU) and all professional providers.

[ ] .....

IV. SPECIAL CONDITIONS

[ ] The juvenile shall be excused from COMPULSORY SCHOOL ATTENDANCE.

[ ] .....

V. FINES, PENALTIES AND LICENSURE

[ ] The juvenile shall pay a FINE of $ ..... (not to exceed $500).

[ ] The juvenile shall pay a CIVIL PENALTY of $ .....

[ ] The juvenile's DRIVER'S LICENSE (or ability to obtain a driver's license) shall be suspended for .....

[ ] The juvenile shall be issued a restricted driver's license (see specific restriction on restricted license form).

VI. REHABILITATIVE/EDUCATIONAL

[ ] The juvenile shall enter into and comply with REHABILITATIVE or EDUCATIONAL SERVICES and PROGRAMS as directed by the CSU.

[ ] The juvenile shall take a TOUR of a detention center upon a schedule set by the P.O.

[ ] The juvenile shall enroll in, attend and complete the following REHABILITATIVE SERVICES until released by the counselor:

[ ] Substance abuse evaluation and recommended treatment [ ] Anger control counseling

[ ] Family counseling [ ] Individual counseling [ ] Sex offender

[ ] .....

VII. COMMUNITY DISPOSITION

[ ] The juvenile shall perform ..... hours of COMMUNITY SERVICE, as directed by [ ] CSU [ ] ..... within ..... days ..... months [ ] .....

[ ] The juvenile is placed [ ] under HOUSE ARREST [ ] on ELECTRONIC MONITORING [ ] on OUTREACH DETENTION [ ] ..... for ..... days ..... with ..... days suspended on condition of compliance with this order subject to the following terms and conditions: .....

[ ] The juvenile is placed on UNSUPERVISED PROBATION under such conditions as prescribed by the Court.

[ ] The juvenile is placed on SUPERVISED PROBATION through the CSU of this Court for [ ] ..... months [ ] an indeterminate amount of time. The juvenile and parent/legal guardian shall follow all rules of probation.

VIII. COMMITMENT

[ ] The juvenile is sentenced to the DETENTION HOME for ..... days with ..... days suspended on condition of compliance with this Order.

[ ] The juvenile/defendant is sentenced to JAIL for ..... days ..... months.

[ ] The juvenile is committed as a SERIOUS OFFENDER to the DEPARTMENT OF JUVENILE JUSTICE for ..... years.

Case No. .....

[ ] Indeterminate commitment [ ] .....

[ ] See attached order of [ ] determinate commitment [ ] .....

IX. [ ] The Court FINDS that the juvenile has been adjudicated delinquent of a violent juvenile felony as defined in Va. Code § 16.1-228, is detained in a secure facility, and there is evidence the juvenile is in the United States illegally. The clerk of the court shall report this information to the Bureau of Immigration and Customs Enforcement (ICE) of the U.S. Department of Homeland Security as required by Va. Code § 16.1-309.1(H).

X. [ ] The child's legal custody is transferred to .....
PUBLIC OR PRIVATE CHILD-PLACING AGENCY OR INDIVIDUAL

If this order transfers custody to a public or private child-placing agency, district court form DC-562, ORDER FOR CUSTODY TRANSFER TO AGENCY, is attached and incorporated herein.

XI. ADDITIONAL CONDITIONS

[ ] .....

[ ] .....

[ ] .....

[ ] .....

[ ] .....

[ ] Additional page(s) attached and incorporated.

[ ] This case is continued to ..... at .....
DATE TIME

.....
DATE

_____
JUDGE

ADJUDICATION AND DISPOSITION ORDER, DELINQUENCY - SUPPLEMENT
Commonwealth of Virginia

Case No. .....

.....
HEARING DATE AND TIME

[ ] Juvenile and Domestic Relations District Court
..... [ ] Circuit Court

.....
NAME OF JUVENILE (LAST, FIRST, MIDDLE) DATE OF BIRTH

Charge	Code Section	Court Case Number	Plea	Finding of Court
	§			
	§			
	§			
	§			
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	§			

District Court Form	DC- 595, PETITION FOR REVIEW OF VOLUNTARY CONTINUING SERVICES AND SUPPORT AGREEMENT AND APPROVAL OF CASE PLAN
Abstract	The caption of this form included an error in the listed code sections, so it has been updated to correct that error.
Revision	Non - Legislative
Form Type	Master

PETITION FOR REVIEW OF VOLUNTARY CONTINUING SERVICES AND SUPPORT AGREEMENT AND APPROVAL OF CASE PLAN

Court Case No. .....

Agency Case No. .....

Commonwealth of Virginia VA. CODE §§ 16.1-242; 16.1-283.3~~16.1-282.3~~;63.2-923

..... Juvenile and Domestic Relations District Court

In re: .....
NAME OF PARTICIPANT

....
AGE (YEARS/MONTHS) SEX DATE OF BIRTH

I, the undersigned Petitioner, state under oath to the best of my knowledge and belief that the following are true:

1. [ ] The above-named participant entered into a Voluntary Continuing Services and Support Agreement ("Agreement") with the ..... on ..... through the Fostering Futures program of the Virginia Department of Social Services.
   LOCAL DEPARTMENT OF SOCIAL SERVICES — DATE
2. [ ] The participant was in the custody of the local department of social services:
   [ ] prior to reaching 18 years of age and remained in foster care upon turning 18 years of age.
   OR
   [ ] immediately prior to commitment to the Department of Juvenile Justice and is transitioning from such commitment to self-sufficiency.
3. The following documents are attached and incorporated herein:
   [ ] The Agreement executed on ..... . [ ] case plan. [ ] Other .....
   DATE

Wherefore, Petitioner requests that the Court:

1. Docket the case for a hearing to be held within 45 days if a hearing has not already been scheduled.
2. Issue a summons and attach a copy of the petition to the following:

Participant	Petitioner, Local Department of Social Services
..... NAME	..... NAME
..... ADDRESS	..... ADDRESS
..... ADDRESS	..... ADDRESS

3. Provide notice of hearing to such other persons as the Court may direct.

..... NAME	..... NAME
..... ADDRESS	..... ADDRESS
..... ADDRESS	..... ADDRESS

4. Find that continuing to receive services and support through the Fostering Futures program is in the participant's best interest and approve the case plan.
5. [ ] Schedule a review hearing to be held within 6 months of the hearing on this Petition.
   [ ] No further review by this Court is requested.

....
LOCAL DEPARTMENT OF SOCIAL SERVICES — PRINTED NAME OF PETITIONER

..... _____
DATE — PETITIONER

Subscribed and sworn to before me this ..... day of ....., 20 .....

_____
[ ] INTAKE OFFICER [ ] CLERK

FOR NOTARY PUBLIC'S USE ONLY:

State of ..... [ ] City [ ] County of .....

Acknowledged, subscribed and sworn to before me this ..... day of ....., 20 ..... .

..... _____
NOTARY REGISTRATION NUMBER — NOTARY PUBLIC
(My commission expires: .....)

District Court Form	DC- 604, ORDER OF REFERRAL AND MEDIATOR APPOINTMENT FORM – CUSTODY, VISITATION AND SUPPORT CASES
Abstract	A J&DR team member with the Department of Judicial Services requested that we add space to provide the contact information for the parties, as there are often issues in which the parties' information changes, resulting in the mediator being unable to get in touch with them. We realized that there could be potential confidentiality issues if the parties' contact information was included, so we instead propose adding a notice to the parties to update their contact information with the court, should that information change during the pendency of the case. The language in that notice uses pre-existing language from the DC-573. Additionally, there was a request to increase the text size in the footer, so that the form could more easily be processed by the case imaging system.
Revision	Non - Legislative
Form Type	Master

ORDER OF REFERRAL AND MEDIATOR APPOINTMENT FORM — CUSTODY, VISITATION AND SUPPORT CASES

Commonwealth of Virginia Va. Code § 20-124.4

Case No(s). .....

.....

.....

..... CITY/COUNTY

[ ] Circuit Court

[ ] Juvenile & Domestic Relations District Court

..... *v./In re.* .....

The Court has determined that the matter on the attached petition(s) or other pleading, which currently is before the Court, is appropriate for referral to a dispute resolution proceeding pursuant to Virginia Code § 20-124.4. It is hereby ORDERED that:

1. Pursuant to the provisions of Virginia Code § 20-124.4, the matter is referred to a dispute resolution orientation session, for which there shall be no cost to the parties. The orientation session is to be conducted by

   ..... NAME AND TELEPHONE NUMBER OF CERTIFIED MEDIATOR

   who is hereby appointed as the Certified Mediator.

2. [ ] The orientation shall be conducted at a time and location convenient to the parties, to be set by the mediator no later than thirty (30) days from the entry of this order **OR** [ ] the orientation session will be held on

   ..... DATE at ..... TIME ~~m~~.

3. The issues to be mediated include [ ] custody [ ] visitation **AND** [ ] support.

4. A description of procedures for referral to a dispute resolution proceeding is on the reverse and incorporated into this Order by reference.

5. Irrespective of this referral, this case has been set for return to court, in accordance with the court's normal docketing procedures, on ..... DATE at ..... TIME m.

The court must be informed in writing if the dispute is resolved prior to the return date or if a continuance is requested to pursue further a dispute resolution proceeding. Otherwise, the parties shall appear in court at that time.

..... DATE

_____ JUDGE

NOTE: Each party intending a change of address shall give 30 days' advance written notice of such change of address to the court and other party, pursuant to Virginia Code § 20-124.5. Unless otherwise provided in this order, this notice shall contain the case number of this case, the party's new telephone number and new street address and, if different, the party's new mailing address. Unless otherwise provided in this order, the notice shall be mailed first-class or delivered to this court and to the other party.

TO BE COMPLETED BY CERTIFIED MEDIATOR

[ ] Agreement reached in mediation
- [ ] copy attached
- [ ] copy to be forwarded by parties or counsel.

[ ] Agreement not reached in mediation

[ ] No orientation session or mediation occurred.

.....

_____

DATE CERTIFIED MEDIATOR

This form must be attached to district court form DC-40, LIST OF ALLOWANCES*, by the clerk of court prior to forwarding to the Office of the Executive Secretary of the Supreme Court of Virginia for payment.*

PROCEDURES FOR REFERRAL TO A DISPUTE RESOLUTION PROCEEDING

1. If any party objects to this Order of Referral, a written statement signed by such party must be filed with this court within fourteen (14) days after the entry of this order. The statement must indicate that the dispute resolution process has been explained to the party and that he or she objects to the court's Order of Referral.

2. If no objection is filed to the order within fourteen (14) days, the parties will participate in an orientation session, which will be conducted by the certified mediator. If a date and time for the orientation session is not already provided, the mediator will contact the parties to schedule this orientation session within thirty (30) days of entry of the order. If the mediator does not have phone numbers with which to contact the parties, it is the parties' responsibility to contact the mediator to schedule the orientation session.

3. Referral to the dispute resolution orientation session has no impact on the docketing procedures followed by this court and this case either has been or will be set for trial in accordance with normal docketing procedures.

4. Attorneys for any party may be present at the dispute resolution orientation session.

5. After the orientation session, further participation in a dispute resolution proceeding shall be by consent of all parties. The decision to proceed shall be made at the close of the orientation session or no more than ten (10) days after the orientation session.

6. Parties have the option of selecting a mediator from the Directory of Certified Mediators, which is available on the Supreme Court home page (www.courts.state.va.us) or from the clerk's office where the matter is pending, and paying a fee for mediation services, or continuing with the mediator appointed by the court to conduct the dispute resolution orientation session.

7. If the parties continue with the certified mediator appointed by the court to conduct the orientation session, the mediation will be conducted at no cost to the parties. The mediator will be compensated $120 per court appointment to handle the custody or visitation case(s) that are listed on the Order of Referral, and $120 per court appointment to handle the support case(s) that are listed on the Order of Referral. The court appointment for custody or visitation or for support may include more than one petition/court case involving the same family and more than one session.

8. Regardless of the method of resolution selected by the parties, the case will proceed along the same time line as if the referral to the dispute resolution proceeding had never occurred. Every effort should be made for the mediation to be completed before the set trial date. In unusual circumstances, if the mediation cannot be completed before the trial date, the parties may be required to request that the court grant a continuance to allow them to complete the mediation process.

9. Upon conclusion of the mediation, the mediator must complete and submit to the court the Mediator Report located on the bottom of the Order of Referral and the DC-40 invoice form. The court will not process payment until all forms are submitted.

10. Mediators must provide parties with Client Evaluations at the conclusion of each court-referred mediation. These Client Evaluations may be submitted by either the mediator or parties directly to the Office of the Executive Secretary of the Supreme Court of Virginia.

District Court Form	DC- 628, ORDER OF SUPPORT (CIVIL)
Abstract	A J&DR district court judge suggested that space be added to the form to note the amount of an appeal bond, and to indicate the next court date, if the form is being used to issue a temporary order.
Revision	Non – Legislative
Form Type	Master

ORDER OF SUPPORT (CIVIL)

Commonwealth of Virginia

This Court's Case No. .....

DCSE ID No. .....

[ ] **TEMPORARY ORDER** [ ] **FINAL ORDER**

..... [ ] Juvenile and Domestic Relations District Court [ ] Circuit Court

.....

STREET ADDRESS OF COURT

Petitioner:
[ ] Identifying information not provided for good cause shown
Residential Address:

Residential Telephone No.:

Mailing Address if Different:

Social Security No. (last 4 digits only):
Driver's Lic. No. & State:
Date of Birth:

Employer:

Address:

Telephone No.:

v.

Respondent:
[ ] Identifying information not provided for good cause shown
Residential Address:

Residential Telephone No.:

Mailing Address if Different:

Social Security No. (last 4 digits only):
Driver's Lic./Doc. No. & State:
Date of Birth:

Employer:

Address:

Telephone No.:

[ ] This case is DISMISSED without prejudice because the Respondent could not be located for service of process.
[ ] Upon hearing the evidence, the Court finds for the Respondent and ORDERS that the case be DISMISSED.

PRESENT: [ ] Petitioner [ ] Attorney/Guardian Ad Litem for Petitioner [ ] DCSE Representative [ ] Attorney for DCSE
[ ] Respondent [ ] Attorney/Guardian Ad Litem for Respondent [ ] Guardian Ad Litem for child(ren) [ ] Other

---

[ ] Upon hearing the evidence, the Court finds that [ ] this (these) dependents [ ] a parent of the Respondent in necessitous circumstances:

NAME	SOC. SEC. # (last 4 digits only)	SEX	DATE OF BIRTH	RELATIONSHIP TO RESPONDENT
.....				
.....				
.....				
.....				
.....				

is (are) entitled to support from the Respondent, and that the Respondent is chargeable with support as alleged in the petition.
Therefore, the Court ORDERS the Respondent to pay:

[ ] $ ..... per month CURRENT CHILD SUPPORT effective ..... for all children listed above; **OR**
[ ] $ ..... per month CURRENT CHILD SUPPORT effective ..... divided among the above-listed children as follows:

$ ..... for ..... $ ..... for .....
$ ..... for ..... $ ..... for .....

[ ] $. ..... per month CURRENT SPOUSAL SUPPORT effective .....
[ ] $. ..... per month COMBINED CHILD-SPOUSAL (UNITARY) SUPPORT effective .....
[ ] $. ..... per month SUPPORT FOR A PARENT effective .....
[ ] $. ..... per month PAYMENT TOWARDS ARREARAGES OF $ .....

TOTAL $ ..... per month payable, first payment due on the 1st day of ....., and each subsequent payment is due on the 1st day of each month thereafter. Payments may be made in intervals of ....., per .....,
PAYMENT AMOUNT INTERVAL

beginning on .....

DATE

All support paid shall be credited to current support first and the remainder shall be credited to arrearages.

Child support shall terminate on a child's eighteenth birthday; however, support shall continue for any child who is over the age of eighteen and (i) a full-time high school student, (ii) not self-supporting and (iii) living in the home of the parent receiving child support, until the child reaches the age of nineteen or graduates from high school, whichever occurs first; and if any arrearages for child support, including interest or fees, exist at the time the youngest child emancipates, payments shall continue in the total amount due until all arrearages are paid. If the above current child support is not divided per child, the ordered amount cannot be changed except by a court.

[ ] Support for ……, a child whom the court has determined (i) is severely and permanently mentally or physically
NAME OF CHILD
disabled, and such disability existed prior to the child reaching the age of 18, or the age of 19 if the child was a full-time high school student, not self-supporting and living in the home of the parent seeking or receiving child support; (ii) is unable to live independently and support himself and (iii) residing in the home of the parent seeking support.

ARREARAGES:

[ ] **No arrearages exist as of . . . . . .**

[ ] $ . . . . . child support arrearage owed by Respondent.

[ ] $ . . . . . spousal support arrearage owed by Respondent.

[ ] $ . . . . . unitary (child/spousal) support arrearage owed by Respondent.

[ ] **$ . . . . . total SUPPORT arrears owed by Respondent** [ ] **with interest included** [ ] **without interest included**

[ ] arrears include an assessment from the effective date of this order to the first payment due date.

[ ] This total includes TANF debt or other public funds paid prior to the effective date of this order of $ . . . . . for . . . . . months.

These arrearages are calculated as of the date of this Order including support owed for the current month. This amount does not include payments made after ____/____/____, and respondent shall be credited for any payments made thereafter. Interest shall continue to accrue on unpaid arrearages at the judgment rate unless the petitioner, in a writing submitted to the court, waives the collection of interest.

OVERAGES:

[ ] $ . . . . . child support overage paid by and owed to [ ] Respondent [ ] Petitioner.

[ ] $ . . . . . spousal support overage paid by and owed to [ ] Respondent [ ] Petitioner.

These overages are calculated as of the date of this Order including support paid for the current month.

These overages are to be paid as follows: . . . . . .

PAYMENT: Payment shall be made payable to:

[ ] **Petitioner** at the address shown in the beginning of the Order.

The parties shall give the court at least 30 days written notice, in advance, of any proposed change of residential and, if different, mailing address and of any change of telephone number within 30 days of the change. Respondent is required to keep the court informed of the name, address, and telephone number of his/her current employer, and must inform the court in writing of any change in employment status or if Respondent has filed a claim for or is receiving benefits under Title 60.2 (unemployment compensation) within 30 days of the change or filing.

[ ] **Treasurer of Virginia** and sent to Treasurer of Virginia - Payments, P.O. Box 28990, Richmond, Virginia 23228-8990 unless otherwise instructed by that agency or this Court and shall contain the following:

1. Check or money order made payable to the Treasurer of Virginia.
2. Print on the check or money order:
   - Your name and social security number
   - Petitioner's name as shown on the first page of this order
   - The DCSE ID No. shown on the first page of this order. If no such number is shown, use this Court's name and case number as shown on the front page of this order until that number is sent to you; then start using the DCSE ID No.

The parties shall give the Virginia Department of Social Services and the court, at least 30 days written notice, in advance, of any proposed change of residential and, if different, mailing address and of any change of telephone number within 30 days of the change. Respondent is required to keep the Virginia Department of Social Services and the court informed of the name, address and telephone number of his/her current employer, and must inform the Virginia Department of Social Services in writing of any change in employment status or if Respondent has filed a claim for or is receiving benefits under Title 60.2 (unemployment compensation) within 30 days of the change or filing.

[ ] The parties shall also give each other at least 30 days written notice, in advance of any change of residential and, if different, mailing address and of any change in telephone number within 30 days after the change.

WARNING: Failure to pay in accordance with this order is a violation of this order and may be punished by a jail sentence or a fine or both. In addition, you may not receive credit for payments made contrary to the payment instructions provided in this order. Whenever income withholding is authorized, it is your responsibility to make the payment to DCSE until the income withholding becomes effective. You are responsible for keeping records of payments you make.

HEALTH CARE PROVISIONS:

[ ] Respondent [ ] Petitioner shall provide health care coverage for the [ ] child(ren) [ ] spouse and shall deliver the document necessary for the use of such coverage by the dependents.

[ ] Respondent [ ] Petitioner shall provide dental care coverage for the [ ] child(ren) [ ] spouse and shall deliver the document necessary for the use of such coverage by the dependents.

[ ] Respondent [ ] Petitioner shall provide vision care coverage for the child(ren) and shall deliver the document necessary for the use of such coverage by the dependents.

[ ] Respondent [ ] Petitioner presently has health care coverage and is ordered to maintain it [ ] or comparable coverage [ ] as long as eligible.

Health Insurance Provider ..... Policy name .....

Name of Policy Holder ..... Policy number .....

In the event of any change in health insurance, the responsible party is required to notify the opposing party of the change. The responsible party shall inform the Virginia Department of Social Services, if support payments are ordered to be paid through the Virginia Department of Social Services, or the opposing party, if support payments are ordered to be paid directly to the opposing party, of any changes in the availability of the health care coverage for the minor child or children.

[ ] The Court finds that "health care coverage" as defined by the statute is not available at "reasonable cost" as defined by statute, and therefore, the Court does not order either the Respondent or the Petitioner to provide health care coverage.

[ ] Any reasonable and necessary unreimbursed medical and dental expenses for each child covered by this order shall be paid in the following manner: ..... % Respondent ..... % Petitioner.

OTHER PROVISIONS:

[ ] Reasonable and necessary unpaid expenses of the mother's pregnancy and delivery of a child born during the 6 months before this initial child support proceeding was commenced, [ ] and expenses required under Va. Code § 20-49.8, of $ ..... are [ ] ordered to be paid .....% by Respondent and ..... % by Petitioner [ ] not ordered to be paid for good cause shown or the parties' agreement.

[ ] Respondent [ ] Petitioner is ordered to execute the appropriate tax forms or waivers to grant the other party the right to take the income tax dependency exemption and any credits resulting from such exemption for tax years .....

for ..... for federal and state income purposes.

CHILD OR CHILDREN

[ ] The Court finds that a license, certificate, registration or other authorization to engage in a profession, business, trade, occupation, or recreational activity issued by the Commonwealth of Virginia is held by

	TYPE OF LICENSE	AGENCY GRANTING LICENSE	LICENSE NUMBER
Respondent	.....	.....	.....
Petitioner	.....	.....	.....

Upon a delinquency of a support payment for a period of 90 days or more, or in an amount of $5,000 or more, a petition may be filed for suspension of any license, certificate, registration or other authorization to engage in a profession, trade, business, occupation, or recreational activity issued by the Commonwealth. Virginia Code § 20-60.3.

[ ] Withholding from income is ordered payable through the Virginia Department of Social Services by [ ] court income deduction order or [ ] administrative order for income withholding.

[ ] Immediate withholding from income is not ordered, pursuant to a written agreement between the parties or for good cause shown.

It is further ORDERED that: .....

.....

.....

[ ] This Order was determined based on the following custody guidelines: [ ] sole [ ] shared [ ] split [ ] multiple shared [ ] sole and shared [ ] split and shared.

[ ] A child support award of $ ..... by application of the guidelines provided in Virginia Code § 20-108.2 would be unjust or inappropriate in this case as determined by the relevant evidence pertaining to the factors set forth in the attached supplement which is incorporated herein by reference, the ability of each party to provide child support, and the best interest of the child.

[ ] Entered in accordance with the parties' written stipulation or agreement.

[ ] The Respondent is also required to post with the Clerk a recognizance pursuant to § 20-114 of $ ..... with/without surety .....

[ ] The Respondent shall also pay: $ ..... reimbursement of costs to the Petitioner due .....

$ ..... attorneys' fees to the Petitioner's attorney due .....

If arrearage amount equals or exceeds 3 months owed, reasonable attorneys' fees must be ordered pursuant to Virginia Code § 16.1-278.18, and may be ordered pursuant to § 20-78.2.

[ ] Appeal bond: .....

NOTICE: Support payments may be withheld as they become due from income without further amendment of this order or having to file an application for services with the Virginia Department of Social Services. Such order shall only be entered upon motion after proper notice sent by the clerk or counsel. Support payments may be withheld without further amendment of this order upon application for services with the Virginia Department of Social Services. In determining a support obligation, the support obligation as it becomes due and unpaid creates a judgment by operation of law. Failure to make payments when due means that interest will accrue according to Virginia Code § 6.2-302.

The Virginia Department of Social Services may initiate a review of the amount of support ordered by any court. If a change in circumstances, as defined in the State Board of Social Services' regulations, has occurred, the Department shall report its findings and a proposed modified order to the court which entered the order. Notice shall be served on both parties. Either party may request a hearing on the proposed modified order by filing a request with such court within 30 days of receipt of notice by the requesting party. Unless a hearing is requested with the time limits, no hearing shall be required and the modified order shall be effective 30 days after the notice is received and shall amend any prior court order. Virginia Code § 20-60.3.

In cases enforced by the Virginia Department of Social Services, the Department of Motor Vehicles may suspend or refuse to renew the driver's license, or other document issued under Chapter 3 (§ 46.2-300 et seq.) of Title 46.2 authorizing the operation of a motor vehicle upon the highways, of any person upon receipt of notice from the Virginia Department of Social Services that the person is delinquent in the payment of child support by 90 days or in an amount of $5,000 or more, or the person has failed to comply with a subpoena, summons, or warrant relating to paternity or child support proceedings.

If the order being reviewed by the Department deviates from the guidelines, based on one or more factors set out in Virginia Code § 20-108.1, a hearing shall be scheduled with the court which entered the order.

[ ] Next hearing date: .....

THIS ORDER SHALL REMAIN IN FULL FORCE AND EFFECT UNTIL AMENDED OR ANNULLED BY THIS COURT OR A COURT OF COMPETENT JURISDICTION TO WHICH AN APPEAL MAY BE TAKEN.

..... 93 .....

DATE JUDGE

SEEN AND AGREED AS TO NO PROVISION FOR INCOME WITHHOLDING.

PETITIONER: ..... RESPONDENT: .....

District Court Form	DC-649, FIREARM CERTIFICATION
Abstract	The Chief Deputy Clerk of a General District Court pointed out that having the statement, "I understand I must provide a copy of this form to the person who received my firearms at the time of the firearm transfer," would not apply to respondents without firearms, and might cause confusion above the signature line. As a result, I propose adding language to indicate that the statement specific to providing the form to the person receiving firearms is only relevant if applicable.
Revision	Non - Legislative
Form Type	Master

FIRAREM CERTIFICATION, PART A
PROTECTIVE ORDER

Case No. .....

Commonwealth of Virginia Va. Code § 18.2-308.1:4

..... [ ] General District Court [ ] Circuit Court

.....
ADDRESS OF COURT

[ ] A Protective Order was issued against me as the Respondent.

..... v. .....
PETITIONER RESPONDENT

I, the named Respondent, certify pursuant to Virginia Code § 18.2-308.1:4 that:

[ ] I do not possess any firearms.

OR

[ ] I have surrendered, sold or transferred all firearms that were possessed by me, as required by the Protective Order, to the following:

[ ] a designated law-enforcement agency

[ ] a federally licensed firearms dealer

[ ] a person who is not prohibited by law from possessing a firearm who is 21 years of age or older who does not reside with me.

_____
PRINTED NAME OF PERSON TO WHOM FIREARMS SURRENDERED, SOLD OR TRANSFERRED

_____
NAME OF LAW ENFORCEMENT AGENCY OR FIREARMS DEALER, IF APPLICABLE

_____
ADDRESS OF TRANSFEREE, FEDERALLY LICENSED FIRARMS DEALER OR LAW-ENFORCEMENT AGENCY

_____
SIGNATURE OF PERSON TO WHOM FIREARMS SURRENDERED, SOLD OR TRANSFERRED

[ ] Additional names, addresses and signatures of people to whom firearms were surrendered, sold, or transferred is attached.

I understand that I am required to file this completed certification form with the clerk of the court that entered the Protective Order within 48 hours after being served with the Protective Order. I further understand that I am required to surrender my concealed firearm permit, if any, to the court named above that entered the Protective Order.

Case No. .....

If applicable, I also understand I must provide a copy of this form to the person who received my firearms at the time of the firearm transfer.

.....
DATE

_____
SIGNATURE OF RESPONDENT

.....
PRINTED NAME OF RESPONDENT

VIRGINIA FIREARMS PROHIBITION:

Pursuant to Virginia Code § 18.2-308.1:4, a respondent shall not purchase, transport or possess any firearm while the protective order is in effect.

(FOR COURT USE ONLY)

[ ] As the Respondent failed to file the required certification form with the clerk of the court, a show cause summons for contempt of court shall be issued and served on the Respondent.

.....
DATE

_____
JUDGE

FIREARM CERTIFICATION, PART B – PROTECTIVE ORDER OR ASSAULT AND BATTERY OF A FAMILY MEMBER CONVICTION

Case No. .....

Commonwealth of Virginia Va. Code §§ 18.2-308.1:4, 18.2-308.1:8

[ ] Circuit Court
..... [ ] Juvenile and Domestic Relations District Court

.....
ADDRESS OF COURT

[ ] A Protective Order was issued against me as the Respondent.

..... v. .....
PETITIONER RESPONDENT

AND/OR

[ ] I was convicted of an assault and battery charge against a family or household member, specifically a current or former spouse; a person with whom I have a child; a person who I cohabit with or who I cohabited with in the last 12 months; OR an intimate partner.

[ ] Commonwealth of Virginia v. .....
DEFENDANT

[ ] .....
LOCALITY

I, the named Respondent/Defendant, certify pursuant to Virginia Code § 18.2-308.1:4 and/or 18.2-308.1:8 that:

[ ] I do not possess any firearms.

OR

[ ] I have surrendered, sold or transferred all firearms that were possessed by me, as required by the Protective Order, and/or because of my conviction for assault and battery of a family member, to the following:

[ ] a designated law-enforcement agency

[ ] a federally licensed firearms dealer

[ ] a person who is not prohibited by law from possessing a firearm who is 21 years of age or older who does not reside with me.

_____
PRINTED NAME OF PERSON TO WHOM FIREARMS SURRENDERED, SOLD OR TRANSFERRED

_____
NAME OF LAW ENFORCEMENT AGENCY OR FIREARMS DEALER, IF APPLICABLE

Case No. .....

ADDRESS OF TRANSFEREE, FEDERALLY LICENSED FIRARMS DEALER OR LAW-ENFORCEMENT AGENCY

SIGNATURE OF PERSON TO WHOM FIREARMS SURRENDERED, SOLD OR TRANSFERRED

[ ] Additional names, addresses and signatures of people to whom firearms were surrendered, sold, or transferred is attached.

Protective Order:
I understand that I am required to file this completed certification form with the clerk of the court that entered the Protective Order within 48 hours after being served with the Protective Order. I further understand that I am required to surrender my concealed firearm permit, if any, to the court named above that entered the Protective Order.

Assault and Battery Conviction:
I understand that I am required to file this completed certification form with the clerk of the court where the conviction order was entered within 48 hours after my sentencing hearing or release from custody. I further understand that I am prohibited from purchasing, possessing, or transporting a firearm for three years following the date of my conviction.

If applicable, I also understand I must provide a copy of this form to the person who received my firearms at the time of the firearm transfer.

..... _____
DATE SIGNATURE OF RESPONDENT/DEFENDANT

..... PRINTED NAME OF RESPONDENT/DEFENDANT

VIRGINIA FIREARMS PROHIBITION:

Pursuant to Virginia Code § 18.2-308.1:4, a respondent shall not purchase, transport or possess any firearm while the protective order is in effect.

Pursuant to Virginia Code § 18.2-308.1:8, a defendant shall not purchase, possess, or transport any firearm for three years following the date of the conviction.

(FOR COURT USE ONLY)

[ ] As the Respondent/Defendant failed to file the required certification form with the clerk of the court, a show cause summons for contempt of court shall be issued and served on the Respondent/Defendant.

..... _____
DATE JUDGE

District Court Form	DC-4101, EVICTION DIVERSION PROGRAM REFERRAL
Abstract	A General District Court Judge reported that his court asks for tenants to come to court with the DC-4101 already filled out when possible, which would be more efficient with sworn testimony pursuant to Va. Code § 8.01-4.3 instead of being sworn in front of the judge or clerk. Further, as the options under (2) were duplicative, one has been eliminated, making the form language closer to the language of the statute.
Revision	Non – Legislative
Form Type	Master

EVICTION DIVERSION PROGRAM REFERRAL

Commonwealth of Virginia VA. CODE § 55.1-1262

Case No. .....

..... General District Court
CITY OR COUNTY

..... v. .....
NAME OF PLAINTIFF/LANDLORD NAME OF DEFENDANT/TENANT

I, the defendant/tenant, request that this case be referred to the Eviction Diversion Program.

In support of this request, I state the following under oath:

1. I am able to pay at least 10% of the amount due on the hearing date listed on the Summons for Unlawful Detainer (Civil Claim of Eviction). I will pay $ ..... to the [ ] landlord OR [ ] court on the hearing date.

2. [ ] I have income and have sufficient funds, or otherwise have sufficient funds, to pay 30% of the amount due each month in addition to my monthly rent payments until the amount due is paid in full.

~~OR~~

~~[ ] I am not employed but have sufficient funds to pay 30% of the amount due each month in addition to my monthly rent payments until the amount due is paid in full.~~

3. My reason(s) for being unable to make rent payments is/are as follows:

.....

.....

.....

4. I do not owe outstanding rent under any payment plan executed within the last 12 months.

5. I have not defaulted on any rent payment plan executed within the last 12 months.

6. I have not participated in an eviction diversion program within the last 12 months.

~~I hereby state that the above information is correct to the best of my knowledge~~I declare under penalty of perjury that the foregoing is true and correct, according to Va. Code § 8.01-4.3.

.....
PRINT NAME OF DEFENDANT/TENANT

..... _____
DATE SIGNATURE OF DEFENDANT/TENANT

~~The forgoing was subscribed and sworn to before me this ..... day of ....., 20.....~~

~~by .....~~

~~.....~~ _____
~~DATE~~ ~~[ ] JUDGE [ ] CLERK [ ] DEPUTY CLERK~~

District Court Form	PROTECTIVE ORDER INFORMATION SHEET
Abstract	A member of the J&DR team with the Department of Judicial Services suggested using the shortened link for ICAN on the Protective Order Information Sheet, instead of the pathway to access it to make it more user friendly.
Revision	Non - Legislative
Form Type	Master

What You Need to Know About Protective Orders

What are Protective Orders? They are legal documents issued by a judge or magistrate to protect the health and safety of a person who is alleged to be a victim of *any act involving violence, force or threat that results in bodily injury or places that person in fear of death, sexual assault or bodily injury.*

In Virginia, there are 3 kinds of Protective Orders that can protect you and others in your family or home:

- Emergency Protective Order (expires at the end of the third day following issuance or the next day court is in session, whichever is later)
- Preliminary Protective Order (lasts 15 days or until a full hearing)
- Protective Order (may last up to 2 years)

How will I know when the Emergency Protective Order ends? You should look on the order for the date and time it expires. If you need protection for a longer period of time, you *must* ask the court for a Preliminary Protective Order.

Where do I go to request a Preliminary Protective Order? If the person from whom you want protection is a family or household member or a juvenile, or if you are a juvenile, you should go to the juvenile and domestic relations district court. Otherwise, you should go to the general district court.

How do I get a Preliminary Protective Order? You must fill out court forms. If this matter will be in the juvenile and domestic relations district court, you file the forms with the Court Services Unit. If it will be in the general district court, you file the forms in the general district court clerk's office. You then may go into a courtroom where a judge may ask you questions to decide whether to give you a Preliminary Protective Order.

How much does it cost to file for a Protective Order? There is no cost.

What should I bring with me? You should bring the name, address and identifying information of the person from whom you are seeking protection and a *full* description of the event that led you to seek a protective order. The address should be the place where the person can be found and not a P.O. box. You should also bring your copy of any Emergency Protective Order and information about any warrant or petition alleging an act of violence, force or threat, if either was issued.

How long should I expect to spend at court? You should allow at least two hours to complete your paperwork and file it with the court.

When does the Preliminary Protective Order take effect? A Preliminary Protective Order is not effective until the person is "personally served." To be served, a law enforcement officer or court official must give the Preliminary Protective Order to the person from whom you want protection. You should give law enforcement information about how to find the person. (Address, phone number, place of work, photograph, etc.)

How will I know if the person against whom the order was issued has been served? You can call law enforcement and ask if the person has been served.

How long does a Preliminary Protective Order last? If the judge gives you a Preliminary Protective Order, it will last 15 days or until the full hearing. The full hearing is when both you and the other person get to present evidence before the court. The judge will tell you when the full hearing is, and it will be written on the Preliminary Protective Order.

What if I do not go to the full hearing? If you do not go to the full hearing, the Preliminary Protective Order ends on the date of the hearing.

What if I believe the other person is not coming to the hearing? You should go to court on that day anyway and ask the court for a Protective Order.

What if the person against whom the order was issued does not obey the order? You should tell law enforcement. The person can be arrested and criminal charges filed.

What if the person comes to my house or work place? You should call law enforcement and tell them you have a Protective Order against the person.

What if I need to change part of the Protective Order? You *must* fill out and file forms with the court.

What is a "no contact" provision in a Protective Order? No contact means the other person cannot contact you directly or indirectly except as allowed by the court in the Protective Order.

What if I must sometimes contact the other person? You should tell the judge that at the hearing.

If I go to another state, will my Protective Order be valid in that state? Federal law requires all states to enforce protective orders issued by other states. You should contact the nearest court in that state for more information.

This information is provided as general information only and is not legal advice.

To make a safety plan, call:
Virginia Family Violence and Sexual Assault Hotline
1-800-838-8238 (v/tty)

For additional information on how court works, call:
Virginia Department of Criminal Justice Services, Crime Victim Assistance INFO-LINE
1-888-887-3418

For legal help, call:
Legal Aid Hotline
1-866-LEGLAID (1-866-534-5243)

Virginia Poverty Law Center (Family & Sexual Violence) 1-804-351-5274

Virginia State Bar Lawyer Referral Service 1-800-552-7977

You may also hire an attorney to represent you.

For assistance filling out protective order petition forms online:
You can go to ~~www.vacourts.gov, click Online Services, then Assistance with Protective Orders (I-CAN!)~~ican.vacourts.gov.

For more information about service of a protective order:
https://vinelink.vineapps.com/search/va/vpo.

District Court Form	DC- 60, INVOLUNTARY ADMISSION HEARING NOTICE
Abstract	During the 2026 Special Session of the General Assembly, the proposed state budget was passed, which increases the hourly rate paid to guardians ad litem. As a result, this form is being revised to update the hourly fees paid to a guardian ad litem at different rates for in court and out of court work.
Source	House Bill 30 (Chapter 1, Effective July 1, 2026)
Revision	Legislative
Form Type	Printed

INVOLUNTARY ADMISSION HEARING INVOICE

Commonwealth of Virginia VA. CODE § 37.2-804

..... CITY OR COUNTY

[ ] Circuit Court
[ ] General District Court
[ ] Juvenile and Domestic Relations District Court

Certification of Allowance for Payment

This invoice has been duly examined by the undersigned. It is correct and unpaid, to the best of my knowledge, and the account is hereby certified to the Supreme Court of Virginia for payment.

..... DATE _____ [ ] JUDGE [ ] SUBSTITUTE JUDGE [ ] SPECIAL JUSTICE

VENDOR

FEDERAL I.D. NO. OR SOCIAL SECURITY NO.

..... NAME

..... ADDRESS

..... CITY STATE ZIP CODE

NOTE: The vendor invoice number shown below will be indicated on the check stub when payment is made. You will not receive a copy of this invoice with the check. **Retain a copy of this invoice for reference.**

Vendor Invoice No. .....

Services Rendered by:

[ ] Attorney
[ ] Special Justice
[ ] Substitute Judge
[ ] Guardian Ad Litem
[ ] Examiner
[ ] Witness for Petitioner
[ ] Witness for Respondent
[ ] Interpreter

Note: The amount paid via this document will be reported to the IRS, where applicable, using the above I.D. number and name. A matching Form W-9 must be on file prior to payment.

I certify that I have received case file(s) for the respondent(s) listed in this invoice.

..... DATE _____ [ ] CLERK [ ] DEPUTY CLERK

SEE REFERENCE GUIDE ON REVERSE

Hearing Date	Respondent Name	Juvenile or Adult	Detention Order #	Audio Recording	Payment Code	Disposition Code	No. of Miles	Fee
		J A		Y N				
		J A		Y N				
		J A		Y N				
		J A		Y N				
		J A		Y N				
		J A		Y N				
		J A		Y N				
		J A		Y N				
		J A		Y N				
		J A		Y N				

I certify that the above claim for fees and/or expenses is true and accurate and no compensation for the time or services set forth has previously been received. For Substitute Judge, Special Justice: I further certify that the case papers for all matters listed above have been delivered to the clerk's office of the court named herein.

VENDOR'S SIGNATURE | DATE

Total Fee Amount: (Guardian ad litem: insert total hourly amount)

Total No. of Miles:

Total Expense(s): (itemize below)

GUARDIAN AD LITEM

TOTAL TIME IN COURT		
HRS.	MIN.	$
TOTAL TIME OUT OF COURT		
HRS.	MIN.	$
TOTAL AMOUNT CLAIMED		$

EXPENSES

DATE	ITEM	AMOUNT
	No. of Miles x _____	$
		$
		$
		$
TOTAL EXPENSES CLAIMED		$

AMOUNT CERTIFIED FOR PAYMENT $ _____

Voucher No. .....
(OES USE ONLY)

123

Instructions

1. Identify the court with jurisdiction over the proceedings and complete the vendor section.
2. For each respondent, provide the date of the hearing or procedure, name of the respondent, and detention order number (only for commitment hearings or when a TDO is issued), and circle "J" if the respondent is a juvenile or "A" if the respondent is an adult.
3. For each respondent, write in the appropriate fee and payment code.
4. If eligible for mileage, for each respondent provide the number of miles driven to provide your services for that respondent. If you were able to provide services for more than one respondent on one trip, provide the miles for the first respondent listed and enter a "0" for all others.
5. If eligible for expenses, itemize them at the bottom of the page.
6. Total the number of miles and compute your reimbursement in the expenses section. Use the rate approved for the state courts.
7. Total your expenses, including mileage, and enter that amount as "Total Expenses."
8. Add your requested fees and expenses and write that in "Amount Certified for Payment."
9. Sign in the block for "Vendor's Signature."
10. Keep your copy of the Invoice to reconcile with your payment.
11. Provide the completed form to the judge, special justice, or substitute judge who presided over the hearing or procedure.

Special Justice or Substitute Judge Only

1. For each request for a fee, circle "Y" if you are providing the court with the audio recording of the hearing with your Invoice; circle "N" if you will provide the audio recording at a later time.
2. Provide the Case Disposition Code for each respondent.
3. Once you verify all information, sign "Certification of Allowance for Payment" for all invoices, including your own, related to hearings over which you presided.
4. Submit the case files for each respondent identified on your Invoice to the Clerk of the Court in the district where the hearing was conducted.
5. The clerk who receives your Invoice and case files will sign the certification of receipt of the case files.

Case Disposition Code	MG MOT Pre-Discharge Hearing; MOT Granted	MD MOT Pre-Discharge Hearing; MOT Denied	
I Involuntary Inpatient Commitment	C Continued	CD Continuation MOT Denied	M Medical Emergency TDO Issued	D Commitment Petition Dismissed
V Voluntary Inpatient Treatment	TR Transfer MOT	CR Continuation MOT Agreed	RH Review Hearing MOT	AH Disapproval Hearing MOT
MO Mandatory Outpatient Treatment	CH Continued Hospitalization	CT Continuation MOT Granted	SH Status Hearing MOT	DH Discharged by Facility
IM Involuntary Inpatient with MOT	JG Judicial Authorization Granted	JD Judicial Authorization Denied	X Certified	RL Released to Parents

Code Section	Hearing or Procedure	Special Justice or Substitute Judge		Examiner or Physician		Witness: Examiner or Physician		Attorney		Interpreter (Hearing Impaired)		Interpreter (Non-English)		Guardian Ad Litem	
		Payment Code	Fee[1]	Payment Code	Fee[1]	Payment Code	Fee[1]	Payment Code	Fee[1]	Payment Code	Fee[1]	Payment Code	Fee[2]	Payment Code	Fee[3]
16.1-339; 16.1-343	Judicial Authorization of Continued Hospitalization After Parental Admission of Objecting Minor	21	$120.00	-	N/A	25	$120.00	22	Up to $100.00	-	N/A	-	N/A	22	Hourly
16.1-340	Emergency Custody Order	-	N/A	83	$120.00	85	$120.00	-	N/A	74	$120.00	-	N/A	-	N/A
16.1-340.1	Temporary Detention Order	-	N/A	83	$120.00	85	$120.00	-	N/A	74	$120.00	74	Hourly	-	N/A
16.1-340.3	Pre-Commitment Hearing Release by Special Justice	31	$70.00	-	N/A	-	N/A	-	N/A	34	$120.00	34	Hourly	-	N/A
16.1-340.4 to 16.1-345; 16.1-345.2	Involuntary Commitment Hearing – Inpatient Admission; Mandatory Outpatient Treatment	21	$120.00	23	$120.00	25	$120.00	22	Up to $100.00	24	$120.00	24	Hourly	22	Hourly
16.1-345.2 D	Disapproval of Mandatory Outpatient Treatment Comprehensive Plan	71	$120.00	73	$120.00	75	$120.00	82	Up to $100.00	64	$120.00	64	Hourly	82	Hourly
16.1-345	Recommitment Hearing	41	$120.00	43	$120.00	45	$120.00	42	Up to $100.00	44	$120.00	44	Hourly	42	Hourly
16.1-345.4	Review/Rescission of Mandatory Outpatient Treatment Order	-	N/A	73	$120.00	75	$120.00	82	Up to $100.00	64	$120.00	64	Hourly	82	Hourly
16.1-345.5	Continuation of Mandatory Outpatient Treatment Order	-	N/A	73	$120.00	75	$120.00	82	Up to $100.00	64	$120.00	64	Hourly	82	Hourly
16.1-345.6	Appeal	-	N/A	53	$120.00	55	$120.00	52	Up to $100.00	84	$120.00	84	Hourly	52	Hourly
19.2-169.6 A	Commitment Hearing	11	$120.00	13	$120.00	15	$120.00	12	$150.00	14	$120.00	14	Hourly	12	Hourly
19.2-169.6 D	Recommitment Hearing	46	$120.00	47	$120.00	48	$120.00	18	$150.00	49	$120.00	49	Hourly	19	Hourly
19.2-182.9	Emergency Custody Order	81	$70.00	-	N/A	-	N/A	-	N/A	74	$70.00	74	Hourly	-	N/A
19.2-182.9	Temporary Detention Order	81	$70.00	-	N/A	-	N/A	-	N/A	74	$120.00	74	Hourly	-	N/A
19.2-182.9	Commitment Hearing	11	$120.00	13	$120.00	15	$120.00	12	$150.00	14	$120.00	14	Hourly	12	Hourly
37.2-806	Certification of Eligibility for Admission of Persons with Intellectual Disability	21	$70.00	23	$120.00	25	$120.00	22	$70.00	24	$120.00	24	Hourly	22	Hourly
37.2-808	Emergency Custody Order	-	N/A	83	$120.00	85	$120.00	-	N/A	74	$120.00	-	N/A	-	N/A
37.2-809	Temporary Detention Order	-	N/A	83	$120.00	85	$120.00	-	N/A	74	$120.00	74	Hourly	-	N/A
37.2-813	Pre-Commitment Hearing Release by Special Justice	31	$70.00	-	N/A	-	N/A	-	N/A	34	$120.00	34	Hourly	-	N/A
37.2-814 to 817.01	Commitment Hearing – Inpatient Admission; Mandatory Outpatient Treatment; Inpatient Admission with Mandatory Outpatient Treatment	21	$120.00	23	$120.00	25	$120.00	22	$120.00	24	$120.00	24	Hourly	22	Hourly
37.2-817.01 G	Disapproval of Comprehensive Mandatory Outpatient Treatment Plan	71	$120.00	73	$120.00	75	$120.00	82	$120.00	64	$120.00	64	Hourly	82	Hourly
37.2-817.01 D; 37.2-805	Mandatory Outpatient Treatment Hearing Before Inpatient Discharge	21	$120.00	23	$120.00	25	$120.00	22	$120.00	24	$120.00	24	Hourly	22	Hourly
37.2-817 C	Recommitment Hearing	41	$120.00	43	$120.00	45	$120.00	42	$120.00	44	$120.00	44	Hourly	42	Hourly
37.2-817.1	Review of Mandatory Outpatient Treatment	71	$120.00	73	$120.00	75	$120.00	82	$120.00	64	$120.00	64	Hourly	82	Hourly
37.2-817.1	Status Hearing for Mandatory Outpatient Treatment	76	$120.00	-	N/A	77	$120.00	78	$120.00	79	$120.00	79	Hourly	78	Hourly
37.2-817.4	Continuation of Mandatory Outpatient Treatment	71	$120.00	73	$120.00	75	$120.00	82	$120.00	64	$120.00	64	Hourly	82	Hourly
37.2-821	Appeal	-	N/A	53	$120.00	55	$120.00	52	$75.00	84	$120.00	84	Hourly	52	Hourly
37.2-1101	Judicial Authorization of Treatment	51	$70.00	-	N/A	-	N/A	62	$70.00	-	N/A	-	N/A	62	Hourly
37.2-1104	Medical Emergency Temporary Detention Order	81	$70.00	83	$70.00	85	$70.00	92	$70.00	74	$70.00	74	Hourly	92	Hourly
37.2-1105	Appeal	-	N/A	53	$70.00	55	$70.00	52	$70.00	84	$70.00	84	Hourly	52	Hourly
53.1-40.1	Judicial Authorization of Treatment	51	$70.00	-	N/A	-	N/A	62	$70.00	-	N/A	-	N/A	62	Hourly
53.1-40.1 D	Appeal	-	N/A	-	N/A	-	N/A	52	$70.00	-	N/A	-	N/A	52	Hourly
53.1-40.2	Commitment Hearing	91	$120.00	93	$120.00	95	$120.00	02	$120.00	94	$120.00	94	Hourly	02	Hourly
53.1-133.04	Judicial Authorization of Treatment	67	$70.00	-	N/A	69	$70.00	70	$70.00	-	N/A	-	N/A	70	Hourly
53.1-133.04 E	Appeal	-	N/A	-	N/A	55	$70.00	52	$70.00	-	N/A	-	N/A	52	Hourly

[1] plus necessary expenses pursuant to Supreme Court of Virginia guidelines; [2] $80.00/hour certified or $60.00/hour non-certified, also complete DC-44; [3] $874.0040/hour in-court; $6344.0075/hour out of court

ITEM 33.		Item Details($) First Year FY2027	Item Details($) Second Year FY2028	Appropriations($) First Year FY2027	Appropriations($) Second Year FY2028
	Supreme Court for an exception to this requirement. 2. The Executive Secretary of the Supreme Court shall include in the annual report required in paragraph A. of Item 31 information on the number of exceptions granted related to special prosecutors and the related expenditures. I. Notwithstanding any other provisions of Chapter 23 of Title 8.1 of the Code of Virginia, a reasonable fee not to exceed $150 may be charged by Commissioners of Accounts for any foreclosures on a timeshare estate to reimburse them for the reasonable costs associated therewith. J. Out of the amounts appropriated in this Item, $3,250,000 the first year and $3,250,000 the second year from the general fund is provided to support an increase in the rate paid to guardians ad litem from the Criminal Fund to $87.00 per hour for time spent in court and $63.00 for time spent out of court. K. As part of the annual Criminal Fund forecasting process conducted by the Office of the Executive Secretary (OES) in consultation with staff from the Department of Planning and Budget and the House Appropriations and Senate Finance and Appropriations Committees, the OES shall continue to include notice of any intended rate changes that would have an impact on Criminal Fund expenditures in materials provided to support the forecasting process. OES may approve a rate increase if (i) it will not require an increase in subsequent Criminal Fund appropriations, as determined by the group consensus on the six-year Criminal Fund forecast; or (ii) if sufficient funding is provided to the Criminal Fund to accommodate anticipated cost impacts from the increase.				
	Total for Circuit Courts			**$145,110,502**	**$144,046,277**
	General Fund Positions	159.00	160.00		
	Position Level	159.00	160.00		
	Fund Sources: General	$145,110,502	$144,046,277		
	General District Courts (114)				
34.	Pre-Trial, Trial, and Appellate Processes (32100)			$184,813,813	$184,805,613
	Trial Processes (32103)	$136,388,328	$136,380,128		
	Other Court Costs And Allowances (Criminal Fund) (32104)	$39,851,928	$39,851,928		
	Involuntary Mental Commitments (32105)	$8,573,557	$8,573,557		
	Fund Sources: General	$184,813,813	$184,805,613		
	Authority: Article VI, Section 8, Constitution of Virginia; §§ 16.1-69.1 through 16.1-137, 19.2-163 and 37.2-809 et seq., Code of Virginia. A. Out of the amounts in this Item for Trial Processes shall be paid: 1. The annual salaries of all General District Court judges, $198,229 from July 1, 2026 to July 24, 2026, $205,167 from July 25, 2026 to June 9, 2027 and $212,348 from June 10, 2027 to June 30, 2028. Such salary shall be 90 percent of the annual salary fixed by law for judges of the Circuit Courts and shall represent the total compensation for General District Court Judges and incorporate all supplements formerly paid by the various localities. 2. The salaries of substitute judges and court personnel. B. There is hereby reappropriated the unexpended balances remaining at the close of business on June 30, 2026, in the appropriation made in Item 34, Chapter 725, 2025 Acts of Assembly, in the item details Other Court Costs and Allowances (Criminal Fund) and Involuntary Mental Commitments and the balances remaining in these item details on June 30, 2027. C. Any balance, or portion thereof, in the item detail Involuntary Mental Commitments, may be transferred between Items 34, 35, 36, and 289, as needed, to cover any deficits				

District Court Form	DC- 210, FINES AND COSTS PAYMENT AGREEMENT/ACKNOWLEDGEMENT OF DRIVER'S LICENSE STATUS
Abstract	Identical House Bill 17 and Senate Bill 180 from the 2026 Session of the Virginia General Assembly provides that for any defendant sentenced to an active term of incarceration and ordered to pay any fine, cost, forfeiture or penalty related to the charge, or any other charge for which the defendant was sentenced on the same day, the court shall enter the defendant into a deferred payment agreement, due no earlier than 180 days after the defendant's release from incarceration. This notice has been added to the form. We also received a suggestion from a clerk of a General District Court to include information for online payments on the form, as most defendants desire to pay online.
Source	House Bill 17 (Chapter 355, 2026 Session, effective July 1, 2027) Senate Bill 180 (Chapter 356, 2026 Session, effective July 1, 2027)
Revision	Legislative
Form Type	Printed

FINES AND COSTS PAYMENT AGREEMENT/
ACKNOWLEDGMENT OF DRIVER'S LICENSE STATUS

Commonwealth of Virginia Va. Code §§ 19.2-354, 19.2-358

Case no(s): .....
.....
.....

Court date: .....

[ ] Juvenile and Domestic Relations District Court
[ ] General District Court

..... CITY/COUNTY

..... COURT ADDRESS

..... NAME OF DEFENDANT/JUVENILE ..... SSN ..... DRIVER'S LICENSE NO.

..... RESIDENCE ADDRESS

..... MAILING ADDRESS IF DIFFERENT FROM ABOVE ..... TELEPHONE NUMBER

I. Acknowledgment of Suspension or Revocation of Driver's License:

[ ] I understand that my driver's license/driving privilege is suspended or revoked

for a period of ..... effective ..... as a result of

[ ] my conviction by this court or [ ] .....

Payment of Fines and Costs:

[ ] I understand that I owe fines, costs, forfeiture, restitution and/or penalty of $ ..... plus any additional court-appointed attorney fee, if applicable. I understand that my case will be referred for collection enforcement if the amount owed is not paid in full within ~~90~~ 180 days of sentencing on my case unless I enter into a payment agreement or I am exempt from making payments. If sentenced to an active term of incarceration, I will be entered into a deferred payment agreement for such fines, costs, forfeitures or penalties related to the charge I was incarcerated for, or any other charge for which I was sentenced on the same day, due no earlier than 180 days after my scheduled release.

[ ] I am requesting a payment agreement for the amount owed plus any additional court-appointed attorney fee, if applicable.

OR

[ ] My sole financial resource is a social security benefit or supplemental security income and I am exempt from making payments.

I understand that I am required to make restitution payments if the judge ordered a separate payment agreement schedule for restitution.

I certify that on this date this notice, including Part I, was read and understood by me, and a copy given to me.
My license [ ] WAS [ ] WAS NOT surrendered to this court.

..... DATE _____ DEFENDANT Witnessed by: _____

SEE PART I ON THE BACK OF THIS FORM FOR MORE REQUIREMENTS, WARNINGS AND INFORMATION CONCERNING THIS ACKNOWLEDGMENT WHICH ARE INCORPORATED BY REFERENCE.

NOTE: For online payments in General District Court, please go to https://eapps.courts.state.va.us/gdcourts/landing.do#. For online payments in Juvenile and Domestic Relations District Court, please go to https://eapps.courts.state.va.us/fmsOnline/#/?fips=000J.

II. ORDER FOR PAYMENT AGREEMENT

Having assessed the defendant's ability to pay the amount imposed by taking into account the defendant's financial resources and obligations, except for any social security benefit or supplemental security income, [ ] as set forth on form DC-211 and/or [ ] by verbally inquiring of the defendant, it is ORDERED that the defendant shall

[ ] make ..... periodic payments of $ ..... per .....,

beginning ..... DATE [ ] with a down payment of $ ..... (installment payment agreement).

[ ] pay in full on or before ..... DATE [ ] with a down payment of $ ..... (deferred payment agreement)

[ ] and will use best efforts to make periodic payments of $ ..... per ..... (modified deferred payment agreement)

[ ] do community service work (fines and costs only) on or before ..... DATE to earn credit for all or part of the fines and costs owed.

Note: Any person who owes fines and costs may discharge all or part of those fines or costs by earning credits for work performed while incarcerated in accordance with the provisions of § 19.2-316.4, Article 3 (§ 53.1-41 et seq.) of Chapter 2 of Title 53.1, or § 53.1-128, 53.1-129, or 53.1-131 (*See* Form DC-212, PAYMENT OF FINES AND COSTS – WORK WHILE INCARCERATED).

[ ] Defendant is exempt from making payments as defendant indicated that defendant's sole financial resource is a social security benefit or supplemental security income.

[ ] Restitution payments are to be paid in accordance with the court's ORDER FOR RESTITUTION previously entered.

This order regarding the payment of fines, costs, forfeiture, restitution (if not otherwise ordered) and/or penalty applies to the following cases:

[ ] all cases in this court in which fines, costs, forfeiture, restitution (if not otherwise ordered) and/or penalty are owed.

[ ] case no(s) listed at the top of this page.

SEE PART II ON THE BACK OF THIS FORM FOR MORE REQUIREMENTS, WARNINGS AND INFORMATION WHICH ARE INCORPORATED BY REFERENCE.

.....

DATE

[ ] CLERK [ ] JUDGE

PART I

I understand that if I pay a fine or other monies due by a method other than cash and my payment fails, the clerk will send me a written notice of my failure of payment. A penalty of $50.00 may be charged if the method of payment fails.

I further understand that, if I am convicted of driving while my driver's license is suspended or revoked, I may be fined, sentenced to jail, or both.

I understand that upon suspension or revocation of my license, I may not operate a motor vehicle in Virginia until:

(1) All periods of suspension imposed by any court or the Department of Motor Vehicles have expired, AND

(2) The Department of Motor Vehicles reinstates my license (if suspended) or issues a new license (if revoked) after:

(a) I have paid the reinstatement fee (if any) to the Department of Motor Vehicles, AND

(b) I have met all other administrative requirements of the Department of Motor Vehicles.

PART II

I understand that if the Court has ordered deferred or installment payments, or community service to pay all or part of the fines and costs, I must make all required payments or perform all community service <u>on time</u>.

I understand that:

(1) the court may assess a one-time $10.00 fee to cover the costs of the payment or community service agreement;

(2) as a condition of this agreement, I must promptly inform the court of any change of my mailing address during the term of the agreement;

(3) if the fines, costs, forfeiture, restitution, and/or penalty are not paid in full by the date ordered, the court shall proceed according to the provisions of Va. Code § 19.2-358, which state that a show cause summons or capias for my arrest may be issued;

(4) the amount(s) listed in this agreement may be administratively amended by the clerk of this court in the event additional costs should be assessed and if additional costs are assessed, that the clerk will forthwith issue a notice to me of the total amount due by first class mail to my address of record; and

(5) the court or clerk thereof may adjust the final payment date administratively, without further notice, for installment payment agreements, if I fail to make a scheduled payment or for deferred payments, if I fail to pay in full by the date ordered, for the purposes of referring the account for action pursuant to Va. Code § 19.2-358.

I further understand that if the court does not receive payments as ordered, my case will be referred for collection enforcement action under §§ 19.2-349, 19.2-353.5, 19.2-358, or 58.1-520 through 58.1-534 of the Code of Virginia. If my case is referred for collection enforcement action under § 19.2-349, the amount that I owe and that can be collected will be increased to reflect the additional costs associated with collection action. If any part of the amount remains unpaid, pursuant to § 19.2-358, I may be subject to a jail sentence of up to 60 days or an additional fine of up to $500.00.

Pursuant to Virginia Code § 19.2-353.5, if interest on outstanding fines and costs owed to this court accrued during a period when I was incarcerated, I understand that I may request that the interest that accrued when I was incarcerated be waived by this court.

I understand that if my sole financial resource is a social security benefit or supplemental security income, then I am exempt from making payments until I have a resource other than a social security benefit or supplemental security income. I understand that I must contact the clerk's office to enter into a payment agreement if I have a different financial resource.

Notice to Defendant:

If you are required to enter into an alcohol safety action program (ASAP) as part of the disposition of your case or as a condition of a restricted driving privilege, pursuant to Virginia Code § 18.2-271.1(B), you will be required to pay a fee for the program unless the court has found that you are indigent and the court has reduced or waived the fee. Any restricted driving privilege granted to you by the court may be revoked if you do not timely pay the required fee. If ASAP is required as part of your restricted driving privilege, you must enroll in ASAP within 15 days of your restricted driving privilege being granted.

CHAPTER 355

An Act to amend and reenact §§ 19.2-340, 19.2-341, 19.2-349, and 19.2-354 of the Code of Virginia, relating to fines and costs; period of limitations on collection.

[H 17]

Approved April 8, 2026

Be it enacted by the General Assembly of Virginia:

1. That §§ 19.2-340, 19.2-341, 19.2-349, and 19.2-354 of the Code of Virginia are amended and reenacted as follows:

§ 19.2-340. Fines; how recovered; in what name.

A. When any statute or ordinance prescribes a fine, unless it is otherwise expressly provided or would be inconsistent with the manifest intention of the General Assembly, it shall be paid to the Commonwealth if prescribed by a statute and recoverable by presentment, indictment, information, or warrant and paid to the locality if prescribed by an ordinance and recoverable by warrant. Whenever any warrant or summons is issued pursuant to § 19.2-72 or 19.2-74 for an offense in violation of any county, city, or town ordinance that is similar to any provision of this Code, and such warrant or summons references the offense using both the citation corresponding to the county, city, or town ordinance and the specific provision of this Code, any fine prescribed by the county, city, or town ordinance shall be paid to the locality. Fines imposed and costs taxed in a criminal or traffic prosecution, including a prosecution for a violation of an ordinance adopted pursuant to § 46.2-1220, for committing an offense shall constitute a judgment and, if not paid at the time they are imposed, execution may issue thereon in the same manner as upon any other monetary judgment, subject to the period of limitations provided by § 19.2-341.

B. Notwithstanding any other provision of law, upon the expiration of the period of limitations provided by § 19.2-341, no action shall be brought to collect the debt.

C. The period of limitations provided by § 19.2-341 shall apply regardless of the method of collection applicable pursuant to § 19.2-349 and shall not be extended or revived on account of a partial payment, a written or verbal affirmation of fines or costs, or a change in collection methods. Upon the expiration of the period of limitations, it shall not be revived or restarted by any means.

§ 19.2-341. Penalties other than fines; how recovered; in what name; limitation of actions.

A. When any statute or ordinance prescribes a monetary penalty other than a fine, unless it is otherwise expressly provided or would be inconsistent with the manifest intention of the General Assembly, it shall be paid to the Commonwealth if prescribed by a statute and paid to the locality if prescribed by an ordinance and recoverable by warrant, presentment, indictment, or information. Penalties imposed and costs taxed in any such proceeding shall constitute a judgment and, if not paid at the time they are imposed, execution may issue thereon in the same manner as upon any other monetary judgment. No such proceeding of any nature, however, shall be brought or had for the recovery of such a penalty or costs due the Commonwealth or any political subdivision thereof, unless within ~~60~~ *10* years from the date of the ~~offense or delinquency giving rise to imposition of such penalty if imposed by a circuit court or within 30 years if imposed by a general district court~~ *judgment*.

B. Notwithstanding any other provision of law, upon the expiration of the period of limitations provided by subsection A, no action shall be brought to collect the debt.

C. The period of limitations provided in subsection A shall apply regardless of the method of collection applicable pursuant to § 19.2-349 and shall not be extended or revived on account of a partial payment, a written or verbal affirmation of the debt, or a change in collection method. Upon the expiration of the period of limitations, it shall not be revived or restarted by any means.

§ 19.2-349. Responsibility for collections; clerks to report unsatisfied fines, etc.; duty of attorneys for Commonwealth; duties of Department of Taxation.

A. The clerk of the circuit court and district court of every county and city shall submit to the judge of his court, the Department of Taxation, the State Compensation Board and the attorney for the Commonwealth of his county or city a monthly report of all fines, costs, forfeitures and penalties which are delinquent more than ~~90~~ *180* days, including court-ordered restitution of a sum certain, imposed in his court for a violation of state law or a local ordinance which remain unsatisfied, including those which are delinquent in installment payments. The monthly report shall include the social security number or driver's license number of the defendant, if known, and such other information as the Department of Taxation and the Compensation Board deem appropriate. The Executive Secretary shall make the report required by this subsection on behalf of those clerks who participate in the Supreme Court's automated information system.

B. The clerk of the circuit court and district court of every county and city shall submit quarterly to the attorney for the Commonwealth of his county or city and any probation agency that serves such county or

city:

1. A list of all defendants with an outstanding balance of restitution ordered by the court served by such clerk. Such report shall include the defendant's name, case number, total amount of restitution ordered, amount of restitution remaining due, and last date of payment; and

2. A list of all accounts where more than ~~90~~ *180* days have passed since an account was sent to collections and no payments have been made toward fines, costs, forfeitures, penalties, or restitution. For accounts where restitution is owed, such report shall include the defendant's name, case number, and total amount of restitution and restitution interest due.

C. It shall be the duty of the attorney for the Commonwealth to cause proper proceedings to be instituted for the collection and satisfaction of all fines, costs, forfeitures, penalties and restitution. The attorney for the Commonwealth shall determine whether it would be impractical or uneconomical for such service to be rendered by the office of the attorney for the Commonwealth. If the defendant does not enter into an installment payment agreement under § 19.2-354, the attorney for the Commonwealth and the clerk may agree to a process by which collection activity may be commenced ~~90~~ *180* days after judgment. *Notwithstanding any other provision of law, no collection activity, including referral to a private collection agency, local treasurer, or the Department of Taxation, shall be commenced for any fines, costs, forfeitures, or penalties while a defendant is incarcerated for an active term of imprisonment and subject to a deferred payment agreement entered pursuant to subsection F of § 19.2-354.*

If the attorney for the Commonwealth does not undertake collection, he shall (i) contract with private attorneys or private collection agencies, (ii) enter into an agreement with a local governing body, (iii) enter into an agreement with the county or city treasurer, or (iv) use the services of the Department of Taxation, upon such terms and conditions as may be established by guidelines promulgated by the Office of the Attorney General, the Executive Secretary of the Supreme Court with the Department of Taxation and the Compensation Board. At least 30 days prior to the execution of a contract pursuant to clause (i), the attorney for the Commonwealth shall consult with the clerk of the circuit court. Such consultation is not required when the attorney for the Commonwealth enters into an agreement pursuant to clause (ii), (iii), or (iv). If the attorney for the Commonwealth undertakes collection, he shall follow the procedures established by the Department of Taxation and the Compensation Board. Such guidelines shall not supersede contracts between attorneys for the Commonwealth and private attorneys and collection agencies when active collection efforts are being undertaken. As part of such contract, private attorneys or collection agencies shall be given access to the social security number of the defendant in order to assist in the collection effort. Any such private attorney shall be subject to the penalties and provisions of § 18.2-186.3.

The fees of any private attorneys or collection agencies shall be paid on a contingency fee basis out of the proceeds of the amounts collected. However, in no event shall such attorney or collection agency receive a fee for amounts collected by the Department of Taxation under the Setoff Debt Collection Act (§ 58.1-520 et seq.). A local treasurer undertaking collection pursuant to an agreement with the attorney for the Commonwealth may collect the administrative fee authorized by § 58.1-3958.

D. The Department of Taxation and the State Compensation Board shall be responsible for the collection of any judgment which remains unsatisfied or does not meet the conditions of § 19.2-354. Persons owing such unsatisfied judgments or failing to comply with installment payment agreements under § 19.2-354 shall be subject to the delinquent tax collection provisions of Title 58.1. The Department of Taxation and the State Compensation Board shall establish procedures to be followed by clerks of courts, attorneys for the Commonwealth, other state agencies and any private attorneys or collection agents and may employ private attorneys or collection agencies, or engage other state agencies to collect the judgment. The Department of Taxation and the Commonwealth shall be entitled to deduct a fee for services from amounts collected for violations of local ordinances.

The Department of Taxation and the State Compensation Board shall annually report to the Governor and the General Assembly the total of fines, costs, forfeitures and penalties assessed, collected, and unpaid and those which remain unsatisfied or do not meet the conditions of § 19.2-354 by each circuit and district court. The report shall include the procedures established by the Department of Taxation and the State Compensation Board pursuant to this section and a plan for increasing the collection of unpaid fines, costs, forfeitures and penalties. The Auditor of Public Accounts shall annually report to the Governor, the Executive Secretary of the Supreme Court and the General Assembly as to the adherence of clerks of courts, attorneys for the Commonwealth and other state agencies to the procedures established by the Department of Taxation and the State Compensation Board.

The Office of the Executive Secretary of the Supreme Court shall annually report to the Governor, the General Assembly, the Chairmen of the House and Senate Committees for Courts of Justice, and the Virginia State Crime Commission on the total of restitution assessed, collected, and unpaid for each circuit and district court and the total of restitution collected and deposited into the Criminal Injuries Compensation Fund pursuant to subsection I of § 19.2-305.1 by each circuit and district court.

E. The provisions of this section shall not apply to any orders of restitution docketed in the name of the victim or when it is ordered that an assignment of the judgment for restitution to the victim be docketed.

§ 19.2-354. Authority of court to order payment of fine, costs, forfeitures, penalties, or restitution in installments or upon other terms and conditions; community work in lieu of payment.

A. Any defendant convicted of a traffic infraction or a violation of any criminal law of the Commonwealth or of any political subdivision thereof, or found not innocent in the case of a juvenile, who is sentenced to pay a fine, restitution, forfeiture, or penalty may pay such fine, restitution, forfeiture, or penalty and any costs that the defendant may be required to pay in deferred payments or installments. The court assessing the fine, restitution, forfeiture, or penalty and costs shall authorize the clerk to establish and approve individual deferred or installment payment agreements. If the defendant owes court-ordered restitution and enters into a deferred or installment payment agreement, any moneys collected pursuant to such agreement shall be used first to satisfy such restitution order and any collection costs associated with restitution prior to being used to satisfy any other fine, forfeiture, penalty, or cost owed, unless an order for restitution is docketed in the name of the victim or it is ordered that an assignment of the judgment to the victim be docketed. Any payment agreement authorized under this section shall be consistent with the provisions of § 19.2-354.1. The requirements set forth in § 19.2-354.1 shall be posted in the clerk's office and on the court's website, if a website is available. As a condition of every such agreement, a defendant who enters into an installment or deferred payment agreement shall promptly inform the court of any change of mailing address during the term of the agreement. If the defendant is unable to make payment within 90 days of sentencing, the court may assess a one-time fee not to exceed $10 to cover the costs of management of the defendant's account until such account is paid in full. This one-time fee shall not apply to cases in which costs are assessed pursuant to § 17.1-275.1, 17.1-275.2, 17.1-275.3, 17.1-275.4, 17.1-275.7, 17.1-275.8, or 17.1-275.9. Installment or deferred payment agreements shall include terms for payment if the defendant participates in a program as provided in subsection B or C. The court, if such sum or sums are not paid in full by the date ordered, shall proceed in accordance with § 19.2-358.

B. When a person sentenced to the Department of Corrections or a local correctional facility owes any fines, costs, forfeitures, restitution, or penalties, he shall be required as a condition of participating in any work release, home/electronic incarceration, or nonconsecutive days program as set forth in § 53.1-60, 53.1-131, 53.1-131.1, or 53.1-131.2 to either make full payment or make payments in accordance with his installment or deferred payment agreement while participating in such program. If, after the person has an installment or deferred payment agreement, the person fails to pay as ordered, his participation in the program may be terminated until all fines, costs, forfeitures, restitution, and penalties are satisfied. The Director of the Department of Corrections and any sheriff or other administrative head of any local correctional facility shall withhold such ordered payments from any amounts due to such person, *including amounts assessed but not yet due under a deferred payment agreement established pursuant to subsection F.* Distribution of the moneys collected shall be made in the following order of priority to:

1. Meet the obligation of any judicial or administrative order to provide support and such funds shall be disbursed according to the terms of such order;

2. Pay any restitution as ordered by the court;

3. Pay any fines or costs as ordered by the court;

4. Pay travel and other such expenses made necessary by his work release employment or participation in an education or rehabilitative program, including the sums specified in § 53.1-150; and

5. Defray the offender's keep.

The balance shall be credited to the offender's account or sent to his family in an amount the offender so chooses.

The State Board of Local and Regional Jails shall promulgate regulations governing the receipt of wages paid to persons sentenced to local correctional facilities participating in such programs, the withholding of payments, and the disbursement of appropriate funds. The Director of the Department of Corrections shall prescribe rules governing the receipt of wages paid to persons sentenced to state correctional facilities participating in such programs, the withholding of payments, and the disbursement of appropriate funds.

C. The court shall establish a program and may provide an option to any person upon whom a fine and costs have been imposed to discharge all or part of the fine or costs by earning credits for the performance of community service work (i) before or after imprisonment or (ii) in accordance with the provisions of § 19.2-316.4, 53.1-59, 53.1-60, 53.1-128, 53.1-129, or 53.1-131 during imprisonment. The program shall specify the rate at which credits are earned and provide for the manner of applying earned credits against the fine or costs. The court assessing the fine or costs against a person shall inform such person of the availability of earning credit toward discharge of the fine or costs through the performance of community service work under this program and provide such person with written notice of terms and conditions of this program. The court shall have such other authority as is reasonably necessary for or incidental to carrying out this program.

D. When the court has authorized deferred payment or installment payments, the clerk shall give notice to the defendant that upon his failure to pay as ordered he may be fined or imprisoned pursuant to § 19.2-358.

E. The failure of the defendant to enter into a deferred payment or installment payment agreement with the court or the failure of the defendant to make payments as ordered by the agreement shall allow the Tax Commissioner to act in accordance with § 19.2-349 to collect all fines, costs, forfeitures, and penalties.

F. For any defendant sentenced to an active term of incarceration and ordered to pay any fine, cost, forfeiture, or penalty related to the charge that such defendant is incarcerated for, or any other charge for which such defendant was sentenced on the same day, the court shall enter such defendant into a deferred payment agreement, as defined in § 19.2-354.1, for such fines, costs, forfeitures, or penalties. The due date for such deferred payment agreement shall be set no earlier than 180 days after the defendant's scheduled release from incarceration on the charges for which such defendant was sentenced on the same day. Notwithstanding any other provisions of law, the period of limitations provided by § 19.2-341 for payment of such fines, costs, forfeitures, or penalties shall start to run on the due date for such deferred payment agreement.

2. That the provisions of this act shall become effective on January 1, 2027.

District Court Form	DC-363, PETITION OR MOTION FOR EXPUNGEMENT DC-511, PETITION DC-587, MOTION AND ORDER FOR EXPUNGEMENT DC-588, NOTICE OF EXPUNGEMENT RIGHTS
Abstract	During the 2026 Session of the General Assembly, Senate Bill 230 was passed, which in part details that a person who was the subject of a delinquency or traffic proceeding and was not ultimately adjudicated delinquent or convicted, provided that no stipulation of facts sufficient to find guilt was entered, such matter is eligible for expungement on that person's motion. These forms have been updated accordingly.
Source	Senate Bill 230 (Chapter 1127, Effective December 1, 2026)
Revision	Legislative
Form Type	Master (DC-363, 511, 588) Printed (DC-587)

PETITION OR MOTION FOR EXPUNGEMENT

Commonwealth of Virginia Va. Code § 18.2-186.5, 19.2-392.2

Case No. .....

Underlying Case No(s). .....

.....

[ ] Circuit Court [ ] General District Court

..... [ ] Juvenile & Domestic Relations District Court

CITY OR COUNTY

.....

STREET ADDRESS OF COURT

..... v. COMMONWEALTH OF VIRGINIA

NAME OF PETITIONER/MOVANT

CHECK ONE:

[ ] I petition the court to expunge the police and court records relating to the charge(s) below based on subsection B of § 19.2-392.2. My name or other identification has been used without my consent or authorization by another person who has been charged or arrested using such name or identification. The identification used without my consent or authorization was:

.....

The name of the person using my identification is: ..... [ ] Name Unknown

OR

[ ] I move the court to expunge the police and court records relating to the charge(s) in the summons, warrant, indictment or presentment, based on subsection H of § 19.2-392.2. I was improperly arrested or charged pursuant to the aforesaid charging document and it has been dismissed because the court found that I was not the person named in the summons, warrant, indictment, or presentment.

COMPLETE THE FOLLOWING:

My date of birth is: ..... The last four digits of my social security number are: .....

Specific charge(s) to be expunged: .....

Date of final disposition of charge(s): .....

Court disposing of charge(s): .....

Underlying Case No(s). .....

[ ] A copy of the charging document~~warrant, summons indictment, or presentment~~ is attached to this PETITION/MOTION.

On this basis, I request that the police and court records relating to this charge be expunged and that a copy of any order of expungement be forwarded to the Department of State Police pursuant to subsection K of § 19.2-392.2. I have included with this PETITION/MOTION one complete set of my fingerprints obtained from a law-enforcement agency to accompany such order.

..... _____

DATE SIGNATURE OF PETITIONER/MOVANT

Filed by: [ ] Petitioner/Movant [ ] Attorney for Petitioner/Movant _____

SIGNATURE

.....

ADDRESS/TELEPHONE NUMBER OF [ ] PETITIONER/MOVANT [ ] ATTORNEY

State of ..... [ ] City [ ] County of .....

Acknowledged, subscribed and sworn to before me this ..... day of ....., 20 .....

..... _____

NOTARY REGISTRATION NUMBER [ ] CLERK [ ] NOTARY PUBLIC

(My commission expires: .....)

PETITION

Commonwealth of Virginia VA. CODE §§ 16.1-262; 16.1-263

Case No. .....

..... Juvenile and Domestic Relations District Court

..... DATE OF HEARING

In re a Child under eighteen years of age

CHILD'S NAME 1.	SSN:	DATE OF BIRTH 2.	AGE SEX RACE 3.
CHILD'S ADDRESS 4.			TELEPHONE NO.
NAME OF PARENT [ ] MOTHER [ ] FATHER 5.	SSN	DATE OF BIRTH	TELEPHONE NO.
ADDRESS OF PARENT 6.			
NAME OF PARENT [ ] MOTHER [ ] FATHER 7.	SSN	DATE OF BIRTH	TELEPHONE NO.
ADDRESS OF PARENT 8.			
GUARDIAN/LEGAL CUSTODIAN OR PERSON IN *LOCO PARENTIS* NAME AND ADDRESS 9.			TELEPHONE NO
GUARDIAN'S /LEGAL CUSTODIAN OR PERSON IN *LOCO PARENTIS* RELATIONSHIP TO CHILD 10.			
OTHER(S) NAME AND ADDRESS 11.			TELEPHONE NO.

12. Child held in CUSTODY [ ] Yes [ ] No

13. Place of Detention or Shelter Care .....

14. Date and Time Taken into Custody

_____ / _____ / _____ _____: _____ _____ m.

15. Date and Time Placed in Detention or Shelter Care

_____ / _____ / _____ _____ : _____ _____ m.

16. The above information is not known to the petitioner: No(s).

I, the undersigned petitioner, state under oath to the best of my knowledge, that the above-named child is within the purview of the Juvenile and Domestic Relations District Court Law in that, within this city/county, the child:

.....

.....

.....

.....

.....

(FOR ADMINISTRATIVE USE ONLY IN DELINQUENCY CASES) Virginia Crime Code: .....

WHEREFORE, the Petitioner requests that the child and the persons having his or her custody and control be summoned to appear before this Court, and that this Court enter such orders and judgments as the Court deems fit and proper in accordance with the law and which will serve the purpose and intent of the Juvenile and Domestic Relations District Court Law.

..... DATE

..... PETITIONER'S NAME (PRINT OR TYPE)

_____ PETITIONER'S SIGNATURE

..... PETITIONER'S ADDRESS AND TELEPHONE NUMBER

Petitioner's relationship to child: .....

Sworn/affirmed and signed before me on .....

Title: .....

Signature: _____

Filed by: _____ [ ] INTAKE OFFICER [ ] ATTORNEY

..... DATE

FOR NOTARY PUBLIC'S USE ONLY:

State of ..... [ ] City [ ] County of .....

Acknowledged, subscribed and sworn to before me this ..... day of ....., 20 .....

..... NOTARY REGISTRATION NUMBER

_____ NOTARY PUBLIC

(My commission expires: .....)

NOTICE OF RIGHTS TO DESTRUCTION OF JUVENILE AND DOMESTIC RELATIONS DISTRICT COURT RECORDS

(Va. Code § 16.1-306)

■ Records relating to a proceeding where a juvenile is found guilty of a delinquent act which would be a felony if committed by an adult will not be destroyed.

■ Records related to other proceedings concerning a juvenile will be destroyed automatically when:

such juvenile is nineteen (19) years old or older and

five years have passed since the date of the last hearing in the case. However, if the juvenile was found guilty of an offense reportable to the Virginia Department of Motor Vehicles, the records shall not be destroyed until the juvenile is twenty-nine (29) years old.

■ Records related to a petition for a delinquency charge referred to the court service unit to be proceeded upon informally pursuant to § 16.1-277.3 will be expunged pursuant to subdivision C 2 of §16.1-306 and the court shall dismiss the petition.

■ You may request the earlier destruction of the court records in this case ONLY IF:

1. You were the subject of a delinquency or juvenile traffic proceeding, and

2. You were not ultimately adjudicated delinquent or convicted, provided that no stipulation of facts sufficient to find guilt was entered or the court did not determine the facts sufficient to find guilt but deferred adjudication to a later date.~~found innocent of the charge or the charge was otherwise dismissed, and~~

3. You file a motion with this court requesting destruction of all records ~~records connected with such charge~~ and give ~~with~~ notice of the motion ~~being given~~ to the Commonwealth's Attorney.

Unless good cause is shown why the records should not be destroyed, this court shall grant the motion.

MOTION AND ORDER FOR EXPUNGEMENT AND DESTRUCTION OF JUVENILE RECORDS

Case No. .....

Commonwealth of Virginia VA. CODE § 16.1-306

..... Juvenile and Domestic Relations District Court

.....
STREET ADDRESS OF COURT

In re: .....

As the person who was the subject of a delinquency or traffic proceeding in the above-entitled matter, with disposition of the charge on .....
DATE OF FINAL DISPOSITION OF CHARGE
, and was not ultimately adjudicated delinquent or convicted, provided that no stipulation of facts sufficient to find guilt was entered or the court did not determine the facts sufficient to find guilt but deferred adjudication to a later date.~~:~~

~~[ ] having been found innocent thereof~~

~~**OR**~~

~~[ ] the proceedings having been otherwise dismissed~~

I move the court to expunge this matter and destroy all records ~~pertaining to this charge~~. I further request the Court provide notice of this motion to the attorney for the Commonwealth.

I further state that:

My date of birth is .....

My Social Security Number is .....

Specific charge(s) to be expunged: .....

Charge(s)	Code Section(s)	Court Case Number(s)

.....
DATE

_____
SIGNATURE OF PETITIONER

.....
ATTORNEY OF PETITIONER

.....
PRINT NAME OF PETITIONER

.....
ADDRESS/TELEPHONE NUMBER OF [ ] PETITIONER [ ] ATTORNEY FOR PETITIONER

NOTICE TO RESPONDENT COMMONWEALTH:

This motion was made pursuant to Va. Code § 16.1-306. If you wish to contest this Motion, written notice must be filed in the clerk's office by:

..... for a hearing on .....
FILING DEADLINE HEARING DATE

.....
DATE

_____
[ ] CLERK [ ] DEPUTY CLERK

ORDER

[ ] This Court, having not been shown good cause why such records should not be destroyed, ORDERS that the motion requesting the destruction of all records pertaining to this charge is hereby granted. The Clerk shall send a copy of this ORDER to all officers or agencies that are repositories of said records, and all such officers and agencies shall comply with the ORDER in accordance with § 16.1-306.

[ ] After conducting a hearing on the petition, the Court ORDERS that the petition be denied.

.....
DATE

_____
JUDGE

NOTICE OF RIGHTS UPON DISPOSITION OF YOUR CASE

PLEASE BE ADVISED OF THE FOLLOWING RIGHTS UNDER VIRGINIA CODE § 16.1-306 REGARDING EXPUNGEMENT OF COURT RECORDS.

The clerk of the juvenile and domestic relations district court shall, on January 2 of each year or on a date designated by the court, destroy its files, papers and records, including electronic records, connected with any proceeding concerning a juvenile in such court, if such juvenile has attained the age of 19 years and five years have elapsed since the date of the last hearing in any case of the juvenile which is subject to this section. However, if the juvenile was found guilty of an offense for which the clerk is required by Virginia Code § 46.2-383 to furnish an abstract to the Department of Motor Vehicles, the records shall be destroyed when the juvenile has attained the age of 29. If the juvenile was found guilty of a delinquent act, which would be a felony if committed by an adult, the records shall be retained.

However, in all files in which the court records concerning a juvenile contain a finding of guilty of any offense ancillary to (i) a delinquent act that would be a felony if committed by an adult or (ii) any offense for which the clerk is required by § 46.2-383 to furnish an abstract to the Department of Motor Vehicles, the records of any such ancillary offense shall also be retained for the time specified for the felony or the offense reported to the Department of Motor Vehicles as specified above, and all such records shall be available for inspection as provided in § 16.1-305.

A person who ~~has been~~was the subject of a delinquency or traffic proceeding ~~and~~ and was not ultimately adjudicated delinquent or convicted, provided that the stipulation of facts to find guilt was entered or the court did not determine the facts sufficient to find guilt but deferred adjudication or disposition to a later date, such matter is eligible for expungement. ~~(i) has been found innocent thereof or (ii) such proceeding was otherwise dismissed,~~ Such person may file a motion requesting the destruction of all records, and shall give notice to ~~pertaining to such charge. Notice of such motion shall be given to~~ the attorney for the Commonwealth. Unless good cause is shown why such records should not be destroyed, the court shall grant the motion, and shall send copies of the order to all officers or agencies that are repositories of such records, and all such officers and agencies shall comply with the order.

Pursuant to Va. Code § 16.1-277.3, at any point prior to the commencement of an adjudication hearing on a petition alleging that a child is delinquent, the court, upon request of the child with consent of the attorney for the commonwealth, if a party to the case, may refer the delinquency charge back to the court service unit in writing and the intake officer shall proceed informally pursuant to subdivision (B) of § 16.1-620. Upon referral, the court shall dismiss the petition and order that the court records pertaining to the petition be expunged pursuant to subdivision (C) (2) of § 16.1-306.

Upon destruction of the records of a proceeding, the violation of law shall be treated as if it never occurred. All index references shall be deleted and the court and law-enforcement officers and agencies shall reply and the person may reply to any inquiry that no record exists with respect to such person.

CHAPTER 1127

An Act to amend and reenact §§ 16.1-306, 19.2-298.02, and 19.2-392.2, as it is currently effective and as it shall become effective, of the Code of Virginia, relating to expungement of police and court records.

[S 230]

Approved May 14, 2026

Be it enacted by the General Assembly of Virginia:

1. That §§ 16.1-306, 19.2-298.02, and 19.2-392.2, as it is currently effective and as it shall become effective, of the Code of Virginia are amended and reenacted as follows:

§ 16.1-306. Expungement of court records.

A. Notwithstanding the provisions of § 16.1-69.55, the clerk of the juvenile and domestic relations district court shall, on January 2 of each year or on a date designated by the court, destroy its files, papers and records, including electronic records, connected with any proceeding concerning a juvenile in such court, if such juvenile has attained the age of 19 years and five years have elapsed since the date of the last hearing in any case of the juvenile which is subject to this section. However, if the juvenile was found guilty of an offense for which the clerk is required by § 46.2-383 to furnish an abstract to the Department of Motor Vehicles, the records shall be destroyed when the juvenile has attained the age of 29. If the juvenile was found guilty of a delinquent act which would be a felony if committed by an adult, the records shall be retained.

B. However, in all files in which the court records concerning a juvenile contain a finding of guilty of any offense ancillary to (i) a delinquent act that would be a felony if committed by an adult or (ii) any offense for which the clerk is required by § 46.2-383 to furnish an abstract to the Department of Motor Vehicles, the records of any such ancillary offense shall also be retained for the time specified for the felony or the offense reported to the Department of Motor Vehicles as specified in subsection A, and all such records shall be available for inspection as provided in § 16.1-305.

C. ~~A~~ *If a* person ~~who has been~~ *was* the subject of a delinquency or traffic proceeding and ~~(i) has been found innocent thereof or (ii) such proceeding was otherwise dismissed,~~ *was not ultimately adjudicated delinquent or convicted, provided that no stipulation of facts sufficient to find guilt was entered or the court did not determine the facts sufficient to find guilt but deferred adjudication or disposition to a later date, such matter is eligible for expungement. Such person* may file a motion requesting the destruction of all records ~~pertaining to such charge. Notice of such motion~~ *and* shall ~~be given~~ *give notice of the motion* to the attorney for the Commonwealth. Unless good cause is shown why such records should not be destroyed, the court shall grant the motion~~,~~ and shall send copies of the order to all officers or agencies that are repositories of such records, and all such officers and agencies shall comply with the order.

D. Each person shall be notified of his rights under subsections A and C ~~of this section~~ at the time of his dispositional hearing.

E. Upon destruction of the records of a proceeding as provided in subsections A, B, and C, the violation of law shall be treated as if it never occurred. All index references shall be deleted and the court and law-enforcement officers and agencies shall reply and the person may reply to any inquiry that no record exists with respect to such person.

F. All docket sheets shall be destroyed in the sixth year after the last hearing date recorded on the docket sheet.

§ 19.2-298.02. Deferred disposition in a criminal case.

A. A trial court presiding in a criminal case may, with the agreement of the defendant and the Commonwealth, after any plea or trial, with or without a determination, finding, or pronouncement of guilt, and notwithstanding the entry of a conviction order, upon consideration of the facts and circumstances of the case, including (i) mitigating factors relating to the defendant or the offense, (ii) the request of the victim, or (iii) any other appropriate factors, defer proceedings, defer entry of a conviction order, if none, or defer entry of a final order, and continue the case for final disposition, on such reasonable terms and conditions as may be agreed upon by the parties and placed on the record, or if there is no agreement, as may be imposed by the court. Final disposition may include (a) conviction of the original charge, (b) conviction of an alternative charge, or (c) dismissal of the proceedings.

B. Upon violation of a term or condition, the court may enter an adjudication of guilt, if not already entered, and make any final disposition of the case provided by subsection A. Upon fulfillment of the terms and conditions, the court shall adjudicate the matter consistent with the agreement of the parties or, if none, by conviction of an alternative charge or dismissal of the case.

C. By consenting to and receiving a deferral of proceedings or a deferral of entry of a final order of guilt and fulfilling the conditions as specified by the court as provided by subsection A, the defendant waives his

right to appeal such entry of a final order of guilt.

Prior to granting a deferral of proceedings, a deferral of entry of a conviction order, if none, or a deferral of a final order, the court shall notify the defendant that he would be waiving his rights to appeal any final order of guilt if such deferral is granted.

D. Upon agreement of all parties, a *person whose* charge ~~that~~ is dismissed pursuant to this section, including an original charge that was reduced or a charge that is dismissed after a plea or stipulation of the facts that would justify a finding of guilt, may be considered as ~~otherwise dismissed~~ *not ultimately convicted and eligible* for ~~purposes of~~ expungement of police and court records in accordance with § 19.2-392.2, and such agreement of all parties and expungement eligibility may be indicated in the final disposition order.

§ 19.2-392.2. (Effective until July 1, 2026) Expungement of police and court records.

A. If a person is *arrested,* charged ~~with~~*, summonsed, or indicted for* the commission of *an infraction,* a crime, *or* a civil offense~~, or any offense defined in Title 18.2,~~ and

~~1. Is acquitted, or~~

~~2. A nolle prosequi is taken or the charge is otherwise dismissed, including dismissal by accord and satisfaction pursuant to § 19.2-151, he~~ *is not ultimately convicted, provided that no stipulation of facts sufficient to find guilt was entered or the court did not determine the facts sufficient to find guilt but deferred adjudication or disposition to a later date, such matter is eligible for expungement. Such person* may file a petition setting forth the relevant facts and requesting expungement of the police records and the court records relating to the charge.

B. If any person whose name or other identification has been used without his consent or authorization by another person who has been charged or arrested using such name or identification, he may file a petition with the court disposing of the charge for relief pursuant to this section. Such person shall not be required to pay any fees for the filing of a petition under this subsection. A petition filed under this subsection shall include one complete set of the petitioner's fingerprints obtained from a law-enforcement agency.

C. The petition with a copy of the ~~warrant, summons, or indictment~~ *charging document,* if reasonably available, shall be filed in the circuit court of the county or city in which the case was ~~disposed of by acquittal or being otherwise dismissed~~ *resolved* and shall contain, except when not reasonably available, the date of arrest and the name of the arresting agency. *A single petition may request the expungement of the police and court records for multiple charges arising out of separate transactions or occurrences.* When this information is not reasonably available, the petition shall state the reason for such unavailability. *Such unavailability alone shall not be a basis for refusing expungement.* The petition shall further state the specific criminal charge or civil offense to be expunged, the date of final disposition of the charge as set forth in the petition, the petitioner's date of birth, and the full name used by the petitioner at the time of arrest. If the petition is filed under this subsection, the petitioner shall request that the Central Criminal Records Exchange (CCRE) electronically forward a copy of the petitioner's Virginia criminal history record to the circuit court in which the petition was filed. Upon receiving such request, the CCRE shall electronically forward such record to the circuit court; however, if the circuit court is unable to receive an electronic transmission, the CCRE shall forward a copy of such record to the circuit court which shall be maintained under seal by the clerk unless otherwise ordered by the court.

D. A copy of the petition shall be served on the attorney for the Commonwealth of the city or county in which the petition is filed. The attorney for the Commonwealth may file an objection or answer to the petition*, and if an objection is filed, shall include the basis for such objection,* or may give written notice to the court that he does not object to the petition within 21 days after it is served on him.

E. If the petition is filed under subsection B, the petitioner shall obtain from a law-enforcement agency one complete set of the petitioner's fingerprints and shall provide that agency with a copy of the petition for expungement. The law-enforcement agency shall submit the set of fingerprints to the CCRE with a copy of the petition for expungement attached. The CCRE shall forward under seal to the court a copy of the petitioner's criminal history and the set of fingerprints. Upon completion of the hearing, the court shall return the fingerprint card to the petitioner. If no hearing was conducted, upon the entry of an order of expungement or an order denying the petition for expungement, the court shall cause the fingerprint card to be destroyed unless, within 30 days of the date of the entry of the order, the petitioner requests the return of the fingerprint card in person from the clerk of the court or provides the clerk of the court a self-addressed, stamped envelope for the return of the fingerprint card.

F. After receiving the criminal history record information, the court shall conduct a hearing on the petition. If the court finds that the continued existence and possible dissemination of information relating to the arrest of the petitioner causes or may cause circumstances ~~which~~ *that* constitute a *potential* manifest injustice to the petitioner, it shall enter an order requiring the expungement of the police and court records, including electronic records *and any specifically identified emergency or preliminary protective orders issued pursuant to § 16.1-253, 16.1-253.1, 16.1-253.4, 19.2-152.8, or 19.2-152.9,* relating to the charge. Otherwise, it shall deny the petition. However, if the petitioner has no prior criminal record and the arrest was for a misdemeanor violation or the charge was for a civil offense, the petitioner shall be entitled, in the absence of good cause shown to the contrary by the Commonwealth, to expungement of the police and court records

relating to the charge, and the court shall enter an order of expungement. If the attorney for the Commonwealth of the county or city in which the petition is filed (i) gives written notice to the court pursuant to subsection D that he does not object to the petition and (ii) when the charge to be expunged is a felony, stipulates in such written notice that the continued existence and possible dissemination of information relating to the arrest of the petitioner causes or may cause circumstances ~~which~~ *that* constitute a *potential* manifest injustice to the petitioner, the court may enter an order of expungement without conducting a hearing. *The existence of a prior conviction alone shall not be a sufficient basis to deny an expungement.*

G. The Commonwealth shall be made party defendant to the proceeding. Any party aggrieved by the decision of the court may appeal, as provided by law in civil cases. *Any person whose petition for relief under this section is the subject of an appeal shall be allowed to proceed under a pseudonym pursuant to § 8.01-15.1 upon his request.*

H. Notwithstanding any other provision of this section, when the charge is dismissed because the court finds that the person arrested or charged is not the person named in the summons, warrant, indictment, or presentment, the court dismissing the charge shall, upon motion of the person improperly arrested or charged, enter an order requiring expungement of the police and court records relating to the charge. Such order shall contain a statement that the dismissal and expungement are ordered pursuant to this subsection and shall be accompanied by the complete set of the petitioner's fingerprints filed with his petition. Upon the entry of such order, it shall be treated as provided in subsection K.

I. Notwithstanding any other provision of this section, upon receiving a copy pursuant to § 2.2-402 of an absolute pardon for the commission of a crime that a person did not commit, the court shall enter an order requiring expungement of the police and court records relating to the charge and conviction. Such order shall contain a statement that the expungement is ordered pursuant to this subsection. Upon the entry of such order, it shall be treated as provided in subsection K.

J. Upon receiving a copy of a writ vacating a conviction pursuant to § 19.2-327.5 or 19.2-327.13, the court shall enter an order requiring expungement of the police and court records relating to the charge and conviction. Such order shall contain a statement that the expungement is ordered pursuant to this subsection. Upon the entry of the order, it shall be treated as provided in subsection K.

K. Upon the entry of an order of expungement, the clerk of the court shall cause a copy of such order to be forwarded to the Department of State Police, which shall, pursuant to rules and regulations adopted pursuant to § 9.1-134, direct the manner by which the appropriate expungement or removal of such records shall be effected.

L. Costs shall be as provided by § 17.1-275, but shall not be recoverable against the Commonwealth. If the court enters an order of expungement, the clerk of the court shall refund to the petitioner such costs paid by the petitioner.

M. Any order entered where (i) the court or parties failed to strictly comply with the procedures set forth in this section or (ii) the court enters an order of expungement contrary to law, shall be voidable upon motion and notice made within three years of the entry of such order.

N. A petition filed under this section and any responsive pleadings filed by the attorney for the Commonwealth shall be maintained under seal by the clerk unless otherwise ordered by the court. Any order to expunge issued pursuant to this section shall be sealed and may only be disseminated for the purposes set forth in § 19.2-392.3 pursuant to regulations and procedures adopted pursuant to § 9.1-128 and procedures adopted pursuant to § 9.1-134.

§ 19.2-392.2. (Effective July 1, 2026) Expungement of police and court records.

A. If a person is *arrested,* charged ~~with~~*, summonsed, or indicted for* the commission of *an infraction,* a crime, *or* a civil offense~~, or any offense defined in Title 18.2,~~ and

~~1. Is acquitted, or~~

~~2. A nolle prosequi is taken or the charge is otherwise dismissed, including dismissal by accord and satisfaction pursuant to § 19.2-151, he~~ *is not ultimately convicted, provided that no stipulation of facts sufficient to find guilt was entered or the court did not determine the facts sufficient to find guilt but deferred adjudication or disposition to a later date, such matter is eligible for expungement. Such person* may file a petition setting forth the relevant facts and requesting expungement of the police records and the court records relating to the charge. A person shall not be required to pay any court fees or costs for filing a petition under this subsection.

B. If any person whose name or other identification has been used without his consent or authorization by another person who has been charged or arrested using such name or identification, he may file a petition with the court disposing of the charge for relief pursuant to this section. A person shall not be required to pay any court fees or costs for filing a petition under this subsection. A petition filed under this subsection shall include one complete set of the petitioner's fingerprints obtained from a law-enforcement agency.

C. The petition with a copy of the ~~warrant, summons, or indictment~~ *charging document,* if reasonably available, shall be filed in the circuit court of the county or city in which the case was ~~disposed of by acquittal or being otherwise dismissed~~ *resolved* and shall contain, except when not reasonably available, the date of arrest and the name of the arresting agency. *A single petition may request the expungement of the police and*

court records for multiple charges arising out of separate transactions or occurrences. When this information is not reasonably available, the petition shall state the reason for such unavailability. *Such unavailability alone shall not be a basis for refusing expungement.* The petition shall further state the specific criminal charge or civil offense to be expunged, the date of final disposition of the charge as set forth in the petition, the petitioner's date of birth, and the full name used by the petitioner at the time of arrest. If the petition is filed under this subsection, the petitioner shall request that the Central Criminal Records Exchange (CCRE) electronically forward a copy of the petitioner's Virginia criminal history record to the circuit court in which the petition was filed. Upon receiving such request, the CCRE shall electronically forward such record to the circuit court; however, if the circuit court is unable to receive an electronic transmission, the CCRE shall forward a copy of such record to the circuit court which shall be maintained under seal by the clerk unless otherwise ordered by the court.

D. A copy of the petition shall be served on the attorney for the Commonwealth of the city or county in which the petition is filed. The attorney for the Commonwealth may file an objection or answer to the petition, *and if an objection is filed, shall include the basis for such objection,* or may give written notice to the court that he does not object to the petition within 21 days after it is served on him.

E. If the petition is filed under subsection B, the petitioner shall obtain from a law-enforcement agency one complete set of the petitioner's fingerprints and shall provide that agency with a copy of the petition for expungement. The law-enforcement agency shall submit the set of fingerprints to the CCRE with a copy of the petition for expungement attached. The CCRE shall forward under seal to the court a copy of the petitioner's criminal history and the set of fingerprints. Upon completion of the hearing, the court shall return the fingerprint card to the petitioner. If no hearing was conducted, upon the entry of an order of expungement or an order denying the petition for expungement, the court shall cause the fingerprint card to be destroyed unless, within 30 days of the date of the entry of the order, the petitioner requests the return of the fingerprint card in person from the clerk of the court or provides the clerk of the court a self-addressed, stamped envelope for the return of the fingerprint card.

F. After receiving the criminal history record information, the court shall conduct a hearing on the petition. If the court finds that the continued existence and possible dissemination of information relating to the arrest of the petitioner causes or may cause circumstances ~~which~~ *that* constitute a *potential* manifest injustice to the petitioner, it shall enter an order requiring the expungement of the police and court records, including electronic records *and any specifically identified emergency or preliminary protective orders issued pursuant to § 16.1-253, 16.1-253.1, 16.1-253.4, 19.2-152.8, or 19.2-152.9,* relating to the charge. Otherwise, it shall deny the petition. However, if the petitioner has no prior criminal record and the arrest was for a misdemeanor violation or the charge was for a civil offense, the petitioner shall be entitled, in the absence of good cause shown to the contrary by the Commonwealth, to expungement of the police and court records relating to the charge, and the court shall enter an order of expungement. If the attorney for the Commonwealth of the county or city in which the petition is filed (i) gives written notice to the court pursuant to subsection D that he does not object to the petition and (ii) when the charge to be expunged is a felony, stipulates in such written notice that the continued existence and possible dissemination of information relating to the arrest of the petitioner causes or may cause circumstances ~~which~~ *that* constitute a *potential* manifest injustice to the petitioner, the court may enter an order of expungement without conducting a hearing. *The existence of a prior conviction alone shall not be a sufficient basis to deny an expungement.*

G. The Commonwealth shall be made party defendant to the proceeding. Any party aggrieved by the decision of the court may appeal, as provided by law in civil cases. *Any person whose petition for relief under this section is the subject of an appeal shall be allowed to proceed under a pseudonym pursuant to § 8.01-15.1 upon his request.*

H. Notwithstanding any other provision of this section, when the charge is dismissed because the court finds that the person arrested or charged is not the person named in the summons, warrant, indictment, or presentment, the court dismissing the charge shall, upon motion of the person improperly arrested or charged, enter an order requiring expungement of the police and court records relating to the charge. Such order shall contain a statement that the dismissal and expungement are ordered pursuant to this subsection and shall be accompanied by the complete set of the petitioner's fingerprints filed with his petition. Upon the entry of such order, it shall be treated as provided in subsection K.

I. Notwithstanding any other provision of this section, upon receiving a copy pursuant to § 2.2-402 of an absolute pardon for the commission of a crime that a person did not commit, the court shall enter an order requiring expungement of the police and court records relating to the charge and conviction. Such order shall contain a statement that the expungement is ordered pursuant to this subsection. Upon the entry of such order, it shall be treated as provided in subsection K.

J. Upon receiving a copy of a writ vacating a conviction pursuant to § 19.2-327.5 or 19.2-327.13, the court shall enter an order requiring expungement of the police and court records relating to the charge and conviction. Such order shall contain a statement that the expungement is ordered pursuant to this subsection. Upon the entry of the order, it shall be treated as provided in subsection K.

K. Upon the entry of an order of expungement, the clerk of the court shall cause a copy of such order to be

forwarded to the Department of State Police, which shall, pursuant to rules and regulations adopted pursuant to § 9.1-134, direct the manner by which the appropriate expungement or removal of such records shall be effected. The Department of State Police shall validate the accuracy of any criminal history record ordered to be expunged pursuant to this section but shall not validate whether such record is eligible for expungement.

L. Any order entered where (i) the court or parties failed to strictly comply with the procedures set forth in this section or (ii) the court enters an order of expungement contrary to law, shall be voidable upon motion and notice made within three years of the entry of such order.

M. A petition filed under this section and any responsive pleadings filed by the attorney for the Commonwealth shall be maintained under seal by the clerk unless otherwise ordered by the court. Any order to expunge issued pursuant to this section shall be sealed and may only be disseminated for the purposes set forth in § 19.2-392.3 pursuant to regulations and procedures adopted pursuant to § 9.1-128 and procedures adopted pursuant to § 9.1-134.

2. That the provisions of this act shall become effective on December 1, 2026.

District Court Form	DC- 455, GARNISHEE INFORMATION SHEET
Abstract	Identical House and Senate Bills 1 from the 2026 Session of the Virginia General Assembly gradually increases the minimum wage incrementally to $15.00 per hour by January 1, 2028. On January 1, 2027, the minimum wage will be $13.75. As a result, the chart on this form reflecting the amounts that can be garnished from disposable earnings has been updated.
Source	House Bill 1 (Chapter 350, 2026 Session, effective July 1, 2026) Senate Bill 1 (Chapter 351, 2026 Session, effective July 1, 2026)
Revision	Legislative
Form Type	Printed

GARNISHEE INFORMATION SHEET

Va. Code §§ 34-29 and 40.1-28.10

The following information sheet sets forth procedures which may apply when a garnishee determines the proper amount to be garnished.

I. Garnishment of monies other than earnings (wages, salaries, commissions):
Refer to the debt owed or property specified by the judgment creditor on the GARNISHMENT SUMMONS, and respond to garnishments based on the date shown on the GARNISHMENT SUMMONS as to when the writ of fieri facias was delivered to the sheriff.

Financial Institutions may respond to a GARNISHMENT SUMMONS on district court form DC-456, GARNISHEE'S ANSWER.

- If the account is a joint account, list the names and addresses of all account owners.
- Certain exemptions from garnishment, which are listed on district court form DC-454, NOTICE TO JUDGMENT DEBTOR HOW TO CLAIM EXEMPTIONS FROM GARNISHMENT AND LIEN, REQUEST FOR HEARING – GARNISHMENT/LIEN EXEMPTION CLAIM, attached to the GARNISHMENT SUMMONS, may apply.
- If the account contains federal benefit payments governed by 31 CFR Part 212, list the account balance and the protected amount.

II. Garnishment of earnings for each pay period:

First Step:
Determine what are the "disposable earnings" by calculating the gross earnings, then deducting from gross earnings those amounts required by law to be withheld, such as federal and state taxes and social security withholdings. In calculating disposable earnings, do not deduct other payroll deductions such as insurance premiums, savings plans or retirement contributions.

Second Step:
Determine the maximum amount that may be withheld from "disposable earnings." A description of this calculation is provided on the back of the attached GARNISHMENT SUMMONS. The following is a way to implement this part of the procedure:

On the front of the GARNISHMENT SUMMONS under "Maximum Amount of Disposable Earnings Subject to Garnishment," see which boxes have been checked to calculate the maximum amount subject to garnishment.

- If support is checked, then multiply "disposable earnings" by the percentage checked underneath "support." If no box is checked, then use 50%.
- If "state taxes" is checked, then multiply "disposable earnings" by 100%.
- If none of the boxes are checked, **use the table on the reverse side** and, where a percentage is given, multiply "disposable earnings" by the applicable percentage.

Third Step:
Determine if other deductions for child support or other garnishments apply to the judgment debtor. Virginia law requires that payments for support ordered by a court or by the Division of Child Support Enforcement must be deducted from the maximum amount of disposable earnings subject to garnishment as calculated above in the Second Step to determine the amount left for garnishments. (There may be none left.) After honoring child support deductions, garnishments are to be honored on the basis of the date shown on the GARNISHMENT SUMMONS as to when the writ of fieri facias was delivered to the sheriff.

III. File any GARNISHEE'S ANSWER so that the court receives your answer before the return date shown on the GARNISHMENT SUMMONS. The attached GARNISHEE'S ANSWER may be used for this purpose. If you deliver payment to the court by check, make it payable to the judgment creditor.

IV. Do not withhold funds from this garnishment after the hearing date and time specified in the top right hand corner of the GARNISHMENT SUMMONS, district court form DC-451. Any funds withheld as a result of a voluntary agreement between the judgment creditor and the judgment debtor after this garnishment has been concluded should be paid directly to the judgment creditor. Do not send these funds to the court.

AMOUNTS GARNISHABLE FROM "DISPOSABLE EARNINGS" EFFECTIVE JANUARY 1, ~~2026~~2027

(wages, salaries, commissions, etc.) ($13.75~~12.77~~ per hour minimum wage)

	Paid Weekly	Paid Every Two Weeks	Paid Twice a Month**	Paid Monthly**
Disposable Earnings* or less	$550~~10~~.00~~80~~ or less $2,383~~213~~.32~~45~~ or less		$1,100~~021~~.0~~6~~0 or less	$1,191~~06~~.66~~72~~
Amount Garnishable	Nothing	Nothing	Nothing	Nothing
Disposable Earnings to	$550.00~~10.80~~ to $733.33~~681.07~~	$1,100.00~~021.60~~ to $1,466.67~~362.13~~	$1,191.66~~06.72~~ to $1,588.88~~475.63~~	$2,383.32~~213.45~~ $3,177.75~~2,951.27~~
Amount Garnishable	Amount above $550.00~~10.80~~	Amount above $1,100.00~~021.60~~	Amount above $1,191.66~~06.72~~	Amount above $2,383.32~~213.45~~
Disposable Earnings	More than $733.33~~681.07~~	More than $1,466.67~~362.13~~	More than $1,588.88~~475.63~~	More than $3,177.75~~2,951.27~~
Amount Garnishable	25% of Disposable Earnings	25% of Disposable Earnings	25% of Disposable Earnings	25% of Disposable Earnings

* See front for definition of "Disposable Earnings."

** Amounts for twice a month and monthly pay periods are based on an average of 4 1/3 weeks per month.

CHAPTER 350

An Act to amend and reenact § 40.1-28.10 of the Code of Virginia, relating to minimum wage.

[H 1]

Approved April 8, 2026

Be it enacted by the General Assembly of Virginia:

1. That § 40.1-28.10 of the Code of Virginia is amended and reenacted as follows:

§ 40.1-28.10. Minimum wages.

A. 1. Prior to May 1, 2021, every employer shall pay to each of its employees wages at a rate not less than the federal minimum wage.

2. Beginning May 1, 2021, every employer shall pay to each of his employees at a rate not less than the federal minimum wage or 75 percent of the Virginia minimum wage provided for in this section, whichever is greater. For the purposes of this subdivision "employee" means any person or individual who is enrolled in an established employer on-the-job or other training program for a period not to exceed 90 days which meets standards set by regulations adopted by the Commissioner.

B. From ~~May 1, 2021~~ *January 1, 2026*, until January 1, ~~2022~~ *2027*, every employer shall pay to each of its employees wages at a rate not less than the greater of (i) ~~$9.50~~ *$12.77* per hour or (ii) the federal minimum wage.

C. From January 1, ~~2022~~ *2027*, until January 1, ~~2023~~ *2028*, every employer shall pay to each of its employees wages at a rate not less than the greater of (i) ~~$11.00~~ *$13.75* per hour or (ii) the federal minimum wage.

D. From January 1, ~~2023~~ *2028*, until January 1, ~~2025~~ *2029*, every employer shall pay to each of its employees wages at a rate not less than the greater of (i) ~~$12.00~~ *$15.00* per hour or (ii) the federal minimum wage.

E. From and after January 1, ~~2025~~ *2029*, every employer shall pay to each of his employees wages at a rate not less than the greater of (i) the adjusted state hourly minimum wage or (ii) the federal minimum wage.

F. By October 1, ~~2024~~ *2028*, and annually thereafter, the Commissioner shall establish the adjusted state hourly minimum wage that shall be in effect during the 12-month period commencing on the following January 1. The Commissioner shall set the adjusted state hourly minimum wage at the sum of (i) the amount of the state hourly minimum wage rate that is in effect on the date such adjustment is made and (ii) a percentage of the amount described in clause (i) that is equal to the percentage by which the United States Average Consumer Price Index for all items, all urban consumers (CPI-U), as published by the Bureau of Labor Statistics of the U.S. Department of Labor, or a successor index as calculated by the U.S. Department of Labor, has increased during the most recent calendar year for which such information is available. The amount of each annual adjustment shall not be less than zero.

District Court Form	DC- XXX, SUMMONS FOR PHOTO ENFORCEMENT – TRAFFIC VIOLATION
Abstract	During the 2026 Session of the Virginia General Assembly, House Bill 1220 passed, which directs the Supreme Court of Virginia to develop a summons for certain vehicle violations captured by photo monitoring devices. This summons was created as a result, including requirements noted by the legislation.
Source	House Bill 1220 (Chapter 964, Various Effective Dates)
Revision	Legislative
Form Type	Master

Citation Number.....

Pin Number .....

SUMMONS FOR PHOTO ENFORCEMENT–
TRAFFIC VIOLATION

Commonwealth of Virginia Va. Code § 46.2-882.1

..... General District Court
CITY OR COUNTY

....
REGISTERED OWNER LICENSE PLATE NUMBER STATE

.....
ADDRESS OF REGISTERED OWNER

.....
CITY STATE ZIP

TO THE REGISTERED OWNER OF THE VEHICLE:

Pursuant to § 46.2-882.1 of the Code of Virginia, the operator of the motor vehicle identified above is liable for payment of a civil penalty if the vehicle is recorded exceeding the posted speed limit by a photographic enforcement system or was photographed committing a stop sign or pedestrian crossing violation pursuant to Va. Code §§ 46.2-830 or 46.2-924. Each photograph has the date, time, location, and speed of the vehicle, if applicable, when the violation occurred. The recorded images, as certified on page two by a law enforcement officer or other statutorily authorized affiant, constitute prima facie evidence of the violation, other than a school crossing or highway work zone violation, which involve additional requirements.

NOTE: Payment of the penalty amount for the violation will not result in points deducted by the Virginia Department of Motor Vehicles and will not appear on your driving record. Payment information is listed in Part A.

Citation information:

The specific violation photographed for which you are liable was the following:

[ ] Speed violation:
- [ ] High-risk intersection segment,
  - [ ] pursuant to local ordinance: .....
- [ ] Highway work zone,
  - [ ] pursuant to Va. Code § 46.2-878.1, or
  - [ ] local ordinance: .....
- [ ] Safety red zone,
  - [ ] pursuant to local ordinance: .....
- [ ] School crossing zone,
  - [ ] pursuant to Va. Code § 46.2-873, or
  - [ ] local ordinance: .....

[ ] Other violation:
- [ ] Pedestrian crossing violation,
  - [ ] pursuant to Va. Code § 46.2-924, or
  - [ ] local ordinance: .....
- [ ] Stop sign violation,
  - [ ] pursuant to Va. Code §§ 46.2-830, 46.2-821,or 46.2-833.1; or
  - [ ] local ordinance: .....
- [ ] Other violation,
  - [ ] pursuant to Va. Code § ..... or
  - [ ] local ordinance: .....

Citation Number.....

Pin Number .....

Violation Information	
Location of violation:	Posted speed, if applicable: .....
Date and time of violation:	Vehicle speed, if applicable: .....
Amount due:	Payment due date: .....

NOTE: Photographic evidence should be attached to this document. You can view digital evidence and pay online at: .....
WEB ADDRESS

Certification:

I am a duly authorized law enforcement officer, retired law enforcement officer, or other statutorily authorized affiant employed by the jurisdiction. Based on inspection of the recorded images attached, the motor vehicle was operated in violation of the provision checked on page 1.

If applicable, I also swear to the following:

[ ] School crossing zone: at the time of the vehicle speed violation, a portable sign or tilt-over sign was in position or blinking sign was activated, indicating the school crossing zone.

[ ] Highway work zone: at the time of the vehicle speed violation, workers were present.

Sworn to or affirmed by:

..... _____
NAME OF AFFIANT SIGNATURE

.....
LOCALITY BADGE NUMBER

OPTIONS:

You, the registered owner of the vehicle, have the following three options that must be acted on by the due date listed above.

Please choose only one. You may:

1) pay the amount due, listed above;
2) contest the summons by affidavit or police report, if you were not the operator of the vehicle at the time of the violation; or
3) request a court hearing.

For option 1, please proceed to Part A. For option 2, please proceed to Part B. For option 3, please proceed to part C. Please only fill out the applicable portion of the form.

Citation Number.....

Pin Number .....

PART A

1. **To Pay the Amount Due:**

NOTE: If paying by credit/debit card, the payment may be subject to a transaction fee. Please pay by the due date listed on page 2.

To pay by web: Go to the following website and use the citation and pin number on this summons to log in, if prompted. You can pay using debit or credit card.

.....

WEB ADDRESS

To pay by phone: Call the following number and have your payment information prepared.

.....

PHONE NUMBER

To pay by mail: Please mail a check or money order with this form in its entirety to the address below.

Please make the check or money order payable to: .....

.....

MAILING ADDRESS

.....

CITY STATE ZIP

NOTE: Payment of this fine is considered an **ADMISSION OF LIABILITY** and waives your right to a hearing. Unless you affirmatively request a court date, payment of the civil penalty must be received on or before the due date. If you pay the civil penalty in advance, you do not need to appear in court on the administrative return date listed in Part C. Do **NOT** come to court without requesting a court date.

Citation Number.....

Pin Number .....

PART B

2. **To Contest the Summons by Affidavit or Police Report:** You may contest the summons if you were not the operator of the vehicle at the time of the violation. Please select only one of the following two options.

[ ] To contest by affidavit: Pursuant to Va. Code § 46.2-882.1, an owner, lessee, or renter of the vehicle can rebut the presumption that he/she was the operator of the vehicle at the time of the alleged violation by filing an affidavit that will be sent to the General District Court stating that he/she was not the operator of the vehicle at the time of the alleged violation and providing the name and address of the person who was operating the vehicle at the time. Please fill out the following information, sign this form below, and then mail all pages of this form to the address that follows.

AFFIDAVIT

Another party was operating the vehicle at the time of violation. The designated party who may be held liable for the violation is provided below.

.....

NAME

.....

ADDRESS OF DRIVER

.....

CITY STATE ZIP

I declare under penalty of perjury that the foregoing is true and correct, according to Va. Code § 8.01-4.3.

..... _____

DATE SIGNATURE OF REGISTERED OWNER

Please mail the completed, signed form in its entirety to the following address:

.....

MAILING ADDRESS

.....

CITY STATE ZIP

[ ] To contest by police report of stolen vehicle: Pursuant to Va. Code § 46.2-882.1, an owner, lessee, or renter of the vehicle can rebut the presumption that he/she was the operator of the vehicle at the time of the alleged violation by presenting a certified copy of a police report showing that the vehicle had been reported as stolen prior to the time of the alleged violation.
Please mail the certified police report to the following address:

.....

MAILING ADDRESS

.....

CITY STATE ZIP

Citation Number.....

Pin Number .....

PART C

3. To Request a Court Hearing:

Administrative Return Date: .....

NOTE: This is NOT a court hearing date. You should NOT come to court on this administrative return date, as the court will not hear your case on this date.

If you would like a court date: You have the right to a court hearing to contest this citation. To certify that you would like to contest this summons with a court hearing, please sign this form below, and then mail ALL PAGES of this form to the address that follows NO LATER THAN THE ADMINISTRATIVE RETURN DATE.

..... _____

DATE SIGNATURE OF REGISTERED OWNER

Please mail the completed form in its entirety to the following address:

.....

MAILING ADDRESS

.....

CITY STATE ZIP

If you request a court date using Part C of this form, you will receive a Notice of Hearing Date in the mail that will include the date, time, and location of your hearing. Once requested, all payments must be made directly to the court listed on page 1. By requesting a hearing, you acknowledge that if found guilty, you will be responsible for the civil penalty and court costs. If you fail to attend the hearing on the date noted in your Notice of Hearing Date, you may be found guilty and will be responsible for the civil penalty and court costs. Once you request your court date, all payments **MUST** be made to the Court.

NOTE: If you do not send Part C of this form to the address above to request a hearing date, your case will not be included on the court's schedule. Do **NOT** come to court if you have not requested a court date. If you pre-pay the citation, you forfeit your right to contest the citation and are not required to appear in court.

CHAPTER 964

An Act to amend and reenact § 46.2-882.1 of the Code of Virginia and to amend the Code of Virginia by adding a section numbered 46.2-882.2, relating to photo speed monitoring devices; placement and operation.

[H 1220]

Approved April 13, 2026

Be it enacted by the General Assembly of Virginia:

1. That § 46.2-882.1 of the Code of Virginia is amended and reenacted and that the Code of Virginia is amended by adding a section numbered 46.2-882.2 as follows:

§ 46.2-882.1. Use of photo speed monitoring devices in highway work zones, school crossing zones, and high-risk intersection segments; civil penalty.

A. For the purposes of this section:

"High-risk intersection segment" means any highway or portion thereof located not more than 1,000 feet from the limits of the property of a school that is part of or adjacent to an intersection containing a marked crosswalk that is identified in the manner provided in this section as one in which a traffic fatality has occurred since January 1, 2014.

"Highway work zone" has the same meaning ascribed to it in § 46.2-878.1.

"Photo speed monitoring device" means equipment that uses radar or LIDAR-based speed detection and produces one or more photographs, microphotographs, videotapes, or other recorded images of vehicles.

"Operating costs" means the costs attributable to a locality's photo speed monitoring device program, including costs for (i) devices and associated equipment, including the installation and operation of such devices and equipment; (ii) signs and speed display signs indicating the use of a photo speed monitoring device; (iii) contracts with private vendors; and (iv) personnel costs.

"Retired sworn law-enforcement officer" means any officer of the United States, or of a state or political subdivision thereof, who was empowered by law to conduct investigations and make arrests and any attorney authorized by law to prosecute or participate in the prosecution of such offenses, who at the time of retirement kept an up-to-date certification and retired honorably in good standing. A retired sworn law-enforcement officer shall not be required to keep an up-to-date certification after the date of his retirement.

"School crossing zone" has the same meaning ascribed to it in § 46.2-873.

"Speed display sign" means a self-contained system that uses radar or LIDAR-based speed detection to measure the real-time speed of an approaching vehicle and displays that speed to the driver.

"Vehicle speed violation" means a violation of this title resulting from the operation of a vehicle in excess of the speed limit, including a violation of § 46.2-873 or 46.2-878.1.

"Workers are present" means one or more individuals are physically present and providing highway maintenance or construction services pursuant to a contract with the Department of Transportation or a political subdivision of the Commonwealth.

B. A state or local law-enforcement agency may place and operate a photo speed monitoring device in school crossing zones for the purposes of recording violations of § 46.2-873 and, *when workers are present,* in highway work zones for the purposes of recording violations of § 46.2-878.1.

A state or local law-enforcement agency may place and operate a photo speed monitoring device at a high-risk intersection segment located within the locality for the purpose of recording vehicle speed violations, provided that such law-enforcement agency certifies that a traffic fatality has occurred since January 1, 2014, in such segment.

C. The operator of a vehicle shall be liable for a monetary civil penalty imposed pursuant to this section if such vehicle is found, as evidenced by information obtained from a photo speed monitoring device, to be traveling at speeds of at least 10 miles per hour above the posted speed limit in the zone monitored by the photo speed monitoring device, *provided that if such zone is a highway work zone, workers are present.* Such civil penalty shall not exceed $100, and any prosecution shall be instituted and conducted in the same manner as prosecution for traffic infractions. Civil penalties collected under this section resulting from a summons issued by a local law-enforcement officer or retired sworn law-enforcement officer employed by a locality shall be paid to the locality in which such violation occurred *to be used for its photo speed monitoring device program. Any funds in excess of those allocated for such purposes shall be deposited in a local fund used solely for planning, design and construction, implementation, administration, and operation of initiatives, projects, or programs that improve traffic safety, speed management, bicycle and pedestrian safety, public transit, and local systemic safety initiatives otherwise eligible for funding through the Virginia Highway Safety Improvement Program established pursuant to § 33.2-373. Any such excess funds shall first be used for such purposes in highway work zones, high-risk intersection segments, or school crossing zones prior to*

being used for such purposes in any other area. Civil penalties collected under this section resulting from a summons issued *after July 1, 2026,* by a law-enforcement officer or retired sworn law-enforcement officer employed by the Department of State Police shall be paid ~~into the Literary Fund~~ *to the Department of State Police to be deposited in a fund used solely for the payment of the agreed-upon compensation and actual program costs incurred by the Department of State Police in placing and operating such photo speed monitoring devices, except that any excess moneys in such fund shall be paid to the Commonwealth Transportation Board to be used for the Virginia Highway Safety Improvement Program established pursuant to § 33.2-373.* However, all civil penalties collected under this section resulting from a summons issued based on evidence obtained from a photo speed monitoring device placed and operated at a high-risk intersection segment shall be paid to the Commonwealth Transportation Board to be used for the Virginia Highway Safety Improvement Program established pursuant to § 33.2-373.

D. If a photo speed monitoring device is used, proof of a vehicle speed violation shall be evidenced by information obtained from such device. A certificate, or a facsimile thereof, sworn to or affirmed by a law-enforcement officer or a retired sworn law-enforcement officer, based upon inspection of photographs, microphotographs, videotapes, or other recorded images produced by a photo speed monitoring device, shall be prima facie evidence of the facts contained therein. However, for any photo speed monitoring device placed in a school crossing zone, such sworn certificate or facsimile thereof shall not be prima facie evidence of the facts contained therein unless such photographs, microphotographs, videotapes, or other recorded images, or documentation, depict or confirm a portable sign or tilt-over sign that is in position or blinking sign that is activated, indicating the school crossing zone pursuant to § 46.2-873, at the time of such vehicle speed violation. *However, for any photo speed monitoring device placed in a highway work zone, such sworn certificate or facsimile thereof shall not be prima facie evidence of the facts contained therein unless the operator of the photo speed monitoring device provides a sworn certification verifying that workers were present at the time of such violation.* Any photographs, microphotographs, videotapes, or other recorded images evidencing such a violation shall be available for inspection in any proceeding to adjudicate the liability for such vehicle speed violation.

E. In the prosecution for a vehicle speed violation in which a summons was issued by mail, prima facie evidence that the vehicle described in the summons issued pursuant to this section was operated in a manner constituting a vehicle speed violation, together with proof that the defendant was at the time of such violation the owner, lessee, or renter of the vehicle, shall constitute in evidence a rebuttable presumption that such owner, lessee, or renter of the vehicle was the person who committed the violation. Such presumption shall be rebutted if the owner, lessee, or renter of the vehicle (i) files an affidavit by regular mail with the clerk of the general district court that he was not the operator of the vehicle at the time of the alleged violation and provides the name and address of the person who was operating the vehicle at the time of the alleged violation or (ii) testifies in open court under oath that he was not the operator of the vehicle at the time of the alleged violation and provides the name and address of the person who was operating the vehicle at the time of the alleged violation. Such presumption shall also be rebutted if a certified copy of a police report, showing that the vehicle had been reported to the police as stolen prior to the time of the alleged vehicle speed violation, is presented, prior to the return date established on the summons issued pursuant to this section, to the court adjudicating the alleged violation.

F. Imposition of a penalty pursuant to this section by mailing a summons shall not be deemed a conviction as an operator and shall not be made part of the operating record of the person upon whom such liability is imposed, nor shall it be used for insurance purposes in the provision of motor vehicle insurance coverage. However, if a law-enforcement officer uses a photo speed monitoring device to record a vehicle speed violation and personally issues a summons at the time of the violation, the conviction that results shall be made a part of such driver's driving record and used for insurance purposes in the provision of motor vehicle insurance coverage.

G. *1. The Supreme Court of Virginia shall develop a summons for purposes of this section. Every summons issued pursuant to this section shall be such a summons.*

2. A summons for a vehicle speed violation issued by mail pursuant to this section may be executed pursuant to § 19.2-76.2. Notwithstanding the provisions of § 19.2-76, a summons issued by mail pursuant to this section may be executed by mailing by first-class mail a copy thereof to the owner, lessee, or renter of the vehicle. In the case of a vehicle owner, the copy shall be mailed to the address contained in the records of or accessible to the Department. In the case of a vehicle lessee or renter, the copy shall be mailed to the address contained in the records of the lessor or renter. Every such mailing shall include, in addition to the summons, a notice of (i) the summoned person's ability to rebut the presumption that he was the operator of the vehicle at the time of the alleged violation through the filing of an affidavit as provided in subsection E and (ii) instructions for filing such affidavit, including the address to which the affidavit is to be sent. *Every such mailing shall also include an explanation of and any information necessary for the process of contesting such an alleged violation and payment of a civil penalty.* If the summoned person fails to appear on the date of return set out in the summons mailed pursuant to this section, the summons shall be executed in the manner set out in § 19.2-76.3. No proceedings for contempt or arrest of a person summoned by mailing shall

be instituted for failure to appear on the return date of the summons. If the summons is issued to an owner, lessee, or renter of a vehicle with a registration outside the Commonwealth and such person fails to appear on the date of return set out in the summons mailed pursuant to this section, the summons will be eligible for all legal collections activities. Any summons executed for a vehicle speed violation issued pursuant to this section shall provide to the person summoned at least 30 days from the mailing of the summons to inspect information collected by a photo speed monitoring device in connection with the violation, *including proof of calibration of the photo speed monitoring device used to record the alleged vehicle speed violation if the citation is contested*. If the law-enforcement agency that was operating the photo speed monitoring device does not execute a summons for a vehicle speed violation issued pursuant to this section within 30 days from the date of the violation, all information collected pertaining to that suspected violation shall be purged within 60 days from the date of the violation.

H. A private vendor may enter into an agreement with a law-enforcement agency to be compensated for providing a photo speed monitoring device and all related support services, including consulting, operations, and administration. However, only a law-enforcement officer or retired sworn law-enforcement officer may swear to or affirm the certificate required by this section. Any such agreement for compensation shall be based on the value of the goods and services provided, not on the number of violations paid or monetary penalties imposed. *Any such agreement for compensation shall provide that if such private vendor is responsible for mailing a summons pursuant to this section, such private vendor shall not impose or collect any additional fee, including any administrative fee, and shall only collect a civil penalty as authorized pursuant to this section, except that a reasonable postage and convenience fee for electronic payment of the civil penalty, not to exceed five percent of the civil penalty, may be imposed and collected.* Any private vendor contracting with a law-enforcement agency pursuant to this section may enter into an agreement with the Department, in accordance with the provisions of subdivision B 31 of § 46.2-208, to obtain vehicle owner information regarding the registered owners of vehicles that committed a vehicle speed violation. Any such information provided to such private vendor shall be protected in a database. *Any such private vendor providing a photo speed monitoring device that is also compensated for the calibration of such device shall calibrate such device in the same manner and to the same specifications as all other devices determining speed, to the extent that such devices utilize the same method of speed detection as such photo speed monitoring device, that are used by the law-enforcement agency with which such vendor has entered into an agreement. Upon request of any person who received a summons by mail for a vehicle speed violation recorded by a photo speed monitoring device provided by such a private vendor and who contests such citation, such private vendor shall deliver proof of calibration of such photo speed monitoring device for the time period in which the alleged violation was recorded to such person and to the court in which such citation is to be contested. If such proof of calibration is delivered by mail, it shall be postmarked within 10 days of such request for such proof of calibration, and if such proof of calibration is electronically delivered, it shall be electronically delivered within 10 days of such request for such proof of calibration. Such summons shall include notice of such person's right to request such proof of calibration. Any private vendor that fails to provide such proof of calibration within the time specified shall be subject to a civil penalty of $1,000. All civil penalties received pursuant to this subsection shall be paid to the Commonwealth Transportation Board to be used for the Virginia Highway Safety Improvement Program established pursuant to § 33.2-373.*

I. Information collected by a photo speed monitoring device operated pursuant to this section shall be limited exclusively to that information that is necessary for the enforcement of vehicle speed violations. Information provided to the operator of a photo speed monitoring device shall be protected in a database and used only for enforcement of vehicle speed violations and enforcement against individuals who violate the provisions of this section. Notwithstanding any other provision of law, all photographs, microphotographs, videotapes, or other recorded images collected by a photo speed monitoring device shall be used exclusively for enforcing vehicle speed violations and shall not be (i) open to the public; (ii) sold or used for sales, solicitation, or marketing purposes; (iii) disclosed to any other entity except as may be necessary for the enforcement of a vehicle speed violation or to a vehicle owner or operator as part of a challenge to the violation; or (iv) used in a court in a pending action or proceeding unless the action or proceeding relates to a vehicle speed violation or a violation of this section, or such information is requested upon order from a court of competent jurisdiction. Information collected under this section pertaining to a specific violation shall be purged and not retained ~~later than 60 days after~~ *21 days after the date of its capture in such a manner that such data is destroyed and not recoverable by either a private vendor or the law-enforcement agency, except that when a summons is issued for a violation, such information may be retained until* the collection of any civil penalties *or the final disposition of any civil matter related to the information. A law-enforcement agency or private vendor using such a database shall maintain records sufficient to facilitate reporting as required by this section.* Any law-enforcement agency using photo speed monitoring devices shall annually certify compliance with this section and make all records pertaining to such system available for inspection and audit by the Commissioner of Highways or the Commissioner of the Department of Motor Vehicles or his designee. Any person who discloses personal information in violation of the provisions of this subsection

shall be subject to a civil penalty of $1,000 per disclosure.

J. ~~A conspicuous sign~~ *At least two conspicuous signs* shall be placed, *from any direction,* within 1,000 feet of any school crossing zone, highway work zone, or high-risk intersection segment at which a photo speed monitoring device is used, indicating the use of the device. *At least one of such signs shall be a speed display sign.* There ~~shall be~~ *is* a rebuttable presumption that such sign was in place at the time of the commission of the *vehicle* speed ~~limit~~ violation.

K. Any state or local law-enforcement agency that places and operates a photo speed monitoring device pursuant to the provisions of this section shall report to the Department of State Police, in a format to be determined by the Department of State Police, by ~~January~~ *November* 15 of each year on the number of traffic violations prosecuted, the number of successful prosecutions, *the operating costs of the use of such photo speed monitoring device,* and the total amount of monetary civil penalties collected. *Any such local law-enforcement agency shall also report to the Department of State Police, in a format to be determined by the Department of State Police, by November 15 of each year on (i) the projects and initiatives funded by moneys in the local fund created pursuant to subsection C, (ii) the change in number of summonses issued over the course of the reporting period relative to the prior reporting periods, (iii) the number of unsuccessful prosecutions and dismissed summons, and (iv) the percentage of vehicles that receive a summons pursuant to this section relative to the total vehicle throughput.* The Department of State Police shall aggregate such information and report it to the General Assembly by ~~February~~ *December* 15 of each year *and make such information publicly available on its website.*

L. Any state or local law-enforcement agency that places and operates a photo speed monitoring device pursuant to the provisions of this section shall develop an emergency action plan for addressing issues with such photo speed monitoring devices, including system malfunctions. Such law-enforcement agency shall follow current guidance published by the U.S. Department of Transportation regarding the use of photo speed monitoring devices. Such law-enforcement agency shall annually review its use of photo speed monitoring devices to ensure effective distribution of such devices to properly address safety needs and address racial, economic, and other equity issues and public concerns.

M. Any state or local law-enforcement agency that places and operates a photo speed monitoring device pursuant to the provisions of this section shall, on its website and social media accounts, (i) provide information regarding procedures for contesting an alleged vehicle speed violation and the process for paying the civil penalty for such an alleged violation; (ii) establish a method for answering questions related to such photo speed monitoring device; and (iii) publicize any changes to the use of photo speed monitoring devices, including the locations of new photo speed monitoring devices and the highway work zones, high-risk intersection segments, or school crossing zones in which they are placed. Such requirement shall be satisfied if the state or local law-enforcement agency provides a link on its website and social media accounts to the website of the private vendor with which it has entered into an agreement pursuant to subsection H, provided that such website satisfies the requirements of clauses (i), (ii), and (iii).

N. For any new photo speed monitoring device placed and operated after July 1, 2026, for the first 30 days of its operation, the law-enforcement agency shall issue a warning by mail instead of a summons for an alleged vehicle speed violation and assess no civil penalty for such violation. Nothing in this subsection shall be construed to prevent a law-enforcement officer who uses a photo speed monitoring device to record a vehicle speed violation from personally issuing a summons at the time of the violation.

O. Nothing in this section shall be construed to affect the funding of or investment in any project initiated by a locality prior to July 1, 2026.

P. For any summons issued pursuant to this section, failure to comply with the provisions of this section shall render such summons invalid and the court shall dismiss such summons.

§ 46.2-882.2. Damages for an enforcement action undertaken by a locality with willful disregard for applicable law.

A. Notwithstanding any other provision of law, general or special, any person against whom an enforcement action is carried out by a locality or law-enforcement agency, pursuant to the authority granted in § 46.2-882.1, where the enforcement action was based upon a willful disregard for applicable law, shall be entitled to an award of compensatory damages and to an order remanding the matter to the locality with a direction to carry out any further enforcement in a manner consistent with the law and may be entitled to reasonable attorney fees and court costs. The total amount of compensatory damages recoverable in any action brought pursuant to this section shall not exceed the amount of the civil penalty assessed against the plaintiff in the underlying enforcement action.

B. The court may order that the locality shall be ineligible to receive any funds collected pursuant to subsection C of § 46.2-882.1, in excess of those used for its photo speed monitoring device program, upon a finding by any court of the Commonwealth that such locality is failing to comply with the order issued pursuant to subsection A. Upon such a finding, the court shall declare that any such funds shall be deposited in the Virginia Highway Safety Improvement Program, established pursuant to § 33.2-373, until the locality comes into compliance with such order.

C. Any action brought pursuant to this section may be filed with the general district court having

jurisdiction of the locality, and the court shall hear and determine the case as soon as practicable. A locality may appeal any final judgment of the general district court in accordance with the procedural requirements of § 16.1-106. Nothing in this section shall be construed to abrogate a claim of qualified immunity.

2. That the provisions of this act amending subsection J of § 46.2-882.1 of the Code of Virginia to require at least two conspicuous signs for photo speed monitoring devices and to require one of such signs to be a speed display sign shall become effective on July 1, 2027.

3. That the Supreme Court of Virginia shall develop a summons for the purposes of § 46.2-882.1 of the Code of Virginia, as amended by this act, no later than October 1, 2026.

4. That the provisions of this act creating subdivision G 1 of § 46.2-882.1 of the Code of Virginia, related to the use of a summons developed by the Supreme Court of Virginia, shall become effective on January 1, 2027.

MEMORANDUM

TO: Committee on District Courts,
Department of Motor Vehicles,
Virginia State Police

FROM: Janet W. Baugh
Senior Assistant Attorney General

DATE: September 21, 2026

SUBJECT: Proposed Revisions to the Virginia Uniform Summons Form for Both the Paper Format Version and the Electronic Format Version

Background

Virginia Code § 46.2-388 provides that the Attorney General shall approve all revisions to the Virginia Uniform Summons form ("VUS") after consulting with the Committee on District Courts, the Superintendent of State Police, and the Commissioner of the Department of Motor Vehicles. It further provides that the Attorney General shall set the commencement and termination dates for use of each revised version of the Summons form.

This year there is one main change to the VUS, which was proposed by the Office of the Executive Secretary of the Virginia Supreme Court Attached to this memorandum is an annotated copy of the VUS.

Issues:

I. Addition of a line to indicate records should be sealed pursuant to Va. Code § 19.2-392.8

The change is requested because the General Assembly has passed legislation requiring certain cases be automatically sealed. This enables the court to check a box to ensure that it is done as opposed to having to hand-write an order. The recommended change would simply add a line under the Nolle Prosequi line with a check box to indicate that the record is to be sealed in accordance with law.

III. Revision Date.

Finally, the form should be changed to show the revision date of the form on all pages as 1-1-27.

21-00001

VIRGINIA UNIFORM SUMMONS

DEPARTMENT OF STATE POLICE

CASE NO. _____

HEARING DATE AND TIME

☐ PROSECUTING ATTORNEY (NAME)

☐ DEFENDANT'S ATTORNEY (NAME)
- ☐ NO ATTORNEY
- ☐ ATTORNEY WAIVED
- ☐ NO ATTY JAIL WAIVED BY CT

THE ACCUSED WAS THIS DAY:
- ☐ TRIED IN ABSENCE
- ☐ PRESENT
- ☐ CERTIFIED PURSUANT TO § 19.2-190.1

THE ACCUSED PLEADED:
- ☐ NOT GUILTY
- ☐ NOLO CONTENDERE
- ☐ GUILTY ☐ PREPAYMENT

AND WAS TRIED AND FOUND BY ME:
- ☐ FINDING SUFFICIENT-DEFERRED §
- ☐ NOT GUILTY
- ☐ GUILTY AS CHARGED
- ☐ GUILTY OF
- ☐ COMPLIED WITH LAW UNDER §

IN ADDITION I FIND THE ACCUSED WAS:
- ☐ DRIVING A COMMERCIAL M.V.
- ☐ CARRYING HAZARDOUS MAT.
- ☐ A CDL HOLDER

AND THE OFFENSE:
- ☐ RESULTED IN A FATALITY
- ☐ WAS IN A HWY. SAFETY COR.

☐ I ORDER THE CHARGE DISMISSED

☐ I ORDER A NOLLE PROSEQUI ON COMMONWEALTH'S MOTION

☐ SEALED, § 19.2-392.8

YOU ARE SUMMONED TO APPEAR IN THE (CITY OF / COUNTY OF)

☐ GENERAL DISTRICT COURT (TRAFFIC)
☐ GENERAL DISTRICT COURT (CRIMINAL)
☐ JUVENILE & DOMESTIC RELATIONS DISTRICT COURT

ADDRESS

ON _____, 20 ____ AT _____ ☐ A.M. ☐ P.M.

FOR VIOLATION OF

VA. CODE _____ LOCAL CODE _____

DESCRIBE CHARGE _____

COMMERCIAL MOTOR VEHICLE	☐ YES	☐ NO	VCC:
HAZARDOUS MATERIALS	☐ YES	☐ NO	
RESULTED IN FATALITY	☐ YES	☐ NO	
HIGHWAY SAFETY CORRIDOR	☐ YES	☐ NO	

I PROMISE TO APPEAR AT THE TIME AND PLACE SHOWN ABOVE. SIGNING THIS SUMMONS IS NOT AN ADMISSION OF GUILT. I CERTIFY THAT MY CURRENT MAILING ADDRESS IS AS SHOWN BELOW

SIGNATURE

YOU MUST APPEAR AT TRIAL (JUVENILES MUST APPEAR WITH PARENT/ LEGAL GUARDIAN).

☐ YOU MAY AVOID COMING TO COURT ONLY IF THIS BLOCK IS CHECKED AND ALL INSTRUCTIONS ON DEFENDANT'S COPY ARE FOLLOWED.

ONLY CALL _____ IF MORE HELP IS NEEDED.

MAILING ADDRESS: ☐ SAME AS ABOVE AT RIGHT ☐ CHANGE FROM D.L.

P.O. BOX/STREET | CITY/TOWN | STATE | ZIP

NAME | LAST | FIRST | MIDDLE

RES. ADDRESS | RES. JURIS.

CITY/TOWN | STATE | ZIP

RACE	SEX	D.O.B. MO.	D.O.B. DAY	D.O.B. YR.	HT. FT.	HT. IN.	WGT.	EYES	HAIR

DL/CDL # (IF CRIMINAL OFFENSE OR NO LICENSE, USE SSN) | STATE

CDL HOLDER ☐ YES ☐ NO

VEH	YEAR	MAKE	TYPE	LICENSE NO.	YEAR	STATE

JURISDICTION OF OFFENSE	DATE OF OFFENSE	DAY OF WEEK	TIME A.M. / P.M.

DIRECTION	ACCIDENT YES	ACCIDENT NO	WEATHER	ROUTE NUMBERS/STREET

LOCATION OF OFFENSE:

ARREST DATE	ARREST LOCATION

OFFICER | CODE/BADGE NO.

I IMPOSE THE FOLLOWING SENTENCE:

☐ FINE ☐ CIVIL PENALTY OF $ _____ WITH $ _____ SUSPENDED.

☐ JAIL SENTENCE OF _____ WITH _____ SUSPENDED.
CONDITIONED UPON BEING OF GOOD BEHAVIOR AND KEEPING THE PEACE.

REPORT _____ ☐ WEEKENDS PERMITTED

☐ ON PROBATION FOR _____

☐ DRIVER'S LICENSE SUSPENDED _____

CONSECUTIVE SUSPENSION UNDER §46.2-301 ☐ YES ☐ NO

☐ RESTITUTION ORDER INCORPORATED

☐ OTHER: _____

DATE _____ JUDGE _____

110/201 FINE	$
114/129/237 CIVIL PENALTY	$
460 FIXED TRAFFIC INFRACTION FEE	$
461 FIXED MISDEMEANOR FEE	$
462 FIXED MISDEMEANOR FEE - DRUGS	$
_____	$

APPEAL BOND $ _____

☐ APPEAL NOTED ON _____

☐ APPEAL WITHDRAWN _____

121 TIA FEE	$
244 C.H. SECURITY FEE	$
120/217 CT. APPT. ATTY.	$
113 WITNESS FEE	$
_____	
_____	
TOTAL	$
109 INTEREST CHARGE	$
TOTAL WITH INTEREST	$

VUS REV. 1-01-2027

00001

VIRGINIA UNIFORM SUMMONS

DEPARTMENT OF STATE POLICE

CASE NO. _____

WAIVER OF A TRIAL (PLEA OF GUILTY)

BY SIGNING BELOW, I CERTIFY THAT I HAVE READ THE NOTICE AND I AM ENTERING MY WRITTEN RATHER THAN PERSONAL APPEARANCE IN THE COURT CASE RESULTING FROM THE VIOLATION CHARGED ON THIS SUMMONS. I UNDERSTAND THAT I HAVE A RIGHT TO A TRIAL, WHICH I AM GIVING UP. I ALSO UNDERSTAND THAT MY PLEA OF GUILTY WILL HAVE THE SAME FORCE AND EFFECT AS A FINDING OF GUILTY BY A JUDGE AND THAT A RECORD OF MY GUILTY PLEA TO AN OFFENSE PERTAINING TO THE OPERATION OF A MOTOR VEHICLE WILL BE SENT TO THE VIRGINIA DEPARTMENT OF MOTOR VEHICLES (OR TO THE LICENSING AUTHORITY WHICH ISSUED MY LICENSE). I FURTHER UNDERSTAND THAT IF ANY OF THE BLOCKS TO THE RIGHT LABELED "COMMERCIAL MOTOR VEHICLE", "HAZARDOUS MATERIALS", "RESULTED IN FATALITY", "HIGHWAY SAFETY CORRIDOR" OR "CDL HOLDER" ARE CHECKED "YES" , MY PLEA IS AN ADMISSION THAT, AT THE TIME OF THE VIOLATION CHARGED, I WAS OPERATING A COMMERCIAL MOTOR VEHICLE, CARRYING HAZARDOUS MATERIALS, DRIVING IN A HIGHWAY SAFETY CORRIDOR, WAS A CDL HOLDER, AND/OR THE VIOLATION RESULTED IN A FATALITY, AS INDICATED BY THE "YES" CHECK MARKS. UNDERSTANDING ALL THIS, I PLEAD GUILTY TO THE VIOLATION CHARGED, WAIVE MY RIGHT TO A TRIAL, AND ENCLOSE THE FINE, COSTS AND FEES PRESCRIBED.

_____
SIGNATURE

_____
DATE

YOU ARE SUMMONED TO APPEAR IN THE (CITY OF / COUNTY OF)

_____

☐ GENERAL DISTRICT COURT (TRAFFIC)
☐ GENERAL DISTRICT COURT (CRIMINAL)
☐ JUVENILE & DOMESTIC RELATIONS DISTRICT COURT

_____
ADDRESS

ON _____, 20 ____ AT _____ ☐ A.M. ☐ P.M.

FOR VIOLATION OF

VA. CODE _____ LOCAL CODE _____

DESCRIBE CHARGE _____

COMMERCIAL MOTOR VEHICLE	☐ YES	☐ NO
HAZARDOUS MATERIALS	☐ YES	☐ NO
RESULTED IN FATALITY	☐ YES	☐ NO
HIGHWAY SAFETY CORRIDOR	☐ YES	☐ NO

I PROMISE TO APPEAR AT THE TIME AND PLACE SHOWN ABOVE. SIGNING THIS SUMMONS IS NOT AN ADMISSION OF GUILT. I CERTIFY THAT MY CURRENT MAILING ADDRESS IS AS SHOWN BELOW

_____
SIGNATURE

YOU MUST APPEAR AT TRIAL (JUVENILES MUST APPEAR WITH PARENT/ LEGAL GUARDIAN).

☐ YOU MAY AVOID COMING TO COURT ONLY IF THIS BLOCK IS CHECKED AND ALL INSTRUCTIONS ON DEFENDANT'S COPY ARE FOLLOWED.

ONLY CALL _____ IF MORE HELP IS NEEDED.

MAILING ADDRESS: ☐ SAME AS ABOVE AT RIGHT ☐ CHANGE FROM D.L.

P.O. BOX/STREET CITY/TOWN STATE ZIP

NAME LAST FIRST MIDDLE

RES. ADDRESS | RES. JURIS.

CITY/TOWN STATE ZIP

RACE	SEX	D.O.B. MO.	DAY	YR.	HT. FT.	IN.	WGT.	EYES	HAIR

DL/CDL # (IF CRIMINAL OFFENSE OR NO LICENSE, USE SSN) | STATE

CDL HOLDER ☐ YES ☐ NO

VEH	YEAR	MAKE	TYPE	LICENSE NO.	YEAR	STATE

JURISDICTION OF OFFENSE	DATE OF OFFENSE	DAY OF WEEK	TIME A.M. / P.M.

DIRECTION	ACCIDENT YES	NO	WEATHER	ROUTE NUMBERS/STREET

LOCATION OF OFFENSE:

ARREST DATE | ARREST LOCATION

OFFICER | CODE/BADGE NO.

IMPORTANT: READ NOTICE ON REVERSE SIDE.

IF ACCUSED IS A JUVENILE

IF ACCUSED IS UNDER 18 YEARS OF AGE, THE ACCUSED'S PARENT OR LEGAL GUARDIAN MUST ALSO SIGN, IN PERSON AT THE COURT, OR IF THE FORM IS MAILED TO THE COURT, PARENT'S OR LEGAL GUARDIAN'S SIGNATURE MUST BE NOTARIZED.

_____
SIGNATURE OF PARENT/GUARDIAN DATE

SWORN AND SUBSCRIBED TO BEFORE ME THIS DATE.

_____
☐ NOTARY PUBLIC ☐ CLERK ☐ MAGISTRATE DATE

_____
CITY/COUNTY STATE

MY COMMISSION EXPIRES:

PRETRIAL WAIVER AND PREPAYMENT INSTRUCTIONS

1. CALCULATE THE AMOUNT OWED FROM **PREPAYABLE OFFENSE INFORMATION SHEET** IF GIVEN A COPY BY THE ARRESTING OFFICER, OTHERWISE:
   A. PROMPTLY CALL THE TELEPHONE NUMBER LISTED ABOVE.
   B. IF YOU HEAR A PRE-RECORDED MESSAGE, LISTEN TO THE ENTIRE MESSAGE, OTHERWISE, TELL THE PERSON ANSWERING THE TELEPHONE THAT YOU WISH TO WAIVE TRIAL AND "PREPAY" THE FINE, COSTS AND FEES. STATE THE EXACT CHARGE DESCRIPTION AND LAW SECTION NUMBER (IF ANY) WRITTEN ON THE SUMMONS. DISTRICT COURTS ACCEPT PERSONAL CHECKS AND CREDIT CARDS BUT, IF YOU WISH TO PAY BY CREDIT CARD, YOU SHOULD ASK THE COURT WHICH TYPE OF CREDIT CARD IT ACCEPTS.
   C. WRITE DOWN THE AMOUNT TO BE PAID AND ANY SPECIAL INSTRUCTIONS.
2. SIGN AND DATE THE **WAIVER OF A TRIAL** ON THIS SUMMONS. ALSO COMPLETE PROCEDURE "IF ACCUSED IS A JUVENILE" IF YOU ARE CHARGED WITH A MOTOR VEHICLE OFFENSE AND ARE UNDER AGE 18.
3. PROMPTLY MAIL OR DELIVER TO THE COURT THIS SUMMONS WITH PAYMENT ATTACHED. PAYMENT MUST BE RECEIVED BY THE COURT BEFORE THE TRIAL DATE. TIMELY DELIVERY BY MAIL IS AT THE SENDER'S RISK.

IF PREPAYMENT IS MADE, ATTACH PAYMENT HERE.

READ NOTICE ON REVERSE.

VUS REV. 7-01-21

NOTICE

- THE FINAL OUTCOME OF YOUR CASE RESTS WITH THE COURT AND IS A MATTER OVER WHICH NEITHER THE ARRESTING OFFICER NOR HIS DEPARTMENT HAS ANY CONTROL.

- YOU ARE PRESUMED INNOCENT UNTIL PROVEN GUILTY BEYOND A REASONABLE DOUBT.

- YOU HAVE THE RIGHT TO HIRE A LAWYER.

- YOU HAVE THE RIGHT TO HAVE THE CLERK ISSUE SUBPOENAS TO REQUIRE WITNESSES TO APPEAR ON YOUR BEHALF IN VIRGINIA, IF A WRITTEN REQUEST IS FILED IN THE CLERK'S OFFICE AT LEAST TEN (10) DAYS BEFORE TRIAL.

- YOU HAVE THE RIGHT TO PLEAD GUILTY OR NOT GUILTY OR NOLO CONTENDERE TO ANY CHARGE PLACED AGAINST YOU.

- IF CONVICTED BY THE DISTRICT COURT YOU HAVE THE RIGHT TO APPEAL WITHIN TEN (10) DAYS AFTER TRIAL.

- BY SIGNING THIS SUMMONS, YOU HAVE CERTIFIED TO YOUR CURRENT MAILING ADDRESS. OFFICIAL NOTICES WILL BE MAILED TO THAT ADDRESS (UNLESS YOU HAVE NOTIFIED THE COURT OF A CHANGE OF ADDRESS) AND SUCH NOTICES ARE CONSIDERED ADEQUATE NOTICE EVEN IF YOU DO NOT ACTUALLY RECEIVE THEM. YOU MUST NOTIFY THE COURT OF ANY CHANGE OF ADDRESS TO ALLOW SUCH NOTICES TO REACH YOU. IF THE COURT HAS BEEN NOTIFIED OF A CHANGE OF ADDRESS, OFFICIAL NOTICES WILL BE MAILED TO THAT NEW ADDRESS, AND NOTICES SENT TO SUCH ADDRESS WILL BE CONSIDERED ADEQUATE NOTICE.

- IF YOU FAIL TO ENTER A WRITTEN OR COURT APPEARANCE, YOU MAY BE TRIED IN YOUR ABSENCE. IF FOUND GUILTY, THE COURT WILL IMPOSE SENTENCE. IN ADDITION, THE VIRGINIA DEPARTMENT OF MOTOR VEHICLES OR THE LICENSING AUTHORITY WHICH ISSUED YOUR DRIVER'S LICENSE WILL BE NOTIFIED OF ALL CONVICTIONS PERTAINING TO THE OPERATION OF A MOTOR VEHICLE.

- IF THE OFFENSE INVOLVED THE OPERATION OF A COMMERCIAL MOTOR VEHICLE OR A VEHICLE CARRYING HAZARDOUS MATERIALS, THE CONVICTION MAY AFFECT YOUR RIGHT TO OPERATE SUCH A VEHICLE IN THE FUTURE PURSUANT TO THE VIRGINIA COMMERCIAL DRIVER'S LICENSE ACT OR SIMILAR LAWS IN OTHER STATES.

- IF YOUR LICENSE IS SUSPENDED OR REVOKED, YOU WILL BE REQUIRED TO PAY A REINSTATEMENT FEE TO THE VIRGINIA DEPARTMENT OF MOTOR VEHICLES AND COMPLY WITH THE APPLICABLE ADMINISTRATIVE REINSTATEMENT REQUIREMENTS OF THE VIRGINIA DEPARTMENT OF MOTOR VEHICLES.

- IN ADDITION TO THE PRETRIAL WAIVER AND PREPAYMENT INSTRUCTIONS ON THIS SUMMONS, YOU MAY ALSO BE ABLE TO PREPAY ON THE INTERNET BY GOING TO VIRGINIA'S JUDICIAL WEBSITE AT: http//www.courts.state.va.us.

TO COMMENT TO THE LAW ENFORCEMENT AGENCY REGARDING THE PROFESSIONAL BEHAVIOR OR DEMEANOR OF THE OFFICER ISSUING THIS SUMMONS PLEASE CALL _____. THIS NUMBER IS **NOT** FOR RESOLVING THE CHARGE INDICATED ON THE SUMMONS, WHICH CAN ONLY BE DONE THROUGH THE COURTS.

00001

VIRGINIA UNIFORM SUMMONS

DEPARTMENT OF STATE POLICE

CASE NO. _____

CASE DISPOSITION

- ☐ CONVICTED
- ☐ DISMISSED
- ☐ COMPLIED WITH LAW
- ☐ NOLLE PROSEQUI
- ☐ REDUCED
- ☐ NOLO CONTENDERE

YOU ARE SUMMONED TO APPEAR IN THE (CITY OF / COUNTY OF)

_____

- ☐ GENERAL DISTRICT COURT (TRAFFIC)
- ☐ GENERAL DISTRICT COURT (CRIMINAL)
- ☐ JUVENILE & DOMESTIC RELATIONS DISTRICT COURT

_____

_____

ADDRESS

ON _____, 20 ____ AT _____ ☐ A.M. ☐ P.M.

FOR VIOLATION OF

VA. CODE _____ LOCAL CODE _____

DESCRIBE CHARGE _____

_____

COMMERCIAL MOTOR VEHICLE	☐ YES	☐ NO	VCC:
HAZARDOUS MATERIALS	☐ YES	☐ NO	
RESULTED IN FATALITY	☐ YES	☐ NO	
HIGHWAY SAFETY CORRIDOR	☐ YES	☐ NO	

I PROMISE TO APPEAR AT THE TIME AND PLACE SHOWN ABOVE. SIGNING THIS SUMMONS IS NOT AN ADMISSION OF GUILT. I CERTIFY THAT MY CURRENT MAILING ADDRESS IS AS SHOWN BELOW

_____

SIGNATURE

YOU MUST APPEAR AT TRIAL (JUVENILES MUST APPEAR WITH PARENT/ LEGAL GUARDIAN).

☐ YOU MAY AVOID COMING TO COURT ONLY IF THIS BLOCK IS CHECKED AND ALL INSTRUCTIONS ON DEFENDANT'S COPY ARE FOLLOWED.

ONLY CALL_____ IF MORE HELP IS NEEDED.

MAILING ADDRESS: ☐ SAME AS ABOVE AT RIGHT ☐ CHANGE FROM D.L.

P.O. BOX/STREET CITY/TOWN STATE ZIP

NAME LAST FIRST MIDDLE

RES. ADDRESS | RES. JURIS.

CITY/TOWN | STATE | ZIP

RACE	SEX	D.O.B. MO.	DAY	YR.	HT. FT.	IN.	WGT.	EYES	HAIR

DL/CDL # (IF CRIMINAL OFFENSE OR NO LICENSE, USE SSN) | STATE

CDL HOLDER ☐ YES ☐ NO

VEH	YEAR	MAKE	TYPE	LICENSE NO.	YEAR	STATE

JURISDICTION OF OFFENSE	DATE OF OFFENSE	DAY OF WEEK	TIME A.M. / P.M.

DIRECTION	ACCIDENT YES	NO	WEATHER	ROUTE NUMBERS/STREET

LOCATION OF OFFENSE:

ARREST DATE	ARREST LOCATION

OFFICER	CODE/BADGE NO.

I.D. #: _____

INCIDENT #: _____

ARRESTEE #: _____

TYPE OF ARREST: _____

WEAPONS AT ARREST: _____

TYPE OF CRIMINAL ACTIVITY:

_____

DRUG TYPE: _____

MULT. CL. INDIC.: _____

ETHNICITY: _____

RESIDENCE:

_____

DISPOSITION IF UNDER 18:

_____

UCR OFFENSE CODE:

_____

TROOPER'S NOTES

_____

_____

_____

_____

_____

INCIDENT #: The up to 12 character number assigned by your department to the incident report.

ARRESTEE #: Each arrestee in a particular incident is assigned a sequence number from 01 to 99

TYPE OF ARREST :
- O = On-View Arrest
- S = Summoned/Cited
- T = Taken into Custody

TYPE CRIMINAL ACTIVITY :
- B = Buying
- C = Cultivate/Manufacture/Publish
- D = Distributing/Selling
- E = Exploiting Children
- O = Operating/Promoting/Assisting
- P = Possessing/Concealing
- T = Transport/Transmit/Import
- U = Using/Consuming

MULT. CL. INDIC.:
Indicates clearance of multiple incidents in your jurisdiction
- M = Multiple
- C = Count Arrestee
- N = N/A

ETHNICITY (of Arrestee):
- H = Hispanic Origin
- N = Not of Hispanic Origin
- U = Unknown

RESIDENCE STATUS (of Arrestee):
- R = Resident
- N = Nonresident
- U = Unknown

DISPOSITION OF ARRESTEE UNDER 18:
- H = Handled within Department
- R = Referred outside Department

WEAPONS AT ARREST :
- 01 = Unarmed
- 11 = Firearm (type not stated)
- 12 = Handgun
- 13 = Rifle *(Place "A" beside 11*
- 14 = Shotgun *through 15 if automatic)*
- 15 = Other Firearm
- 16 = Illegal Cutting Instrument
- 17 = Club/Blackjack/Brass

DRUG TYPE:
- A = "Crack" Cocaine
- B = Cocaine
- C = Hashish
- D = Heroin
- E = Marijuana
- F = Morphine
- G = Opium
- H = Other Narcotics
- I = LSD
- J = PCP
- K = Other Hallucinogens
- L = Amphetamines/Methamphetamines
- M = Other Stimulants
- N = Barbiturates
- O = Other Depressants
- P = Other Drugs
- U = Unknown Type Drug
- X = Over 3 Drug Types

UCR GROUP A OFFENSES	CODE#
ARSON	200
ASSAULT OFFENSES	
Aggravated Assault	13A
Simple Assault	13B
Intimidation	13C
BRIBERY	510
BURGLARY/B&E	220
COUNTERFEITING/FORGERY	250
DESTRUCTION/DAMAGE/VANDALISM	290
DRUG/NARCOTICS OFFENSES	
Drugs/Narcotics Violations	35A
Drug Equipment Violations	35B
EMBEZZLEMENT	270
EXTORTION/BLACKMAIL	210
FRAUD OFFENSES	
False Pretense/Swindle	26A
Credit Card/Automatic Teller	26B
Impersonation	26C
Welfare Fraud	26D
Wire Fraud	26E
GAMBLING OFFENSES	
Betting/Wagering	39A
Operating/Promoting/Assisting	39B
Gambling Equipment Violations	39C
Sports Tampering	39D
HOMICIDE OFFENSES	
Murder/Nonnegligent Manslaughter	09A
Negligent Manslaughter	09B
Justifiable Homicide	09C
KIDNAPPING/ABDUCTION	100
LARCENY/THEFT OFFENSES	
Pocket-Picking	23A
Purse-Snatching	23B
Shoplifting	23C
Theft from Building	23D
Theft from Coin Machine	23E
Theft from Motor Vehicle	23F
Theft of Motor Vehicle Parts	23G
All Other Larceny	23H

UCR GROUP A OFFENSES	CODE#
MOTOR VEHICLE THEFT	240
OBSCENE MATERIAL/PORNOGRAPHY	370
PROSTITUTION OFFENSES	
Prostitution	40A
Assisting or Promoting Prostitution	40B
ROBBERY	120
SEX OFFENSES - FORCIBLE:	
Rape	11A
Sodomy	11B
Sexual Assault with Object	11C
Fondling/Indecent Liberties/ Child Molesting	11D
SEX OFFENSES - NONFORCIBLE:	
Incest	36A
Statutory Rape	36B
STOLEN PROPERTY OFFENSES	280
WEAPONS VIOLATIONS	520

UCR GROUP B OFFENSES	CODE#
BAD CHECKS	90A
CURFEW/LOITERING/VAGRANCY	90B
DISORDERLY CONDUCT	90C
DRIVING UNDER THE INFLUENCE	90D
DRUNKENNESS	90E
FAMILY OFFENSES - NONVIOLENT	90F
LIQUOR LAWS	90G
PEEPING TOM	90H
RUNAWAY	90I
TRESPASS	90J
CONSPIRACY TO COMMIT FELONY	90X
ALL OTHER OFFENSES	90Z

00001

VIRGINIA UNIFORM SUMMONS

DEPARTMENT OF STATE POLICE

CASE NO. _____

CASE DISPOSITION

- ☐ CONVICTED
- ☐ DISMISSED
- ☐ COMPLIED WITH LAW
- ☐ NOLLE PROSEQUI
- ☐ REDUCED
- ☐ NOLO CONTENDERE

I.D. #: _____

INCIDENT #: _____

ARRESTEE #: _____

TYPE OF ARREST: _____

WEAPONS AT ARREST: _____

TYPE OF CRIMINAL ACTIVITY: _____

DRUG TYPE: _____

MULT. CL. INDIC.: _____

ETHNICITY: _____

RESIDENCE: _____

DISPOSITION IF UNDER 18: _____

UCR OFFENSE CODE: _____

YOU ARE SUMMONED TO APPEAR IN THE (CITY OF / COUNTY OF)

_____

- ☐ GENERAL DISTRICT COURT (TRAFFIC)
- ☐ GENERAL DISTRICT COURT (CRIMINAL)
- ☐ JUVENILE & DOMESTIC RELATIONS DISTRICT COURT

_____

_____

ADDRESS

ON _____, 20 ____ AT _____ ☐ A.M. ☐ P.M.

FOR VIOLATION OF

VA. CODE _____ LOCAL CODE _____

DESCRIBE CHARGE _____

_____

COMMERCIAL MOTOR VEHICLE	☐ YES	☐ NO	VCC:
HAZARDOUS MATERIALS	☐ YES	☐ NO	
RESULTED IN FATALITY	☐ YES	☐ NO	
HIGHWAY SAFETY CORRIDOR	☐ YES	☐ NO	

I PROMISE TO APPEAR AT THE TIME AND PLACE SHOWN ABOVE. SIGNING THIS SUMMONS IS NOT AN ADMISSION OF GUILT. I CERTIFY THAT MY CURRENT MAILING ADDRESS IS AS SHOWN BELOW

_____

SIGNATURE

YOU MUST APPEAR AT TRIAL (JUVENILES MUST APPEAR WITH PARENT/ LEGAL GUARDIAN).

☐ YOU MAY AVOID COMING TO COURT ONLY IF THIS BLOCK IS CHECKED AND ALL INSTRUCTIONS ON DEFENDANT'S COPY ARE FOLLOWED.

ONLY CALL _____ IF MORE HELP IS NEEDED.

MAILING ADDRESS: ☐ SAME AS ABOVE AT RIGHT ☐ CHANGE FROM D.L.

P.O. BOX/STREET CITY/TOWN STATE ZIP

NAME LAST FIRST MIDDLE

RES. ADDRESS | RES. JURIS.

CITY/TOWN | STATE | ZIP

RACE	SEX	D.O.B. MO.	DAY	YR.	HT. FT.	IN.	WGT.	EYES	HAIR

DL/CDL # (IF CRIMINAL OFFENSE OR NO LICENSE, USE SSN) | STATE

CDL HOLDER ☐ YES ☐ NO

VEH	YEAR	MAKE	TYPE	LICENSE NO.	YEAR	STATE

JURISDICTION OF OFFENSE	DATE OF OFFENSE	DAY OF WEEK	TIME A.M. / P.M.

DIRECTION	ACCIDENT YES	ACCIDENT NO	WEATHER	ROUTE NUMBERS/STREET

LOCATION OF OFFENSE:

ARREST DATE	ARREST LOCATION

OFFICER | CODE/BADGE NO.

00001

AGENCY COPY - PAGE 4

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VUS REV. 1-01-21

VUS REV. 1-01-27

INCIDENT #: The up to 12 character number assigned by your department to the incident report.

ARRESTEE #: Each arrestee in a particular incident is assigned a sequence number from 01 to 99

TYPE OF ARREST :
- O = On-View Arrest
- S = Summoned/Cited
- T = Taken into Custody

TYPE CRIMINAL ACTIVITY :
- B = Buying
- C = Cultivate/Manufacture/Publish
- D = Distributing/Selling
- E = Exploiting Children
- O = Operating/Promoting/Assisting
- P = Possessing/Concealing
- T = Transport/Transmit/Import
- U = Using/Consuming

MULT. CL. INDIC.:
Indicates clearance of multiple incidents in your jurisdiction
- M = Multiple
- C = Count Arrestee
- N = N/A

ETHNICITY (of Arrestee):
- H = Hispanic Origin
- N = Not of Hispanic Origin
- U = Unknown

RESIDENCE STATUS (of Arrestee):
- R = Resident
- N = Nonresident
- U = Unknown

DISPOSITION OF ARRESTEE UNDER 18:
- H = Handled within Department
- R = Referred outside Department

WEAPONS AT ARREST :
- 01 = Unarmed
- 11 = Firearm (type not stated)
- 12 = Handgun
- 13 = Rifle *(Place "A" beside 11 through 15 if automatic)*
- 14 = Shotgun
- 15 = Other Firearm
- 16 = Illegal Cutting Instrument
- 17 = Club/Blackjack/Brass

DRUG TYPE:
- A = "Crack" Cocaine
- B = Cocaine
- C = Hashish
- D = Heroin
- E = Marijuana
- F = Morphine
- G = Opium
- H = Other Narcotics
- I = LSD
- J = PCP
- K = Other Hallucinogens
- L = Amphetamines/Methamphetamines
- M = Other Stimulants
- N = Barbiturates
- O = Other Depressants
- P = Other Drugs
- U = Unknown Type Drug
- X = Over 3 Drug Types

UCR GROUP A OFFENSES	CODE#
ARSON	200
ASSAULT OFFENSES	
Aggravated Assault	13A
Simple Assault	13B
Intimidation	13C
BRIBERY	510
BURGLARY/B&E	220
COUNTERFEITING/FORGERY	250
DESTRUCTION/DAMAGE/VANDALISM	290
DRUG/NARCOTICS OFFENSES	
Drugs/Narcotics Violations	35A
Drug Equipment Violations	35B
EMBEZZLEMENT	270
EXTORTION/BLACKMAIL	210
FRAUD OFFENSES	
False Pretense/Swindle	26A
Credit Card/Automatic Teller	26B
Impersonation	26C
Welfare Fraud	26D
Wire Fraud	26E
GAMBLING OFFENSES	
Betting/Wagering	39A
Operating/Promoting/Assisting	39B
Gambling Equipment Violations	39C
Sports Tampering	39D
HOMICIDE OFFENSES	
Murder/Nonnegligent Manslaughter	09A
Negligent Manslaughter	09B
Justifiable Homicide	09C
KIDNAPPING/ABDUCTION	100
LARCENY/THEFT OFFENSES	
Pocket-Picking	23A
Purse-Snatching	23B
Shoplifting	23C
Theft from Building	23D
Theft from Coin Machine	23E
Theft from Motor Vehicle	23F
Theft of Motor Vehicle Parts	23G
All Other Larceny	23H

UCR GROUP A OFFENSES	CODE#
MOTOR VEHICLE THEFT	240
OBSCENE MATERIAL/PORNOGRAPHY	370
PROSTITUTION OFFENSES	
Prostitution	40A
Assisting or Promoting Prostitution	40B
ROBBERY	120
SEX OFFENSES - FORCIBLE:	
Rape	11A
Sodomy	11B
Sexual Assault with Object	11C
Fondling/Indecent Liberties/ Child Molesting	11D
SEX OFFENSES - NONFORCIBLE:	
Incest	36A
Statutory Rape	36B
STOLEN PROPERTY OFFENSES	280
WEAPONS VIOLATIONS	520

UCR GROUP B OFFENSES	CODE#
BAD CHECKS	90A
CURFEW/LOITERING/VAGRANCY	90B
DISORDERLY CONDUCT	90C
DRIVING UNDER THE INFLUENCE	90D
DRUNKENNESS	90E
FAMILY OFFENSES - NONVIOLENT	90F
LIQUOR LAWS	90G
PEEPING TOM	90H
RUNAWAY	90I
TRESPASS	90J
CONSPIRACY TO COMMIT FELONY	90X
ALL OTHER OFFENSES	90Z

General District Court Judicial Workload

Commonwealth of Virginia: 2023-2025

Judges: 3 – 14

District: 15

Overall Workload

8 Judges Authorized	**1.13** Workload per Judge
9.01 Average Workload	**1.01** FTE Need



Workload per Judge

Judges	Workload
3	3.00
4	2.25
5	1.80
6	1.50
7	1.29
8	1.13 ✓
9	1.00 ✓
10	0.90 ✓
11	0.82
12	0.75
13	0.69
14	0.64

Workload by Case Category

*(Filings + Specialty Dockets + UD Expungements) * Weight = Minutes [Interpreters Factored Into Weight]*

Case Category	Filings	Weight	Minutes	Workload
Misdemeanor	87,000	6.50	572,772.54	2.7079
General Civil & Civil Commitments	69,996	5.50	389,372.64	1.8408
Felony	17,352	20.10	354,705.34	1.6770
Infraction/Civil Violation	114,830	2.90	336,569.88	1.5912
Landlord/Tenant	11,022	6.40	71,567.35	0.3384
Protective Orders	6,240	10.00	63,092.55	0.2983
Other	19,728	2.00	40,117.09	0.1897
Garnishment	32,012	1.00	32,442.75	0.1534
Not Tracked for Judicial Workload	63,855	0.00	0.00	0.0000

Unlawful Detainer Expungements	Weight	Minutes	Workload
3,030	6.40	19,392.00	0.0917

Specialty Docket Participants	Weight	Minutes	Workload
42	624.00	26,208.00	0.1239

General District Court Judicial Workload

Commonwealth of Virginia: 2023-2025

District: 15

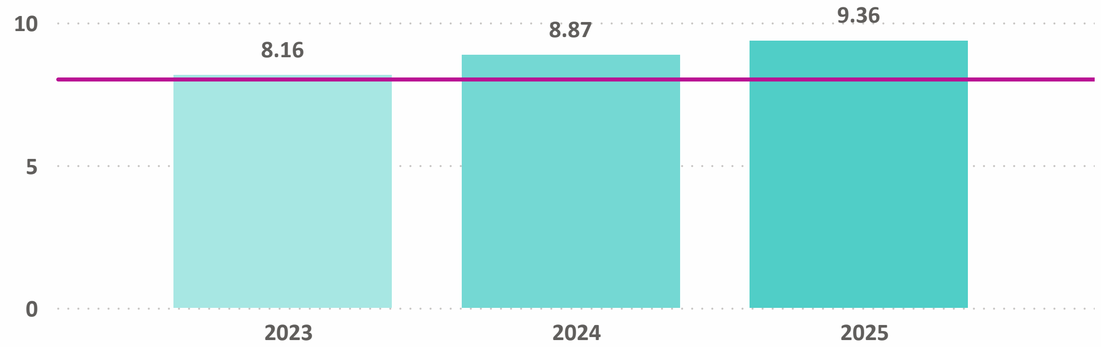
Workload by GCMS Division

Interpreters Included / Specialty Dockets & Unlawful Detainer Expungements Excluded

Division	Filings	Minutes	Workload
Traffic	230,033	683,863.00	3.2331
Criminal	62,131	598,298.13	2.8286
Civil	123,279	546,378.49	2.5831
Civil Commitments	6,592	32,100.53	0.1518

GCMS Workload by Year

Interpreters Included / Specialty Dockets & Unlawful Detainer Expungements Excluded



Workload by Locale

Locale	FIPS	GCMS Filings	GCMS Minutes	Sp. Dockets	SD Minutes	UD Exps.	UD Exp. Mins.	Interpreters	Judge Days	%Workload	Workload
Stafford	179	88,956	444,517.44	8	4,992.00	807	5,164.80	4.56%	460.01	23.85%	2.15
Spotsylvania	177	85,662	382,678.40	31	19,344.00	800	5,120.00	2.65%	411.92	21.36%	1.92
Hanover	085	72,232	331,795.60	0	0.00	386	2,470.40	1.29%	338.19	17.54%	1.58
Fredericksburg	630	52,177	241,241.80	2	1,248.00	535	3,424.00	1.63%	248.80	12.90%	1.16
Caroline	033	36,740	132,310.70	0	0.00	111	710.40	1.88%	134.58	6.98%	0.63
King George	099	23,935	90,115.10	1	624.00	225	1,440.00	1.99%	93.26	4.84%	0.44
Westmoreland	193	17,647	66,401.50	0	0.00	47	300.80	2.00%	67.48	3.50%	0.32
Essex	057	19,350	62,680.60	0	0.00	45	288.00	1.64%	63.71	3.30%	0.30
Richmond County	159	10,374	41,912.10	0	0.00	13	83.20	1.31%	42.49	2.20%	0.20
Lancaster	103	9,420	39,614.20	0	0.00	49	313.60	0.37%	40.40	2.09%	0.19
Northumberland	133	5,542	27,372.70	0	0.00	12	76.80	1.35%	27.77	1.44%	0.13
Total		**422,035**	**1,860,640.14**	**42**	**26,208.00**	**3,030**	**19,392.00**	**20.67%**	**1,928.61**	**100.00%**	**9.01**

General District Court Judicial Workload

Commonwealth of Virginia: 2023-2025

Judges: 4 – 15

District: 19

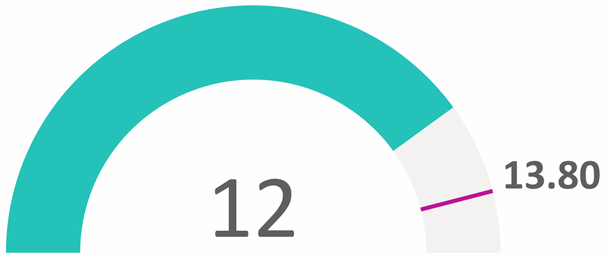
Overall Workload

12 Judges Authorized

1.15 Workload per Judge

13.80 Average Workload

1.80 FTE Need



Workload per Judge

Judges	Workload
4	3.45
5	2.76
6	2.30
7	1.97
8	1.72
9	1.53
10	1.38
11	1.25
12	1.15 ✓
13	1.06 ✓
14	0.99 ✓
15	0.92 ✓

Workload by Case Category

*(Filings + Specialty Dockets + UD Expungements) * Weight = Minutes [Interpreters Factored Into Weight]*

Case Category	Filings	Weight	Minutes	Workload
Infraction/Civil Violation	319,275	2.90	1,033,779.22	4.4506
Misdemeanor	103,128	6.50	747,626.20	3.2186
Felony	30,828	20.10	693,455.35	2.9854
General Civil & Civil Commitments	64,259	5.50	395,526.19	1.7028
Landlord/Tenant	18,435	6.40	132,038.84	0.5684
Other	24,142	2.00	53,899.79	0.2320
Protective Orders	4,223	10.00	47,255.88	0.2034
Garnishment	21,206	1.00	23,732.16	0.1022
Not Tracked for Judicial Workload	134,273	0.00	0.00	0.0000

Unlawful Detainer Expungements	Weight	Minutes	Workload
6,209	6.40	39,737.60	0.1711

Specialty Docket Participants	Weight	Minutes	Workload
60	624.00	37,440.00	0.1612

General District Court Judicial Workload

Commonwealth of Virginia: 2023-2025

District: 19

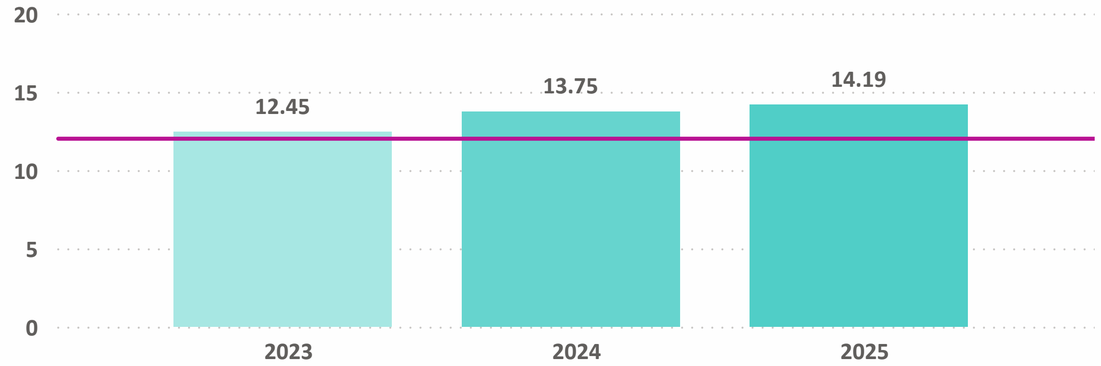
Workload by GCMS Division

Interpreters Included / Specialty Dockets & Unlawful Detainer Expungements Excluded

Division	Filings	Minutes	Workload
Traffic	515,829	1,484,844.98	6.3925
Criminal	86,156	1,019,162.01	4.3876
Civil	104,866	548,020.32	2.3593
Civil Commitments	12,918	75,286.34	0.3241

GCMS Workload by Year

Interpreters Included / Specialty Dockets & Unlawful Detainer Expungements Excluded



Workload by Locale

Locale	FIPS	GCMS Filings	GCMS Minutes	Sp. Dockets	SD Minutes	UD Exps.	UD Exp. Mins.	Interpreters	Judge Days	%Workload	Workload
Fairfax County	059	703,707	3,084,349.35	60	37,440.00	6,209	39,737.60	9.53%	2,912.71	98.66%	13.61
Fairfax City	600	16,062	42,964.30	0	0.00	0	0.00	0.00%	39.58	1.34%	0.18
Total		**719,769**	**3,127,313.65**	**60**	**37,440.00**	**6,209**	**39,737.60**	**9.53%**	**2,952.29**	**100.00%**	**13.80**

General District Court Judicial Workload

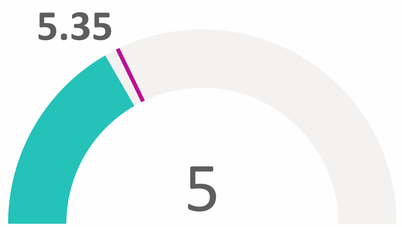
Commonwealth of Virginia: 2023-2025

Judges: 4 – 15

District: 27

Overall Workload

5 Judges Authorized	**1.07** Workload per Judge
5.35 Average Workload	**0.35** FTE Need



Workload per Judge

Judges	Workload
4	1.34
5	1.07 ✓
6	0.89
7	0.76
8	0.67
9	0.59
10	0.53
11	0.49
12	0.45
13	0.41
14	0.38
15	0.36

Workload by Case Category

*(Filings + Specialty Dockets + UD Expungements) * Weight = Minutes [Interpreters Factored Into Weight]*

Case Category	Filings	Weight	Minutes	Workload
Misdemeanor	54,750	6.50	356,685.23	1.6863
Infraction/Civil Violation	104,679	2.90	304,090.45	1.4377
Felony	9,348	20.10	188,415.79	0.8908
General Civil & Civil Commitments	26,658	5.50	147,125.88	0.6956
Protective Orders	4,165	10.00	41,741.35	0.1973
Landlord/Tenant	4,826	6.40	30,919.52	0.1462
Other	9,584	2.00	19,248.28	0.0910
Garnishment	11,886	1.00	11,922.63	0.0564
Not Tracked for Judicial Workload	69,800	0.00	0.00	0.0000

Unlawful Detainer Expungements	Weight	Minutes	Workload
1,470	6.40	9,408.00	0.0445

Specialty Docket Participants	Weight	Minutes	Workload
34	624.00	21,216.00	0.1003

General District Court Judicial Workload

Commonwealth of Virginia: 2023-2025

District: 27

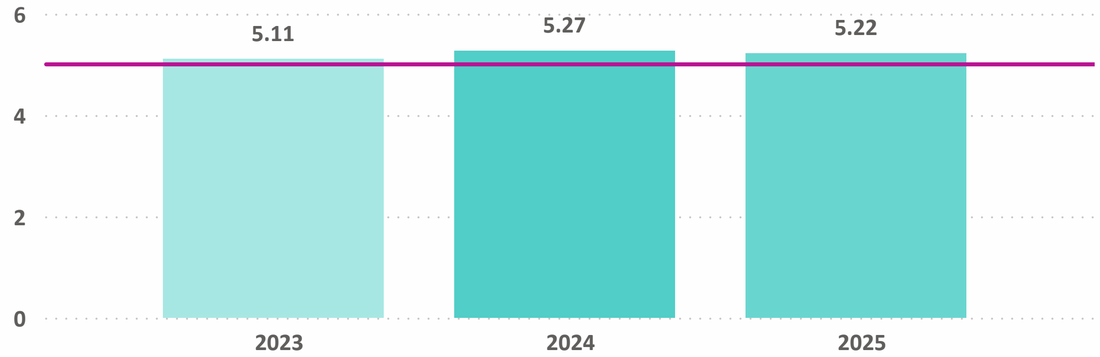
Workload by GCMS Division

Interpreters Included / Specialty Dockets & Unlawful Detainer Expungements Excluded

Division	Filings	Minutes	Workload
Traffic	204,111	503,615.26	2.3810
Criminal	39,112	354,682.00	1.6768
Civil	46,779	215,074.87	1.0168
Civil Commitments	5,694	26,777.00	0.1266

GCMS Workload by Year

Interpreters Included / Specialty Dockets & Unlawful Detainer Expungements Excluded



Workload by Locale

Locale	FIPS	GCMS Filings	GCMS Minutes	Sp. Dockets	SD Minutes	UD Exps.	UD Exp. Mins.	Interpreters	Judge Days	%Workload	Workload
Montgomery	121	64,344	283,096.00	34	21,216.00	900	5,760.00	2.22%	313.71	27.42%	1.47
Wythe	197	51,403	185,860.50	0	0.00	125	800.00	0.63%	188.85	16.51%	0.88
Pulaski	155	45,196	182,571.80	0	0.00	163	1,043.20	0.45%	185.77	16.24%	0.87
Carroll	035	59,901	157,483.80	0	0.00	22	140.80	1.04%	159.47	13.94%	0.75
Galax	640	12,375	60,396.92	0	0.00	40	256.00	3.60%	61.36	5.36%	0.29
Bland	021	19,838	59,514.90	0	0.00	5	32.00	2.02%	60.25	5.27%	0.28
Giles	071	18,130	58,174.50	0	0.00	44	281.60	0.27%	59.14	5.17%	0.28
Radford	750	11,120	51,834.10	0	0.00	146	934.40	0.25%	53.39	4.67%	0.25
Grayson	077	5,355	31,063.70	0	0.00	16	102.40	2.19%	31.53	2.76%	0.15
Floyd	063	8,034	30,152.90	0	0.00	9	57.60	1.57%	30.56	2.67%	0.14
Total		**295,696**	**1,100,149.12**	**34**	**21,216.00**	**1,470**	**9,408.00**	**14.24%**	**1,144.04**	**100.00%**	**5.35**

J&DR District Court Judicial Workload

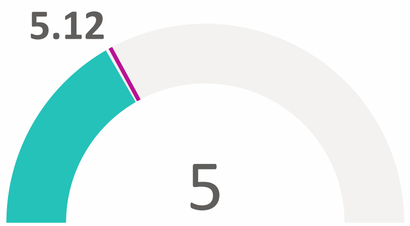
Commonwealth of Virginia: 2023-2025

Judges: 1 – 10

District: 25

Overall Workload

5 Judges Authorized	**1.02** Workload per Judge
5.12 Average Workload	**0.12** FTE Need



Workload per Judge

Judges	Workload
10	0.51
9	0.57
8	0.64
7	0.73
6	0.85
5	1.02 ✓
4	1.28
3	1.71
2	2.56
1	5.12

Workload by Case Category

*(Filings + Specialty Dockets) * Weight = Minutes [Interpreters Factored Into Weight]*

Case Category	Filings	Weight	Minutes	Workload
Custody & Visitation	10,418	24.00	250,032.00	1.1821
Adult Criminal	9,723	18.00	175,014.00	0.8274
Protective Orders	5,974	29.00	173,246.00	0.8191
Child Dependency	2,861	46.00	131,606.00	0.6222
Support/Desertion	6,271	20.00	125,420.00	0.5930
Delinquency	2,485	41.00	101,885.00	0.4817
Child in Need of Services/Supervision	639	116.00	74,124.00	0.3504
Other	2,242	9.00	20,178.00	0.0954
Traffic	1,419	14.00	19,866.00	0.0939
Juvenile Miscellaneous	186	49.00	9,114.00	0.0431
Not Tracked for Judicial Workload	744	0.00	0.00	0.0000

Specialty Docket Participants	Weight	Minutes	Workload
0	979.00	0.00	0.0000

J&DR District Court Judicial Workload

Commonwealth of Virginia: 2023-2025

District: 25

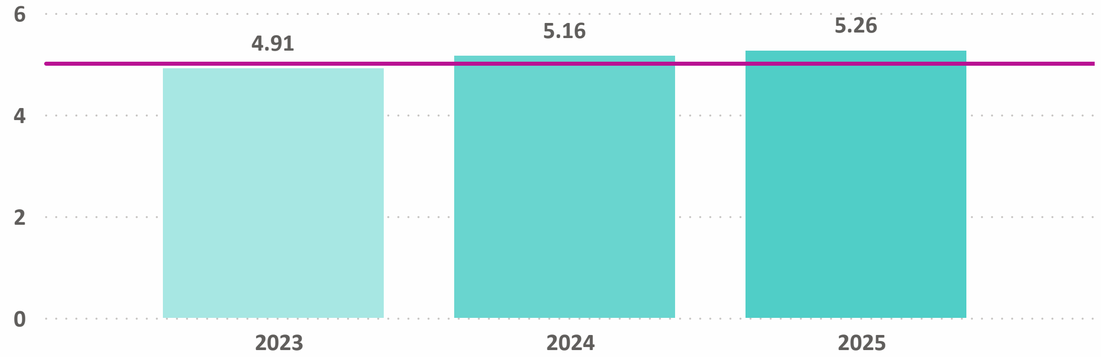
Workload by JCMS Division

Interpreters Included / Specialty Dockets Excluded

Division	Filings	Minutes	Workload
Civil	16,617	494,841.00	2.3395
Adult	15,330	334,905.00	1.5833
Support	7,105	129,029.00	0.6100
Delinquency	3,910	121,710.00	0.5754

JCMS Workload by Year

Interpreters Included / Specialty Dockets Excluded



Workload by Locale

Locale	FIPS	JCMS Filings	JCMS Minutes	Specialty Dockets	Specialty Docket Minutes	Interpreters	Judge Days	%Workload	Workload
Augusta	015	13,086	327,624.00	0	0.00	1.74%	332.50	30.32%	1.55
Staunton	790	6,582	160,582.00	0	0.00	1.83%	162.97	14.86%	0.76
Waynesboro	820	6,130	152,396.00	0	0.00	3.98%	154.66	14.10%	0.72
Alleghany	005	5,157	136,637.00	0	0.00	1.68%	138.67	12.65%	0.65
Lexington/Rockbridge	163	4,527	116,015.00	0	0.00	0.42%	117.74	10.74%	0.55
Botetourt	023	4,033	96,866.00	0	0.00	1.62%	98.31	8.97%	0.46
Buena Vista	530	1,599	44,921.00	0	0.00	0.00%	45.59	4.16%	0.21
Craig	045	732	19,794.00	0	0.00	1.06%	20.09	1.83%	0.09
Bath	017	721	16,737.00	0	0.00	0.86%	16.99	1.55%	0.08
Highland	091	395	8,913.00	0	0.00	0.00%	9.05	0.82%	0.04
Total		**42,962**	**1,080,485.00**	**0**	**0.00**	**13.19%**	**1,096.57**	**100.00%**	**5.12**

Department of Judicial Services

SUMMARY OF ADMINISTRATIVE AND FINANCIAL VISIT RECOMMENDATIONS

March 25–September 9, 2026
45 courts visited

General District Courts

1. Alexandria General District Court
2. Augusta General District Court
3. Bristol General District Court
4. Chesapeake General District Court
5. Chesterfield General District Court
6. Fauquier General District Court
7. Giles General District Court
8. Gloucester General District Court
9. King George General District Court
10. Lexington-Rockbridge General District Court
11. Montgomery General District Court
12. Nelson General District Court
13. Newport News General District Court
14. Norfolk General District Court
15. Patrick General District Court
16. Petersburg General District Court
17. Smyth General District Court
18. Tazewell General District Court
19. Virginia Beach General District Court
20. Washington General District Court
21. York County General District Court

Juvenile and Domestic Relations District Courts

1. Bristol Juvenile and Domestic Relations District Court
2. Caroline Juvenile and Domestic Relations District Court
3. Charlotte County Juvenile and Domestic Relations District Court
4. Colonial Heights Juvenile and Domestic Relations District Court
5. Culpeper Juvenile and Domestic Relations District Court
6. Franklin County Juvenile and Domestic Relations District Court
7. Halifax County Juvenile and Domestic Relations District Court
8. Hanover Juvenile and Domestic Relations District Court
9. Isle of Wight Juvenile and Domestic Relations District Court
10. Mecklenburg County Juvenile and Domestic Relations District Court
11. Montgomery County Juvenile and Domestic Relations District Court
12. Page Juvenile and Domestic Relations District Court
13. Pittsylvania County Juvenile and Domestic Relations District Court
14. Prince Edward County Juvenile and Domestic Relations District Court
15. Shenandoah Juvenile and Domestic Relations District Court
16. Washington County Juvenile and Domestic Relations District Court
17. Westmoreland Juvenile and Domestic Relations District Court

Department of Judicial Services

SUMMARY OF ADMINISTRATIVE AND FINANCIAL VISIT RECOMMENDATIONS

March 25–September 9, 2026
45 courts visited

Combined District Courts

1. Bath General and Juvenile and Domestic Relations District Combined Courts
2. Essex General and Juvenile and Domestic Relations District Combined Courts
3. Fluvanna General and Juvenile and Domestic Relations District Combined Courts
4. Goochland General and Juvenile and Domestic Relations District Combined Courts
5. Highland County General and Juvenile and Domestic Relations District Combined Courts
6. Richmond County General and Juvenile and Domestic Relations District Combined Courts
7. Sussex General and Juvenile and Domestic Relations District Combined Courts

Department of Judicial Services

SUMMARY OF ADMINISTRATIVE AND FINANCIAL VISIT RECOMMENDATIONS

March 25–September 9, 2026
45 courts visited

DJS recommends the Clerk obtain fraud protection on the court's bank account, as advised by the Committee on District Courts.

DJS recommends the Clerk and Judge coordinate with the Sheriff's Department to arrange active shooter training for all Clerk's Office staff at the courthouse.

DJS recommends using the Courthouse Information Portal (CHIP) to review imaging backups and the transmission report for protective orders entered in VCIN.

DJS recommends conducting ex parte hearings on protective orders on the same day the petition is filed.

DJS recommends the Clerk and Judge meet with law enforcement to address issues related to obtaining fingerprints on CCRE reportable cases.

DJS recommends the court maintain at least two certified IRMS users.

DJS recommends the Clerk register staff with the DNA Data Bank Sample Tracking System to verify whether a DNA sample is already on file for convictions requiring DNA collection. To streamline this process, DJS further recommends conducting searches during docket preparation using the CCRE/DNA Report. This proactive approach ensures the CC-1390, Order for DNA, is prepared in advance if required.

DJS recommends implementing a quality assurance process to ensure all documents are fully scanned and tagged at the conclusion of each case.

DJS recommends the Clerk's office accept payments for fines, costs, and restitution over the telephone.

DJS recommends the Clerk transfer excess funds from revenue code 407 on a quarterly basis.

DJS discussed the need to issue an Order and Notice of Bond Forfeiture when a defendant with a bond fails to appear as required by §19.2-143.

DJS recommends the payment plan policy be publicly posted and include language in accordance with Virginia Code §§19.2-354 and 19.2-354.1.

DJS recommends the Clerk's office enter the period of incarceration in FAS when a defendant receives an active jail sentence.

DJS recommends the Clerk conduct annual performance evaluations for staff and receive an annual performance evaluation from the Presiding/Chief Judge. Completed evaluations should be uploaded into the evaluation system as directed by Human Resources.

DJS recommends the Clerk complete the escheatment process and submit required reporting to the Virginia Victims Fund/Criminal Injuries Compensation Fund by November 1st annually.

DJS recommends the Clerk's Office use the Special Needs field in GCMS to document when a defendant requires a language interpreter or other special accommodations.

Department of Judicial Services

SUMMARY OF ADMINISTRATIVE AND FINANCIAL VISIT RECOMMENDATIONS

March 25–September 9, 2026
45 courts visited

DJS recommends completing both bond information for criminal cases in GCMS and JCMS to benefit both the clerk's office and the public.

DJS recommends the Clerk verify applicant references before extending an offer of employment.

DJS recommends the Clerk complete the purge/expungement process annually.

DJS recommends the Clerk monitor staff's progress in the required Security Awareness Training.

DJS recommends the Clerk discuss online banking options with the court's bank.

DJS recommends the Clerk obtain the applicable Virginia Crime Code from the Judge or Commonwealth's Attorney when it is not available on the charging document or is amended at trial.

DJS recommends the Clerk ensure that all credit card information is destroyed after the transaction has been completed.

DJS recommends that the Clerk work with the judge and CSU to establish a process that allows protective order petitions to be filed and addressed daily.

DJS recommends the Clerk reconcile the court's bank account monthly and resolve any outstanding issues in a timely manner.

DJS recommends that bank deposits be made daily.

General District Courts

DEPARTMENT OF JUDICIAL SERVICES
ADMINISTRATIVE AND FINANCIAL VISIT

ALEXANDRIA GENERAL DISTRICT COURT

JULY 30, 2026

SUPREME COURT OF VIRGINIA
OFFICE OF THE EXECUTIVE SECRETARY
100 NORTH 9TH STREET,
3RD FLOOR
RICHMOND, VIRGINIA 23220
(804) 786-6455
PROJECT NO.: 056-042

ALEXANDRIA
GENERAL DISTRICT COURT

JULY 30, 2026

An administrative and financial judicial services visit was conducted in the Alexandria General District Court on July 30, 2026. This court processes financial transactions using the CAIS Financial Management System.

The Committee on District Courts has requested the Office of the Executive Secretary to conduct these periodic judicial services visits throughout the Commonwealth's judicial system in order to provide district courts with objective assistance in analyzing and resolving present and future financial, managerial, and procedural issues and to provide a local training resource.

During the visit, the court's compliance with established procedures as prescribed in the Virginia District Court Procedure Manuals, the Courts Automated Information System User's Guides (Financial Management System/Case Management System), and other guidelines on special topics providing uniform administration concerning court-appointed attorneys, account receivables, and collection programs were discussed.

The Department of Judicial Services procedural and system manuals provide a description of the accounting practices and procedures to be utilized in district courts. These manuals are used as the reference for resolving questions concerning overall accounting requirements, understanding recommended procedures and the appropriate use of the statewide case and financial management systems, and as a reference for manual operations during contingency operations.

FINANCIAL AND INTERNAL CONTROLS

The following financial and administrative areas were reviewed with court personnel using the Judicial Services Monitoring Questionnaire in order to evaluate compliance with administrative and accounting guidelines as set forth in the above-mentioned manuals and guidelines:

1. Administrative
2. Bank Statement Reconciliations
3. Timeliness of Bank Deposits
4. Court Liability Accounts
5. Fine and Costs Assessments
6. Daily, Weekly & Monthly Closings
7. Court-Appointed Attorney Payments
8. Escheatments
9. Bond Administration
10. Set-Off Debt Collection Program
11. Accounts Receivable Collections
12. Internal Control Procedures

No significant or uncorrected compliance exceptions were noted during discussions with court personnel.

CURRENT ADMINISTRATIVE TOPICS

The following areas were also discussed with court personnel in order to provide judicial personnel with the most current accounting or administrative information:

DJS recommends that the Clerk receive an annual performance evaluation from the Presiding/Chief Judge.

DJS recommends theClerk's Office take payments for fines, costs and restitution over the telephone.

DJS recommends the Clerk implement a quality assurance review process for scanning documents to ensure all documents are fully scanned at the conclusion of each case.

SERVICES REQUESTED BY COURT

None at this time.

FOLLOW-UP SERVICES REQUESTED BY COURT

None at this time.

AUDIT/COMPLIANCE

None at this time.

ADDITIONAL SERVICES

The visit findings and recommendations were discussed with the clerk at the conclusion of the administrative and financial judicial services visit, and we would like to take this opportunity to thank Marion Jackson, for her assistance.

Administrative and Financial Judicial Services Visit Conducted By: Jenifer Posey

DEPARTMENT OF JUDICIAL SERVICES
ADMINISTRATIVE AND FINANCIAL VISIT

AUGUSTA GENERAL
DISTRICT COURT
SEPTEMBER 9, 2026

SUPREME COURT OF VIRGINIA
OFFICE OF THE EXECUTIVE SECRETARY
100 NORTH 9TH STREET,
3RD FLOOR
RICHMOND, VIRGINIA 23220
804-786-6455
PROJECT NO.: 056-042

AUGUSTA GENERAL DISTRICT COURT

An administrative and financial judicial services visit was conducted in the Augusta General District Court on September 9, 2026. This court processes financial transactions using the CAIS Financial Management System.

The Committee on District Courts has requested the Office of the Executive Secretary to conduct these periodic judicial services visits throughout the Commonwealth's judicial system in order to provide district courts with objective assistance in analyzing and resolving present and future financial, managerial, and procedural issues and to provide a local training resource.

During the visit, the court's compliance with established procedures as prescribed in the Virginia District Court Procedure Manuals, the Courts Automated Information System User's Guides (Financial Management System/Case Management System), and other guidelines on special topics providing uniform administration concerning court-appointed attorneys, account receivables, and collection programs were discussed.

The Department of Judicial Services procedural and system manuals provide a description of the accounting practices and procedures to be utilized in district courts. These manuals are used as the reference for resolving questions concerning overall accounting requirements, understanding recommended procedures and the appropriate use of the statewide case and financial management systems, and as a reference for manual operations during contingency operations.

FINANCIAL AND INTERNAL CONTROLS

The following financial and administrative areas were reviewed with court personnel using the Judicial Services Monitoring Questionnaire in order to evaluate compliance with administrative and accounting guidelines as set forth in the above-mentioned manuals and guidelines:

1. Administrative
2. Bank Statement Reconciliations
3. Timeliness of Bank Deposits
4. Court Liability Accounts
5. Fine and Costs Assessments
6. Daily, Weekly & Monthly Closings
7. Court-Appointed Attorney Payments
8. Escheatments
9. Bond Administration
10. Set-Off Debt Collection Program

11. Accounts Receivable Collections 12. Internal Control Procedures

No significant or uncorrected compliance exceptions were noted during discussions with court personnel.

CURRENT ADMINISTRATIVE TOPICS

The following areas were also discussed with court personnel in order to provide judicial personnel with the most current accounting or administrative information:

DJS recommended the Clerk ensure the latest versions of the Labor Law posters are posted in view of the staff and judges.

DJS recommends the Clerk obtain fraud protection on the court's bank account, as advised by the Committee on District Courts.

DJS recommends the Clerk review the BR08 – Individual Account Index, at month end to ensure there are no out-of-balance conditions.

SERVICES REQUESTED BY COURT

None at this time.

FOLLOW-UP SERVICES REQUESTED BY COURT

None at this time.

AUDIT/COMPLIANCE

DJS discussed the court's last audit with the clerk. The clerk shared that there were audit points, but she was able to correct the affected cases.

ADDITIONAL SERVICES

The visit findings and recommendations were discussed with the clerk at the conclusion of the administrative and financial judicial services visit, and we would like to take this opportunity to thank Amy Helmick, Clerk, for her assistance.

Administrative and Financial Judicial Services Visit Conducted By: Anna Smythers-Stitt.

DEPARTMENT OF JUDICIAL SERVICES
ADMINISTRATIVE AND FINANCIAL VISIT

BRISTOL GENERAL
DISTRICT COURT
JUNE 26, 2026

SUPREME COURT OF VIRGINIA
OFFICE OF THE EXECUTIVE SECRETARY
100 NORTH 9TH STREET,
3RD FLOOR
RICHMOND, VIRGINIA 23220
804-786-6455
PROJECT NO.: 056-042

BRISTOL GENERAL DISTRICT COURT

An administrative and financial judicial services visit was conducted in the Bristol General District Court on June 26, 2026. This court processes financial transactions using the CAIS Financial Management System.

The Committee on District Courts has requested the Office of the Executive Secretary to conduct these periodic judicial services visits throughout the Commonwealth's judicial system in order to provide district courts with objective assistance in analyzing and resolving present and future financial, managerial, and procedural issues and to provide a local training resource.

During the visit, the court's compliance with established procedures as prescribed in the Virginia District Court Procedure Manuals, the Courts Automated Information System User's Guides (Financial Management System/Case Management System), and other guidelines on special topics providing uniform administration concerning court-appointed attorneys, account receivables, and collection programs were discussed.

The Department of Judicial Services procedural and system manuals provide a description of the accounting practices and procedures to be utilized in district courts. These manuals are used as the reference for resolving questions concerning overall accounting requirements, understanding recommended procedures and the appropriate use of the statewide case and financial management systems, and as a reference for manual operations during contingency operations.

FINANCIAL AND INTERNAL CONTROLS

The following financial and administrative areas were reviewed with court personnel using the Judicial Services Monitoring Questionnaire in order to evaluate compliance with administrative and accounting guidelines as set forth in the above-mentioned manuals and guidelines:

1. Administrative
2. Bank Statement Reconciliations
3. Timeliness of Bank Deposits
4. Court Liability Accounts
5. Fine and Costs Assessments
6. Daily, Weekly & Monthly Closings
7. Court-Appointed Attorney Payments
8. Escheatments
9. Bond Administration
10. Set-Off Debt Collection Program

11. Accounts Receivable Collections 12. Internal Control Procedures

No significant or uncorrected compliance exceptions were noted during discussions with court personnel.

CURRENT ADMINISTRATIVE TOPICS

The following areas were also discussed with court personnel in order to provide judicial personnel with the most current accounting or administrative information:

DJS recommends the Clerk's Office use the Special Needs field in GCMS to document when a defendant requires a language interpreter or other special accommodations.

DJS recommends the Clerk and Judge meet with law enforcement to address issues related to obtaining fingerprints on CCRE reportable cases.

DJS recommends the Clerk and Judges contact the sheriff's department to request active shooter training be provided at the courthouse for all clerk's office staff.

DJS discussed with the Clerk the efficiency and benefits of completing bond information in the case management system for general district cases.

SERVICES REQUESTED BY COURT

None at this time.

FOLLOW-UP SERVICES REQUESTED BY COURT

None at this time.

AUDIT/COMPLIANCE

DJS discussed the court's last audit with the clerk. The clerk shared there were no audit points or issues.

ADDITIONAL SERVICES

The visit findings and recommendations were discussed with the clerk at the conclusion of the administrative and financial judicial services visit, and we would like to take this opportunity to thank Kathy Strouth, Clerk, for her assistance.

Administrative and Financial Judicial Services Visit Conducted By: Michelle Crawford and Anna Smythers-Stitt.

DEPARTMENT OF JUDICIAL SERVICES
ADMINISTRATIVE AND FINANCIAL VISIT

CHESAPEAKE GENERAL DISTRICT COURT

JULY 17, 2026

SUPREME COURT OF VIRGINIA
OFFICE OF THE EXECUTIVE SECRETARY
100 NORTH 9TH STREET,
3RD FLOOR
RICHMOND, VIRGINIA 23220
(804) 786-6455
PROJECT NO.: 056-042

CHESAPEAKE
GENERAL DISTRICT COURT

JULY 17, 2026

An administrative and financial judicial services visit was conducted in the Chesapeake General District Court on July 17, 2026. This court processes financial transactions using the CAIS Financial Management System.

The Committee on District Courts has requested the Office of the Executive Secretary to conduct these periodic judicial services visits throughout the Commonwealth's judicial system in order to provide district courts with objective assistance in analyzing and resolving present and future financial, managerial, and procedural issues and to provide a local training resource.

During the visit, the court's compliance with established procedures as prescribed in the Virginia District Court Procedure Manuals, the Courts Automated Information System User's Guides (Financial Management System/Case Management System), and other guidelines on special topics providing uniform administration concerning court-appointed attorneys, account receivables, and collection programs were discussed.

The Department of Judicial Services procedural and system manuals provide a description of the accounting practices and procedures to be utilized in district courts. These manuals are used as the reference for resolving questions concerning overall accounting requirements, understanding recommended procedures and the appropriate use of the statewide case and financial management systems, and as a reference for manual operations during contingency operations.

FINANCIAL AND INTERNAL CONTROLS

The following financial and administrative areas were reviewed with court personnel using the Judicial Services Monitoring Questionnaire in order to evaluate compliance with administrative and accounting guidelines as set forth in the above-mentioned manuals and guidelines:

1. Administrative
2. Bank Statement Reconciliations
3. Timeliness of Bank Deposits
4. Court Liability Accounts
5. Fine and Costs Assessments
6. Daily, Weekly & Monthly Closings
7. Court-Appointed Attorney Payments
8. Escheatments
9. Bond Administration
10. Set-Off Debt Collection Program
11. Accounts Receivable Collections
12. Internal Control Procedures

No significant or uncorrected compliance exceptions were noted during discussions with court personnel.

CURRENT ADMINISTRATIVE TOPICS

The following areas were also discussed with court personnel in order to provide judicial personnel with the most current accounting or administrative information:

DJS recommends that the Clerk upload all completed staff performance evaluations into the evaluation system as directed by Human Resources. In addition, DJS recommends that the Clerk receive an annual performance evaluation from the Presiding/Chief Judge.

DJS recommends the Clerk and Judges coordinate with the Sheriff's Department to arrange active shooter training for all Clerk's Office staff at the courthouse.

SERVICES REQUESTED BY COURT

None at this time.

FOLLOW-UP SERVICES REQUESTED BY COURT

None at this time.

AUDIT/COMPLIANCE

None at this time.

ADDITIONAL SERVICES

The visit findings and recommendations were discussed with the clerk at the conclusion of the administrative and financial judicial services visit, and we would like to take this opportunity to thank Glynis Townsend, for her assistance.

Administrative and Financial Judicial Services Visit Conducted By: Jenifer Posey

DEPARTMENT OF JUDICIAL SERVICES
ADMINISTRATIVE AND FINANCIAL VISIT

CHESTERFIELD GENERAL DISTRICT COURT

JULY 10, 2026

SUPREME COURT OF VIRGINIA
OFFICE OF THE EXECUTIVE SECRETARY
100 NORTH 9TH STREET,
3RD FLOOR
RICHMOND, VIRGINIA 23220
(804) 786-6455
PROJECT NO.: 056-042

CHESTERFIELD
GENERAL DISTRICT COURT

JULY 10, 2026

An administrative and financial judicial services visit was conducted in the Chesterfield General District Court on July 10, 2026. This court processes financial transactions using the CAIS Financial Management System.

The Committee on District Courts has requested the Office of the Executive Secretary to conduct these periodic judicial services visits throughout the Commonwealth's judicial system in order to provide district courts with objective assistance in analyzing and resolving present and future financial, managerial, and procedural issues and to provide a local training resource.

During the visit, the court's compliance with established procedures as prescribed in the Virginia District Court Procedure Manuals, the Courts Automated Information System User's Guides (Financial Management System/Case Management System), and other guidelines on special topics providing uniform administration concerning court-appointed attorneys, account receivables, and collection programs were discussed.

The Department of Judicial Services procedural and system manuals provide a description of the accounting practices and procedures to be utilized in district courts. These manuals are used as the reference for resolving questions concerning overall accounting requirements, understanding recommended procedures and the appropriate use of the statewide case and financial management systems, and as a reference for manual operations during contingency operations.

FINANCIAL AND INTERNAL CONTROLS

The following financial and administrative areas were reviewed with court personnel using the Judicial Services Monitoring Questionnaire in order to evaluate compliance with administrative and accounting guidelines as set forth in the above-mentioned manuals and guidelines:

1. Administrative
2. Bank Statement Reconciliations
3. Timeliness of Bank Deposits
4. Court Liability Accounts
5. Fine and Costs Assessments
6. Daily, Weekly & Monthly Closings
7. Court-Appointed Attorney Payments
8. Escheatments
9. Bond Administration
10. Set-Off Debt Collection Program
11. Accounts Receivable Collections
12. Internal Control Procedures

No significant or uncorrected compliance exceptions were noted during discussions with court personnel.

CURRENT ADMINISTRATIVE TOPICS

No significant or uncorrected process or procedural exceptions were noted during the discussions with court personnel.

SERVICES REQUESTED BY COURT

None at this time.

FOLLOW-UP SERVICES REQUESTED BY COURT

None at this time.

AUDIT/COMPLIANCE

None at this time.

ADDITIONAL SERVICES

The visit findings and recommendations were discussed with the clerk at the conclusion of the administrative and financial judicial services visit, and we would like to take this opportunity to thank Linda McCollum-Moore, for her assistance.

Administrative and Financial Judicial Services Visit Conducted By: Jenifer Posey

DEPARTMENT OF JUDICIAL SERVICES
ADMINISTRATIVE AND FINANCIAL VISIT

FAUQUIER GENERAL DISTRICT COURT

JULY 31, 2026

SUPREME COURT OF VIRGINIA
OFFICE OF THE EXECUTIVE SECRETARY
100 NORTH 9TH STREET,
3RD FLOOR
RICHMOND, VIRGINIA 23220
(804) 786-6455
PROJECT NO.: 056-042

FAUQUIER
GENERAL DISTRICT COURT

JULY 31, 2026

An administrative and financial judicial services visit was conducted in the Fauquier General District Court on July 31, 2026. This court processes financial transactions using the CAIS Financial Management System.

The Committee on District Courts has requested the Office of the Executive Secretary to conduct these periodic judicial services visits throughout the Commonwealth's judicial system in order to provide district courts with objective assistance in analyzing and resolving present and future financial, managerial, and procedural issues and to provide a local training resource.

During the visit, the court's compliance with established procedures as prescribed in the Virginia District Court Procedure Manuals, the Courts Automated Information System User's Guides (Financial Management System/Case Management System), and other guidelines on special topics providing uniform administration concerning court-appointed attorneys, account receivables, and collection programs were discussed.

The Department of Judicial Services procedural and system manuals provide a description of the accounting practices and procedures to be utilized in district courts. These manuals are used as the reference for resolving questions concerning overall accounting requirements, understanding recommended procedures and the appropriate use of the statewide case and financial management systems, and as a reference for manual operations during contingency operations.

FINANCIAL AND INTERNAL CONTROLS

The following financial and administrative areas were reviewed with court personnel using the Judicial Services Monitoring Questionnaire in order to evaluate compliance with administrative and accounting guidelines as set forth in the above-mentioned manuals and guidelines:

1. Administrative
2. Bank Statement Reconciliations
3. Timeliness of Bank Deposits
4. Court Liability Accounts
5. Fine and Costs Assessments
6. Daily, Weekly & Monthly Closings
7. Court-Appointed Attorney Payments
8. Escheatments
9. Bond Administration
10. Set-Off Debt Collection Program
11. Accounts Receivable Collections
12. Internal Control Procedures

No significant or uncorrected compliance exceptions were noted during discussions with court personnel.

CURRENT ADMINISTRATIVE TOPICS

The following areas were also discussed with court personnel in order to provide judicial personnel with the most current accounting or administrative information:

DJS recommends the Clerk ensure completed annual performance evaluations are uploaded into the evaluation system as directed by Human Resources.

DJS recommends thereview of the BU06 report daily to ensure disbursements are processed in a timely manner.

DJS recommends the Clerk or the Clerk's designated certified IRMS backup attend the annual DJS Tax Setoff training.

DJS recommends the Clerk's Office accept payments for fines, costs, and restitution over the telephone to increase accessibility to the public.

SERVICES REQUESTED BY COURT

None at this time.

FOLLOW-UP SERVICES REQUESTED BY COURT

None at this time.

AUDIT/COMPLIANCE

None at this time.

ADDITIONAL SERVICES

The visit findings and recommendations were discussed with the clerk at the conclusion of the administrative and financial judicial services visit, and we would like to take this opportunity to thank Whitney Thornton, for her assistance.

Administrative and Financial Judicial Services Visit Conducted By: Jenifer Posey

DEPARTMENT OF JUDICIAL SERVICES
ADMINISTRATIVE AND FINANCIAL VISIT

GILES GENERAL
DISTRICT COURT
JULY 8, 2026

SUPREME COURT OF VIRGINIA
OFFICE OF THE EXECUTIVE SECRETARY
100 NORTH 9TH STREET,
3RD FLOOR
RICHMOND, VIRGINIA 23220
804-786-6455
PROJECT NO.: 056-042

GILES GENERAL DISTRICT COURT

An administrative and financial judicial services visit was conducted in the Giles General District Court on July 8, 2026. This court processes financial transactions using the CAIS Financial Management System.

The Committee on District Courts has requested the Office of the Executive Secretary to conduct these periodic judicial services visits throughout the Commonwealth's judicial system in order to provide district courts with objective assistance in analyzing and resolving present and future financial, managerial, and procedural issues and to provide a local training resource.

During the visit, the court's compliance with established procedures as prescribed in the Virginia District Court Procedure Manuals, the Courts Automated Information System User's Guides (Financial Management System/Case Management System), and other guidelines on special topics providing uniform administration concerning court-appointed attorneys, account receivables, and collection programs were discussed.

The Department of Judicial Services procedural and system manuals provide a description of the accounting practices and procedures to be utilized in district courts. These manuals are used as the reference for resolving questions concerning overall accounting requirements, understanding recommended procedures and the appropriate use of the statewide case and financial management systems, and as a reference for manual operations during contingency operations.

FINANCIAL AND INTERNAL CONTROLS

The following financial and administrative areas were reviewed with court personnel using the Judicial Services Monitoring Questionnaire in order to evaluate compliance with administrative and accounting guidelines as set forth in the above-mentioned manuals and guidelines:

1. Administrative
2. Bank Statement Reconciliations
3. Timeliness of Bank Deposits
4. Court Liability Accounts
5. Fine and Costs Assessments
6. Daily, Weekly & Monthly Closings
7. Court-Appointed Attorney Payments
8. Escheatments
9. Bond Administration
10. Set-Off Debt Collection Program

11. Accounts Receivable Collections 12. Internal Control Procedures

No significant or uncorrected compliance exceptions were noted during discussions with court personnel.

CURRENT ADMINISTRATIVE TOPICS

The following areas were also discussed with court personnel in order to provide judicial personnel with the most current accounting or administrative information:

DJS recommends the Clerk ensure that all credit card information is destroyed after the transaction has been completed.

SERVICES REQUESTED BY COURT

None at this time.

FOLLOW-UP SERVICES REQUESTED BY COURT

None at this time.

AUDIT/COMPLIANCE

DJS discussed the court's last audit with the clerk. The clerk shared there were no audit points or issues.

ADDITIONAL SERVICES

The visit findings and recommendations were discussed with the clerk at the conclusion of the administrative and financial judicial services visit, and we would like to take this opportunity to thank Yvette Pennington, Clerk, for her assistance.

Administrative and Financial Judicial Services Visit Conducted By: Michelle Crawford and Anna Smythers-Stitt.

DEPARTMENT OF JUDICIAL SERVICES
ADMINISTRATIVE AND FINANCIAL VISIT

GLOUCESTER GENERAL DISTRICT COURT

APRIL 28, 2026

SUPREME COURT OF VIRGINIA
OFFICE OF THE EXECUTIVE SECRETARY
100 NORTH 9TH STREET,
3RD FLOOR
RICHMOND, VIRGINIA 23220
(804) 786-6455
PROJECT NO.: 056-042

GLOUCESTER
GENERAL DISTRICT COURT

APRIL 28, 2026

An administrative and financial judicial services visit was conducted in the Gloucester General District Court on April 28, 2026. This court processes financial transactions using the CAIS Financial Management System.

The Committee on District Courts has requested the Office of the Executive Secretary to conduct these periodic judicial services visits throughout the Commonwealth's judicial system in order to provide district courts with objective assistance in analyzing and resolving present and future financial, managerial, and procedural issues and to provide a local training resource.

During the visit, the court's compliance with established procedures as prescribed in the Virginia District Court Procedure Manuals, the Courts Automated Information System User's Guides (Financial Management System/Case Management System), and other guidelines on special topics providing uniform administration concerning court-appointed attorneys, account receivables, and collection programs were discussed.

The Department of Judicial Services procedural and system manuals provide a description of the accounting practices and procedures to be utilized in district courts. These manuals are used as the reference for resolving questions concerning overall accounting requirements, understanding recommended procedures and the appropriate use of the statewide case and financial management systems, and as a reference for manual operations during contingency operations.

FINANCIAL AND INTERNAL CONTROLS

The following financial and administrative areas were reviewed with court personnel using the Judicial Services Monitoring Questionnaire in order to evaluate compliance with administrative and accounting guidelines as set forth in the above-mentioned manuals and guidelines:

1. Administrative
2. Bank Statement Reconciliations
3. Timeliness of Bank Deposits
4. Court Liability Accounts
5. Fine and Costs Assessments
6. Daily, Weekly & Monthly Closings
7. Court-Appointed Attorney Payments
8. Escheatments
9. Bond Administration
10. Set-Off Debt Collection Program
11. Accounts Receivable Collections
12. Internal Control Procedures

No significant or uncorrected compliance exceptions were noted during discussions with court personnel.

CURRENT ADMINISTRATIVE TOPICS

The following areas were also discussed with court personnel in order to provide judicial personnel with the most current accounting or administrative information:

DJS recommends the Clerk conduct annual performance evaluations for staff. Completed evaluations should be uploaded into the evaluation system as directed by Human Resources.

DJS recommends the Clerk obtain fraud protection on the court's bank account, as advised by the Committee on District Courts.

DJS recommends the Clerk's office accept payments for fines, costs and restitution over the telephone.

DJS recommends the Clerk and Judges coordinate with the Sheriff's Department to arrange active shooter training for all Clerk's Office staff at the courthouse.

SERVICES REQUESTED BY COURT

None at this time.

FOLLOW-UP SERVICES REQUESTED BY COURT

None at this time.

AUDIT/COMPLIANCE

None at this time.

ADDITIONAL SERVICES

The visit findings and recommendations were discussed with the clerk at the conclusion of the administrative and financial judicial services visit, and we would like to take this opportunity to thank Hannah Ruth Smith, Clerk, for her assistance.

Administrative and Financial Judicial Services Visit Conducted By: Jenifer Posey

DEPARTMENT OF JUDICIAL SERVICES
ADMINISTRATIVE AND FINANCIAL VISIT

KING GEORGE GENERAL DISTRICT COURT

JULY 16, 2026

SUPREME COURT OF VIRGINIA
OFFICE OF THE EXECUTIVE SECRETARY
100 NORTH 9TH STREET,
3RD FLOOR
RICHMOND, VIRGINIA 23220
(804) 786-6455
PROJECT NO.: 056-042

KING GEORGE
GENERAL DISTRICT COURT

JULY 16, 2026

An administrative and financial judicial services visit was conducted in the King George General District Court on July 16, 2026. This court processes financial transactions using the CAIS Financial Management System.

The Committee on District Courts has requested the Office of the Executive Secretary to conduct these periodic judicial services visits throughout the Commonwealth's judicial system in order to provide district courts with objective assistance in analyzing and resolving present and future financial, managerial, and procedural issues and to provide a local training resource.

During the visit, the court's compliance with established procedures as prescribed in the Virginia District Court Procedure Manuals, the Courts Automated Information System User's Guides (Financial Management System/Case Management System), and other guidelines on special topics providing uniform administration concerning court-appointed attorneys, account receivables, and collection programs were discussed.

The Department of Judicial Services procedural and system manuals provide a description of the accounting practices and procedures to be utilized in district courts. These manuals are used as the reference for resolving questions concerning overall accounting requirements, understanding recommended procedures and the appropriate use of the statewide case and financial management systems, and as a reference for manual operations during contingency operations.

FINANCIAL AND INTERNAL CONTROLS

The following financial and administrative areas were reviewed with court personnel using the Judicial Services Monitoring Questionnaire in order to evaluate compliance with administrative and accounting guidelines as set forth in the above-mentioned manuals and guidelines:

1. Administrative
2. Bank Statement Reconciliations
3. Timeliness of Bank Deposits
4. Court Liability Accounts
5. Fine and Costs Assessments
6. Daily, Weekly & Monthly Closings
7. Court-Appointed Attorney Payments
8. Escheatments
9. Bond Administration
10. Set-Off Debt Collection Program
11. Accounts Receivable Collections
12. Internal Control Procedures

No significant or uncorrected compliance exceptions were noted during discussions with court personnel.

CURRENT ADMINISTRATIVE TOPICS

The following areas were also discussed with court personnel in order to provide judicial personnel with the most current accounting or administrative information:

DJS recommends the Clerk and Judges coordinate with the Sheriff's Department to arrange active shooter training for all Clerk's Office staff at the courthouse.

SERVICES REQUESTED BY COURT

None at this time.

FOLLOW-UP SERVICES REQUESTED BY COURT

None at this time.

AUDIT/COMPLIANCE

None at this time.

ADDITIONAL SERVICES

The visit findings and recommendations were discussed with the clerk at the conclusion of the administrative and financial judicial services visit, and we would like to take this opportunity to thank Rebecca L Conner, for her assistance.

Administrative and Financial Judicial Services Visit Conducted By: Jenifer Posey

DEPARTMENT OF JUDICIAL SERVICES
ADMINISTRATIVE AND FINANCIAL VISIT

LEXINGTON/ROCKBRIDGE GENERAL DISTRICT COURT

AUGUST 14, 2026

SUPREME COURT OF VIRGINIA
OFFICE OF THE EXECUTIVE SECRETARY
100 NORTH 9TH STREET,
3RD FLOOR
RICHMOND, VIRGINIA 23220
804-786-6455
PROJECT NO.: 056-042

LEXINGTON/ROCKBRIDGE GENERAL DISTRICT COURT

An administrative and financial judicial services visit was conducted in the Lexington/Rockbridge General District Court on August 14, 2026. This court processes financial transactions using the CAIS Financial Management System.

The Committee on District Courts has requested the Office of the Executive Secretary to conduct these periodic judicial services visits throughout the Commonwealth's judicial system in order to provide district courts with objective assistance in analyzing and resolving present and future financial, managerial, and procedural issues and to provide a local training resource.

During the visit, the court's compliance with established procedures as prescribed in the Virginia District Court Procedure Manuals, the Courts Automated Information System User's Guides (Financial Management System/Case Management System), and other guidelines on special topics providing uniform administration concerning court-appointed attorneys, account receivables, and collection programs were discussed.

The Department of Judicial Services procedural and system manuals provide a description of the accounting practices and procedures to be utilized in district courts. These manuals are used as the reference for resolving questions concerning overall accounting requirements, understanding recommended procedures and the appropriate use of the statewide case and financial management systems, and as a reference for manual operations during contingency operations.

FINANCIAL AND INTERNAL CONTROLS

The following financial and administrative areas were reviewed with court personnel using the Judicial Services Monitoring Questionnaire in order to evaluate compliance with administrative and accounting guidelines as set forth in the above-mentioned manuals and guidelines:

1. Administrative
2. Bank Statement Reconciliations
3. Timeliness of Bank Deposits
4. Court Liability Accounts
5. Fine and Costs Assessments
6. Daily, Weekly & Monthly Closings

7. Court-Appointed Attorney Payments
8. Escheatments
9. Bond Administration
10. Set-Off Debt Collection Program
11. Accounts Receivable Collections
12. Internal Control Procedures

No significant or uncorrected compliance exceptions were noted during discussions with court personnel.

CURRENT ADMINISTRATIVE TOPICS

The following areas were also discussed with court personnel in order to provide judicial personnel with the most current accounting or administrative information:

DJS recommends the Clerk ensure that all credit card information is destroyed after the transaction has been completed.

SERVICES REQUESTED BY COURT

None at this time.

FOLLOW-UP SERVICES REQUESTED BY COURT

None at this time.

AUDIT/COMPLIANCE

DJS discussed the court's last audit with the clerk. The clerk shared there were no audit points or issues.

ADDITIONAL SERVICES

The visit findings and recommendations were discussed with the clerk at the conclusion of the administrative and financial judicial services visit, and we would like to take this opportunity to thank Jacqueline Miller, Clerk, for her assistance.

Administrative and Financial Judicial Services Visit Conducted By: Anna Smythers-Stitt.

DEPARTMENT OF JUDICIAL SERVICES
ADMINISTRATIVE AND FINANCIAL VISIT

MONTGOMERY GENERAL
DISTRICT COURT
JULY 7, 2026

SUPREME COURT OF VIRGINIA
OFFICE OF THE EXECUTIVE SECRETARY
100 NORTH 9TH STREET,
3RD FLOOR
RICHMOND, VIRGINIA 23220
804-786-6455
PROJECT NO.: 056-042

MONTGOMERY GENERAL DISTRICT COURT

An administrative and financial judicial services visit was conducted in the Montgomery General District Court on July 7, 2026. This court processes financial transactions using the CAIS Financial Management System.

The Committee on District Courts has requested the Office of the Executive Secretary to conduct these periodic judicial services visits throughout the Commonwealth's judicial system in order to provide district courts with objective assistance in analyzing and resolving present and future financial, managerial, and procedural issues and to provide a local training resource.

During the visit, the court's compliance with established procedures as prescribed in the Virginia District Court Procedure Manuals, the Courts Automated Information System User's Guides (Financial Management System/Case Management System), and other guidelines on special topics providing uniform administration concerning court-appointed attorneys, account receivables, and collection programs were discussed.

The Department of Judicial Services procedural and system manuals provide a description of the accounting practices and procedures to be utilized in district courts. These manuals are used as the reference for resolving questions concerning overall accounting requirements, understanding recommended procedures and the appropriate use of the statewide case and financial management systems, and as a reference for manual operations during contingency operations.

FINANCIAL AND INTERNAL CONTROLS

The following financial and administrative areas were reviewed with court personnel using the Judicial Services Monitoring Questionnaire in order to evaluate compliance with administrative and accounting guidelines as set forth in the above-mentioned manuals and guidelines:

1. Administrative
2. Bank Statement Reconciliations
3. Timeliness of Bank Deposits
4. Court Liability Accounts
5. Fine and Costs Assessments
6. Daily, Weekly & Monthly Closings
7. Court-Appointed Attorney Payments
8. Escheatments
9. Bond Administration
10. Set-Off Debt Collection Program

11. Accounts Receivable Collections 12. Internal Control Procedures

No significant or uncorrected compliance exceptions were noted during discussions with court personnel.

CURRENT ADMINISTRATIVE TOPICS

The following areas were also discussed with court personnel in order to provide judicial personnel with the most current accounting or administrative information:

None at this time.

SERVICES REQUESTED BY COURT

None at this time.

FOLLOW-UP SERVICES REQUESTED BY COURT

None at this time.

AUDIT/COMPLIANCE

DJS discussed the court's last audit with the clerk. The clerk shared there were no audit points or issues.

ADDITIONAL SERVICES

The visit findings and recommendations were discussed with the clerk at the conclusion of the administrative and financial judicial services visit, and we would like to take this opportunity to thank Kimberly McKittrick, Clerk, for her assistance.

Administrative and Financial Judicial Services Visit Conducted By: Michelle Crawford and Anna Smythers-Stitt.

DEPARTMENT OF JUDICIAL SERVICES
ADMINISTRATIVE AND FINANCIAL VISIT

NELSON GENERAL
DISTRICT COURT
AUGUST 20, 2026

SUPREME COURT OF VIRGINIA
OFFICE OF THE EXECUTIVE SECRETARY
100 NORTH 9TH STREET,
3RD FLOOR
RICHMOND, VIRGINIA 23220
804-786-6455
PROJECT NO.: 056-042

NELSON GENERAL DISTRICT COURT

An administrative and financial judicial services visit was conducted in the Nelson General District Court on August 20, 2026. This court processes financial transactions using the CAIS Financial Management System.

The Committee on District Courts has requested the Office of the Executive Secretary to conduct these periodic judicial services visits throughout the Commonwealth's judicial system in order to provide district courts with objective assistance in analyzing and resolving present and future financial, managerial, and procedural issues and to provide a local training resource.

During the visit, the court's compliance with established procedures as prescribed in the Virginia District Court Procedure Manuals, the Courts Automated Information System User's Guides (Financial Management System/Case Management System), and other guidelines on special topics providing uniform administration concerning court-appointed attorneys, account receivables, and collection programs were discussed.

The Department of Judicial Services procedural and system manuals provide a description of the accounting practices and procedures to be utilized in district courts. These manuals are used as the reference for resolving questions concerning overall accounting requirements, understanding recommended procedures and the appropriate use of the statewide case and financial management systems, and as a reference for manual operations during contingency operations.

FINANCIAL AND INTERNAL CONTROLS

The following financial and administrative areas were reviewed with court personnel using the Judicial Services Monitoring Questionnaire in order to evaluate compliance with administrative and accounting guidelines as set forth in the above-mentioned manuals and guidelines:

1. Administrative
2. Bank Statement Reconciliations
3. Timeliness of Bank Deposits
4. Court Liability Accounts
5. Fine and Costs Assessments
6. Daily, Weekly & Monthly Closings
7. Court-Appointed Attorney Payments
8. Escheatments
9. Bond Administration
10. Set-Off Debt Collection Program

11. Accounts Receivable Collections 12. Internal Control Procedures

No significant or uncorrected compliance exceptions were noted during discussions with court personnel.

CURRENT ADMINISTRATIVE TOPICS

The following areas were also discussed with court personnel in order to provide judicial personnel with the most current accounting or administrative information:

DJS recommends the Clerk complete the escheatment process and submit required reporting to the Virginia Victims Fund/Criminal Injuries Compensation Fund by November 1st annually.

DJS recommends the Clerk obtain fraud protection on the court's bank account, as advised by the Committee on District Courts.

DJS recommends that the clerk speak with the judge regarding conducting ex parte hearings on protective orders on the same day the petition is filed, without a cutoff time.

DJS recommends the Clerk and Judges coordinate with the Sheriff's Department to arrange active shooter training for all Clerk's Office staff at the courthouse.

SERVICES REQUESTED BY COURT

None at this time.

FOLLOW-UP SERVICES REQUESTED BY COURT

None at this time.

AUDIT/COMPLIANCE

DJS discussed the court's last audit with the clerk. The clerk shared there were no audit points or issues.

ADDITIONAL SERVICES

The visit findings and recommendations were discussed with the clerk at the conclusion of the administrative and financial judicial services visit, and we would like to take this opportunity to thank Ashley Johnson, Clerk, for her assistance.

Administrative and Financial Judicial Services Visit Conducted By: Anna Smythers-Stitt.

DEPARTMENT OF JUDICIAL SERVICES
ADMINISTRATIVE AND FINANCIAL VISIT

NEWPORT NEWS GENERAL DISTRICT COURT

AUGUST 19, 2026

SUPREME COURT OF VIRGINIA
OFFICE OF THE EXECUTIVE SECRETARY
100 NORTH 9TH STREET,
3RD FLOOR
RICHMOND, VIRGINIA 23220
(804) 786-6455
PROJECT NO.: 056-042

NEWPORT NEWS
GENERAL DISTRICT COURT

AUGUST 19, 2026

An administrative and financial judicial services visit was conducted in the Newport News General District Court on August 19, 2026. This court processes financial transactions using the CAIS Financial Management System.

The Committee on District Courts has requested the Office of the Executive Secretary to conduct these periodic judicial services visits throughout the Commonwealth's judicial system in order to provide district courts with objective assistance in analyzing and resolving present and future financial, managerial, and procedural issues and to provide a local training resource.

During the visit, the court's compliance with established procedures as prescribed in the Virginia District Court Procedure Manuals, the Courts Automated Information System User's Guides (Financial Management System/Case Management System), and other guidelines on special topics providing uniform administration concerning court-appointed attorneys, account receivables, and collection programs were discussed.

The Department of Judicial Services procedural and system manuals provide a description of the accounting practices and procedures to be utilized in district courts. These manuals are used as the reference for resolving questions concerning overall accounting requirements, understanding recommended procedures and the appropriate use of the statewide case and financial management systems, and as a reference for manual operations during contingency operations.

FINANCIAL AND INTERNAL CONTROLS

The following financial and administrative areas were reviewed with court personnel using the Judicial Services Monitoring Questionnaire in order to evaluate compliance with administrative and accounting guidelines as set forth in the above-mentioned manuals and guidelines:

1. Administrative
2. Bank Statement Reconciliations
3. Timeliness of Bank Deposits
4. Court Liability Accounts
5. Fine and Costs Assessments
6. Daily, Weekly & Monthly Closings
7. Court-Appointed Attorney Payments
8. Escheatments
9. Bond Administration
10. Set-Off Debt Collection Program
11. Accounts Receivable Collections
12. Internal Control Procedures

No significant or uncorrected compliance exceptions were noted during discussions with court personnel.

CURRENT ADMINISTRATIVE TOPICS

The following areas were also discussed with court personnel in order to provide judicial personnel with the most current accounting or administrative information:

DJS recommends that the Clerk upload all completed staff performance evaluations into the evaluation system as directed by Human Resources. In addition, DJS recommends that the Clerk receive an annual performance evaluation from the Presiding/Chief Judge.

DJS recommends that the Clerk's Office accept payments for fines, costs, and restitution over the telephone to increase accessibility to the public.

DJS recommends that the Clerk and Judges coordinate with the Sheriff's Department to arrange active shooter training for all Clerk's Office staff at the courthouse.

SERVICES REQUESTED BY COURT

None at this time.

FOLLOW-UP SERVICES REQUESTED BY COURT

None at this time.

AUDIT/COMPLIANCE

DJS discussed the court's last audit with the Clerk. The Clerk shared that there were errors in the assessment of costs, as well as issues with submitting court-appointed attorney and public defender vouchers to the locality for payment.

ADDITIONAL SERVICES

The visit findings and recommendations were discussed with the clerk at the conclusion of the administrative and financial judicial services visit, and we would like to take this opportunity to thank Danielle N. Trotman, for her assistance.

Administrative and Financial Judicial Services Visit Conducted By: Jenifer Posey

DEPARTMENT OF JUDICIAL SERVICES
ADMINISTRATIVE AND FINANCIAL VISIT

NORFOLK GENERAL DISTRICT COURT

JUNE 5, 2026

SUPREME COURT OF VIRGINIA
OFFICE OF THE EXECUTIVE SECRETARY
100 NORTH 9TH STREET,
3RD FLOOR
RICHMOND, VIRGINIA 23220
(804) 786-6455

PROJECT NO.: 056-042

NORFOLK
GENERAL DISTRICT COURT

JUNE 5, 2026

An administrative and financial judicial services visit was conducted in the Norfolk General District Court on June 5, 2026. This court processes financial transactions using the CAIS Financial Management System.

The Committee on District Courts has requested the Office of the Executive Secretary to conduct these periodic judicial services visits throughout the Commonwealth's judicial system in order to provide district courts with objective assistance in analyzing and resolving present and future financial, managerial, and procedural issues and to provide a local training resource.

During the visit, the court's compliance with established procedures as prescribed in the Virginia District Court Procedure Manuals, the Courts Automated Information System User's Guides (Financial Management System/Case Management System), and other guidelines on special topics providing uniform administration concerning court-appointed attorneys, account receivables, and collection programs were discussed.

The Department of Judicial Services procedural and system manuals provide a description of the accounting practices and procedures to be utilized in district courts. These manuals are used as the reference for resolving questions concerning overall accounting requirements, understanding recommended procedures and the appropriate use of the statewide case and financial management systems, and as a reference for manual operations during contingency operations.

FINANCIAL AND INTERNAL CONTROLS

The following financial and administrative areas were reviewed with court personnel using the Judicial Services Monitoring Questionnaire in order to evaluate compliance with administrative and accounting guidelines as set forth in the above-mentioned manuals and guidelines:

1. Administrative
2. Bank Statement Reconciliations
3. Timeliness of Bank Deposits
4. Court Liability Accounts
5. Fine and Costs Assessments
6. Daily, Weekly & Monthly Closings
7. Court-Appointed Attorney Payments
8. Escheatments
9. Bond Administration
10. Set-Off Debt Collection Program
11. Accounts Receivable Collections
12. Internal Control Procedures

No significant or uncorrected compliance exceptions were noted during discussions with court personnel.

CURRENT ADMINISTRATIVE TOPICS

The following areas were also discussed with court personnel in order to provide judicial personnel with the most current accounting or administrative information:

DJS recommends the Clerk and Judges coordinate with the Sheriff's Department to arrange active shooter training for all Clerk's Office staff at the courthouse.

SERVICES REQUESTED BY COURT

None at this time.

FOLLOW-UP SERVICES REQUESTED BY COURT

None at this time.

AUDIT/COMPLIANCE

None at this time.

ADDITIONAL SERVICES

The visit findings and recommendations were discussed with the clerk at the conclusion of the administrative and financial judicial services visit, and we would like to take this opportunity to thank Jennifer L. Morgan, Clerk, for her assistance.

Administrative and Financial Judicial Services Visit Conducted By: Jenifer Posey

DEPARTMENT OF JUDICIAL SERVICES
ADMINISTRATIVE AND FINANCIAL VISIT

PATRICK GENERAL
DISTRICT COURT
MARCH 30, 2026

SUPREME COURT OF VIRGINIA
OFFICE OF THE EXECUTIVE SECRETARY
100 NORTH 9TH STREET,
3RD FLOOR
RICHMOND, VIRGINIA 23220
(804) 786-6455
PROJECT NO.: 056-042

PATRICK GENERAL DISTRICT COURT

MARCH 30, 2026

An administrative and financial judicial services visit was conducted in the Patrick General District Court on March 30, 2026. This court processes financial transactions using the CAIS Financial Management System.

The Committee on District Courts has requested the Office of the Executive Secretary to conduct these periodic judicial services visits throughout the Commonwealth's judicial system in order to provide district courts with objective assistance in analyzing and resolving present and future financial, managerial, and procedural issues and to provide a local training resource.

During the visit, the court's compliance with established procedures as prescribed in the Virginia District Court Procedure Manuals, the Courts Automated Information System User's Guides (Financial Management System/Case Management System), and other guidelines on special topics providing uniform administration concerning court-appointed attorneys, account receivables, and collection programs were discussed.

The Department of Judicial Services procedural and system manuals provide a description of the accounting practices and procedures to be utilized in district courts. These manuals are used as the reference for resolving questions concerning overall accounting requirements, understanding recommended procedures and the appropriate use of the statewide case and financial management systems, and as a reference for manual operations during contingency operations.

FINANCIAL AND INTERNAL CONTROLS

The following financial and administrative areas were reviewed with court personnel using the Judicial Services Monitoring Questionnaire in order to evaluate compliance with administrative and accounting guidelines as set forth in the above-mentioned manuals and guidelines:

1. Administrative
2. Bank Statement Reconciliations
3. Timeliness of Bank Deposits
4. Court Liability Accounts
5. Fine and Costs Assessments
6. Daily, Weekly & Monthly Closings
7. Court-Appointed Attorney Payments
8. Escheatments
9. Bond Administration
10. Set-Off Debt Collection Program
11. Accounts Receivable Collections
12. Internal Control Procedures

No significant or uncorrected compliance exceptions were noted during discussions with court personnel.

CURRENT ADMINISTRATIVE TOPICS

The following areas were also discussed with court personnel in order to provide judicial personnel with the most current accounting or administrative information:

DJS recommends the clerk or the clerk's certified IRMS backup attend the annual DJS TSO training.

DJS recommends the Clerk obtain fraud protection on the court's bank account, as advised by the Committee on District Courts.

DJS recommends the Clerk and Judges coordinate with the Sheriff's Department to arrange active shooter training for all Clerk's Office staff at the courthouse.

SERVICES REQUESTED BY COURT

None at this time.

FOLLOW-UP SERVICES REQUESTED BY COURT

None at this time.

AUDIT/COMPLIANCE

DJS discussed the court's last audit with the clerk. The clerk shared there were no audit points or issues.

ADDITIONAL SERVICES

The visit findings and recommendations were discussed with the clerk at the conclusion of the administrative and financial judicial services visit, and we would like to take this opportunity to thank Amanda Nester, Clerk, for her assistance.

Administrative and Financial Judicial Services Visit Conducted By: Julie Pauley

DEPARTMENT OF JUDICIAL SERVICES
ADMINISTRATIVE AND FINANCIAL VISIT

PETERSBURG GENERAL
DISTRICT COURT
JULY 16, 2026

SUPREME COURT OF VIRGINIA
OFFICE OF THE EXECUTIVE SECRETARY
100 NORTH 9TH STREET,
3RD FLOOR
RICHMOND, VIRGINIA 23220
804-786-6455
PROJECT NO.: 056-042

PETERSBURG GENERAL DISTRICT COURT

An administrative and financial judicial services visit was conducted in the Petersburg General District Court on July 16, 2026. This court processes financial transactions using the CAIS Financial Management System.

The Committee on District Courts has requested the Office of the Executive Secretary to conduct these periodic judicial services visits throughout the Commonwealth's judicial system in order to provide district courts with objective assistance in analyzing and resolving present and future financial, managerial, and procedural issues and to provide a local training resource.

During the visit, the court's compliance with established procedures as prescribed in the Virginia District Court Procedure Manuals, the Courts Automated Information System User's Guides (Financial Management System/Case Management System), and other guidelines on special topics providing uniform administration concerning court-appointed attorneys, account receivables, and collection programs were discussed.

The Department of Judicial Services procedural and system manuals provide a description of the accounting practices and procedures to be utilized in district courts. These manuals are used as the reference for resolving questions concerning overall accounting requirements, understanding recommended procedures and the appropriate use of the statewide case and financial management systems, and as a reference for manual operations during contingency operations.

FINANCIAL AND INTERNAL CONTROLS

The following financial and administrative areas were reviewed with court personnel using the Judicial Services Monitoring Questionnaire in order to evaluate compliance with administrative and accounting guidelines as set forth in the above-mentioned manuals and guidelines:

1. Administrative
2. Bank Statement Reconciliations
3. Timeliness of Bank Deposits
4. Court Liability Accounts
5. Fine and Costs Assessments
6. Daily, Weekly & Monthly Closings
7. Court-Appointed Attorney Payments
8. Escheatments
9. Bond Administration
10. Set-Off Debt Collection Program

11. Accounts Receivable Collections 12. Internal Control Procedures

No significant or uncorrected compliance exceptions were noted during discussions with court personnel.

CURRENT ADMINISTRATIVE TOPICS

The following areas were also discussed with court personnel in order to provide judicial personnel with the most current accounting or administrative information:

DJS recommends the Clerk and Judge meet with law enforcement to address issues related to obtaining fingerprints on CCRE-reportable cases.

DJS recommends active shooter training be obtained through the local Sheriff's Office, preferably in the courthouse setting.

SERVICES REQUESTED BY COURT

None at this time.

FOLLOW-UP SERVICES REQUESTED BY COURT

None at this time.

AUDIT/COMPLIANCE

DJS discussed the court's last audit with the clerk. The clerk shared there were no audit points or issues.

ADDITIONAL SERVICES

The visit findings and recommendations were discussed with the clerk at the conclusion of the administrative and financial judicial services visit, and we would like to take this opportunity to thank Kendra Prosise, Clerk, for her assistance.

Administrative and Financial Judicial Services Visit Conducted By: Anna Smythers-Stitt.

DEPARTMENT OF JUDICIAL SERVICES
ADMINISTRATIVE AND FINANCIAL VISIT

SMYTH GENERAL
DISTRICT COURT
JULY 9, 2026

SUPREME COURT OF VIRGINIA
OFFICE OF THE EXECUTIVE SECRETARY
100 NORTH 9TH STREET
3RD FLOOR
RICHMOND, VA 23220
(804) 786-6455
PROJECT NO.: 056-042

SMYTH GENERAL DISTRICT COURT

An administrative and financial judicial services visit was conducted in the Smyth General District Court on July 9, 2026. This court processes financial transactions using the CAIS Financial Management System.

The Committee on District Courts has requested the Office of the Executive Secretary to conduct these periodic judicial services visits throughout the Commonwealth's judicial system in order to provide district courts with objective assistance in analyzing and resolving present and future financial, managerial, and procedural issues and to provide a local training resource.

During the visit, the court's compliance with established procedures as prescribed in the Virginia District Court Procedure Manuals, the Courts Automated Information System User's Guides (Financial Management System/Case Management System), and other guidelines on special topics providing uniform administration concerning court-appointed attorneys, account receivables, and collection programs were discussed.

The Department of Judicial Services procedural and system manuals provide a description of the accounting practices and procedures to be utilized in district courts. These manuals are used as the reference for resolving questions concerning overall accounting requirements, understanding recommended procedures and the appropriate use of the statewide case and financial management systems, and as a reference for manual operations during contingency operations.

FINANCIAL AND INTERNAL CONTROLS

The following financial and administrative areas were reviewed with court personnel using the Judicial Services Monitoring Questionnaire in order to evaluate compliance with administrative and accounting guidelines as set forth in the above-mentioned manuals and guidelines:

1. Administrative
2. Bank Statement Reconciliations
3. Timeliness of Bank Deposits
4. Court Liability Accounts
5. Fine and Costs Assessment
6. Daily, Weekly & Monthly Closings
7. Court-Appointed Attorney Payments
8. Escheatments
9. Bond Administration
10. Set-Off Debt Collection Program
11. Accounts Receivable Collections
12. Internal Control Procedures

No significant or uncorrected compliance exceptions were noted during discussions with court personnel.

CURRENT ADMINISTRATIVE TOPICS

The following areas were also discussed with court personnel in order to provide judicial personnel with the most current accounting or administrative information:

DJS recommends the Clerk ensure that all credit card information is destroyed after the transaction has been completed.

DJS recommends that an Order and Notice of Bond Forfeiture be issued when a defendant released on bond fails to appear as required by § 19.2-143.

SERVICES REQUESTED BY COURT

None at this time.

FOLLOW-UP SERVICES REQUESTED BY COURT

None at this time.

AUDIT/COMPLIANCE

DJS discussed the court's last audit with the clerk. The clerk shared there were no audit points or issues.

ADDITIONAL SERVICES

The visit findings and recommendations were discussed with the clerk at the conclusion of the administrative and financial judicial services visit, and we would like to take this opportunity to thank Emily Yonts, Clerk, for her assistance.

Administrative and Financial Judicial Services Visit Conducted By: Michelle Crawford and Anna Smythers-Stitt.

DEPARTMENT OF JUDICIAL SERVICES
ADMINISTRATIVE AND FINANCIAL VISIT

TAZEWELL GENERAL
DISTRICT COURT
JUNE 5, 2026

SUPREME COURT OF VIRGINIA
OFFICE OF THE EXECUTIVE SECRETARY
100 NORTH 9TH STREET,
3RD FLOOR
RICHMOND, VIRGINIA 23220
804-786-6455
PROJECT NO.: 056-042

TAZEWELL GENERAL DISTRICT COURT

An administrative and financial judicial services visit was conducted in the Tazewell General District Court on June 5, 2026. This court processes financial transactions using the CAIS Financial Management System.

The Committee on District Courts has requested the Office of the Executive Secretary to conduct these periodic judicial services visits throughout the Commonwealth's judicial system in order to provide district courts with objective assistance in analyzing and resolving present and future financial, managerial, and procedural issues and to provide a local training resource.

During the visit, the court's compliance with established procedures as prescribed in the Virginia District Court Procedure Manuals, the Courts Automated Information System User's Guides (Financial Management System/Case Management System), and other guidelines on special topics providing uniform administration concerning court-appointed attorneys, account receivables, and collection programs were discussed.

The Department of Judicial Services procedural and system manuals provide a description of the accounting practices and procedures to be utilized in district courts. These manuals are used as the reference for resolving questions concerning overall accounting requirements, understanding recommended procedures and the appropriate use of the statewide case and financial management systems, and as a reference for manual operations during contingency operations.

FINANCIAL AND INTERNAL CONTROLS

The following financial and administrative areas were reviewed with court personnel using the Judicial Services Monitoring Questionnaire in order to evaluate compliance with administrative and accounting guidelines as set forth in the above-mentioned manuals and guidelines:

1. Administrative
2. Bank Statement Reconciliations
3. Timeliness of Bank Deposits
4. Court Liability Accounts
5. Fine and Costs Assessments
6. Daily, Weekly & Monthly Closings
7. Court-Appointed Attorney Payments
8. Escheatments
9. Bond Administration
10. Set-Off Debt Collection Program

11. Accounts Receivable Collections 12. Internal Control Procedures

No significant or uncorrected compliance exceptions were noted during discussions with court personnel.

CURRENT ADMINISTRATIVE TOPICS

The following areas were also discussed with court personnel in order to provide judicial personnel with the most current accounting or administrative information:

None at this time.

SERVICES REQUESTED BY COURT

None at this time.

FOLLOW-UP SERVICES REQUESTED BY COURT

None at this time.

AUDIT/COMPLIANCE

DJS discussed the court's last audit with the clerk. The clerk shared there were no audit points or issues.

ADDITIONAL SERVICES

The visit findings and recommendations were discussed with the clerk at the conclusion of the administrative and financial judicial services visit, and we would like to take this opportunity to thank Crystal Crouse, Clerk, for her assistance.

Administrative and Financial Judicial Services Visit Conducted By: Julie Pauley and Anna Smythers-Stitt.

DEPARTMENT OF JUDICIAL SERVICES
ADMINISTRATIVE AND FINANCIAL VISIT

VIRGINIA BEACH GENERAL DISTRICT COURT

JULY 21, 2026

SUPREME COURT OF VIRGINIA
OFFICE OF THE EXECUTIVE SECRETARY
100 NORTH 9TH STREET,
3RD FLOOR
RICHMOND, VIRGINIA 23220
(804) 786-6455
PROJECT NO.: 056-042

VIRGINIA BEACH
GENERAL DISTRICT COURT

JULY 21, 2026

An administrative and financial judicial services visit was conducted in the Virginia Beach General District Court on July 21, 2026. This court processes financial transactions using the CAIS Financial Management System.

The Committee on District Courts has requested the Office of the Executive Secretary to conduct these periodic judicial services visits throughout the Commonwealth's judicial system in order to provide district courts with objective assistance in analyzing and resolving present and future financial, managerial, and procedural issues and to provide a local training resource.

During the visit, the court's compliance with established procedures as prescribed in the Virginia District Court Procedure Manuals, the Courts Automated Information System User's Guides (Financial Management System/Case Management System), and other guidelines on special topics providing uniform administration concerning court-appointed attorneys, account receivables, and collection programs were discussed.

The Department of Judicial Services procedural and system manuals provide a description of the accounting practices and procedures to be utilized in district courts. These manuals are used as the reference for resolving questions concerning overall accounting requirements, understanding recommended procedures and the appropriate use of the statewide case and financial management systems, and as a reference for manual operations during contingency operations.

FINANCIAL AND INTERNAL CONTROLS

The following financial and administrative areas were reviewed with court personnel using the Judicial Services Monitoring Questionnaire in order to evaluate compliance with administrative and accounting guidelines as set forth in the above-mentioned manuals and guidelines:

1. Administrative
2. Bank Statement Reconciliations
3. Timeliness of Bank Deposits
4. Court Liability Accounts
5. Fine and Costs Assessments
6. Daily, Weekly & Monthly Closings
7. Court-Appointed Attorney Payments
8. Escheatments
9. Bond Administration
10. Set-Off Debt Collection Program
11. Accounts Receivable Collections
12. Internal Control Procedures

No significant or uncorrected compliance exceptions were noted during discussions with court personnel.

CURRENT ADMINISTRATIVE TOPICS

No significant or uncorrected process or procedural exceptions were noted during the discussions with court personnel.

SERVICES REQUESTED BY COURT

None at this time.

FOLLOW-UP SERVICES REQUESTED BY COURT

None at this time.

AUDIT/COMPLIANCE

None at this time.

ADDITIONAL SERVICES

The visit findings and recommendations were discussed with the clerk at the conclusion of the administrative and financial judicial services visit, and we would like to take this opportunity to thank Pamela Pringle, for her assistance.

Administrative and Financial Judicial Services Visit Conducted By: Jenifer Posey

DEPARTMENT OF JUDICIAL SERVICES
ADMINISTRATIVE AND FINANCIAL VISIT

WASHINGTON GENERAL
DISTRICT COURT
JUNE 1, 2026

SUPREME COURT OF VIRGINIA
OFFICE OF THE EXECUTIVE SECRETARY
100 NORTH 9TH STREET
3RD FLOOR
RICHMOND, VA 23220
(804) 786-6455
PROJECT NO.: 056-042

WASHINGTON GENERAL DISTRICT COURT

An administrative and financial judicial services visit was conducted in the Washington General District Court on June 1, 2026. This court processes financial transactions using the CAIS Financial Management System.

The Committee on District Courts has requested the Office of the Executive Secretary to conduct these periodic judicial services visits throughout the Commonwealth's judicial system in order to provide district courts with objective assistance in analyzing and resolving present and future financial, managerial, and procedural issues and to provide a local training resource.

During the visit, the court's compliance with established procedures as prescribed in the Virginia District Court Procedure Manuals, the Courts Automated Information System User's Guides (Financial Management System/Case Management System), and other guidelines on special topics providing uniform administration concerning court-appointed attorneys, account receivables, and collection programs were discussed.

The Department of Judicial Services procedural and system manuals provide a description of the accounting practices and procedures to be utilized in district courts. These manuals are used as the reference for resolving questions concerning overall accounting requirements, understanding recommended procedures and the appropriate use of the statewide case and financial management systems, and as a reference for manual operations during contingency operations.

FINANCIAL AND INTERNAL CONTROLS

The following financial and administrative areas were reviewed with court personnel using the Judicial Services Monitoring Questionnaire in order to evaluate compliance with administrative and accounting guidelines as set forth in the above-mentioned manuals and guidelines:

1. Administrative
2. Bank Statement Reconciliations
3. Timeliness of Bank Deposits
4. Court Liability Accounts
5. Fine and Costs Assessment
6. Daily, Weekly & Monthly Closings
7. Court-Appointed Attorney Payments
8. Escheatments
9. Bond Administration
10. Set-Off Debt Collection Program

11. Accounts Receivable Collections 12. Internal Control Procedures

No significant or uncorrected compliance exceptions were noted during discussions with court personnel.

CURRENT ADMINISTRATIVE TOPICS

The following areas were also discussed with court personnel in order to provide judicial personnel with the most current accounting or administrative information:

DJS recommends the Clerk ensure that all credit card information is destroyed after the transaction has been completed.

DJS recommends the Clerk and Judge meet with law enforcement to discuss issues with obtaining fingerprints on CCRE reportable cases.

DJS recommends the Clerk request active shooter and disaster training from the Sheriff's Office, preferably in a courthouse setting.

DJS recommends using the Courthouse Information Portal (CHIP) to review imaging backups and the transmission report for protective orders entered in VCIN.

SERVICES REQUESTED BY COURT

None at this time.

FOLLOW-UP SERVICES REQUESTED BY COURT

None at this time.

AUDIT/COMPLIANCE

DJS discussed the court's last audit with the clerk. The clerk shared there were no audit points or issues.

ADDITIONAL SERVICES

The visit findings and recommendations were discussed with the clerk at the conclusion of the administrative and financial judicial services visit, and we would like to take this opportunity to thank Sara Keen, Clerk, for her assistance.

Administrative and Financial Judicial Services Visit Conducted By: Julie Pauley and Anna Smythers-Stitt.

DEPARTMENT OF JUDICIAL SERVICES
ADMINISTRATIVE AND FINANCIAL VISIT

YORK GENERAL DISTRICT COURT

JUNE 9, 2026

SUPREME COURT OF VIRGINIA
OFFICE OF THE EXECUTIVE SECRETARY
100 NORTH 9TH STREET,
3RD FLOOR
RICHMOND, VIRGINIA 23220
(804) 786-6455

PROJECT NO.: 056-042

YORK
GENERAL DISTRICT COURT

JUNE 9, 2026

An administrative and financial judicial services visit was conducted in the York General District Court on June 9, 2026. This court processes financial transactions using the CAIS Financial Management System.

The Committee on District Courts has requested the Office of the Executive Secretary to conduct these periodic judicial services visits throughout the Commonwealth's judicial system in order to provide district courts with objective assistance in analyzing and resolving present and future financial, managerial, and procedural issues and to provide a local training resource.

During the visit, the court's compliance with established procedures as prescribed in the Virginia District Court Procedure Manuals, the Courts Automated Information System User's Guides (Financial Management System/Case Management System), and other guidelines on special topics providing uniform administration concerning court-appointed attorneys, account receivables, and collection programs were discussed.

The Department of Judicial Services procedural and system manuals provide a description of the accounting practices and procedures to be utilized in district courts. These manuals are used as the reference for resolving questions concerning overall accounting requirements, understanding recommended procedures and the appropriate use of the statewide case and financial management systems, and as a reference for manual operations during contingency operations.

FINANCIAL AND INTERNAL CONTROLS

The following financial and administrative areas were reviewed with court personnel using the Judicial Services Monitoring Questionnaire in order to evaluate compliance with administrative and accounting guidelines as set forth in the above-mentioned manuals and guidelines:

1. Administrative
2. Bank Statement Reconciliations
3. Timeliness of Bank Deposits
4. Court Liability Accounts
5. Fine and Costs Assessments
6. Daily, Weekly & Monthly Closings
7. Court-Appointed Attorney Payments
8. Escheatments
9. Bond Administration
10. Set-Off Debt Collection Program
11. Accounts Receivable Collections
12. Internal Control Procedures

No significant or uncorrected compliance exceptions were noted during discussions with court personnel.

CURRENT ADMINISTRATIVE TOPICS

The following areas were also discussed with court personnel in order to provide judicial personnel with the most current accounting or administrative information:

DJS recommends the Clerk conduct annual performance evaluations for staff and receive an annual performance evaluation from the Presiding/Chief Judge. Completed evaluations should be uploaded into the evaluation system as directed by Human Resources.

DJS recommends that an Order and Notice of Bond Forfeiture be issued when a defendant released on bond fails to appear as required by § 19.2-143.

DJS recommends the Clerk and Judges coordinate with the Sheriff's Department to arrange active shooter training for all Clerk's Office staff at the courthouse.

DJS recommends implementing a quality assurance process to ensure all documents are fully scanned at the conclusion of the case.

SERVICES REQUESTED BY COURT

None at this time.

FOLLOW-UP SERVICES REQUESTED BY COURT

None at this time.

AUDIT/COMPLIANCE

None at this time.

ADDITIONAL SERVICES

The visit findings and recommendations were discussed with the clerk at the conclusion of the administrative and financial judicial services visit, and we would like to take this opportunity to thank Brooke R. Shores, Clerk, for her assistance.

Administrative and Financial Judicial Services Visit Conducted By: Jenifer Posey

Juvenile and Domestic Relations District Courts

DEPARTMENT OF JUDICIAL SERVICES
ADMINISTRATIVE AND FINANCIAL VISIT

BRISTOL JUVENILE & DOMESTIC RELATIONS DISTRICT COURTS

JUNE 2, 2026

SUPREME COURT OF VIRGINIA
OFFICE OF THE EXECUTIVE SECRETARY
100 NORTH 9TH STREET,
3RD FLOOR
RICHMOND, VIRGINIA 23219
(804) 786-6455

BRISTOL JUVENILE & DOMESTIC RELATIONS DISTRICT COURTS

JUNE 2, 2026

An administrative and financial judicial services visit was conducted in the Bristol Juvenile & Domestic Relations District Courts on June 2, 2026. This court processes financial transactions using the CAIS Financial Management System.

The Committee on District Courts has requested the Office of the Executive Secretary to conduct these periodic judicial services visits throughout the Commonwealth's judicial system in order to provide district courts with objective assistance in analyzing and resolving present and future financial, managerial, and procedural issues and to provide a local training resource.

During the visit, the court's compliance with established procedures as prescribed in the Virginia District Court Manuals (Text/Forms), the Courts Automated Information System User's Guides (Financial Management System/Case Management System), the District Court Accounting Manual, and other guidelines on special topics providing uniform administration concerning court-appointed attorneys, account receivables, and collection programs were discussed.

The Department of Judicial Services procedural and system manuals provide a description of the accounting practices and procedures to be utilized in district courts. These manuals are used as the reference for resolving questions concerning overall accounting requirements, understanding recommended procedures and the appropriate use of the statewide case and financial management systems, and as a reference for manual operations during contingency operations.

FINANCIAL AND INTERNAL CONTROLS

The following financial and administrative areas were reviewed with court personnel using the Judicial Services Monitoring Questionnaire in order to evaluate compliance with administrative and accounting guidelines as set forth in the above-mentioned manuals and guidelines:

1. Administrative Manuals
2. Bank Statement Reconciliations
3. Timeliness of Bank Deposits
4. Court Liability Accounts
5. Fine and Costs Assessments
6. Daily, Weekly & Monthly Closings
7. Court-Appointed Attorney Payments
8. Escheatment

9. Bond Administration
10. Set-Off Debt Collection Program
11. Accounts Receivable Collections
12. Internal Control Procedures

No significant and uncorrected compliance exceptions were noted during discussions with court personnel.

CURRENT ADMINISTRATIVE TOPICS

- DJS recommends the Clerk's office enter the period of incarceration in FAS when a defendant receives an active jail sentence. This ensures that interest ceases to accrue on all court accounts for the defendant during incarceration.

- DJS recommends the Clerk and Judges coordinate with the Sheriff's Department to arrange active shooter training for all Clerk's Office staff at the courthouse.
- DJS recommends that the court have at least 2 certified IRMS users.
- DJS recommended that the court issue an Order and Notice of Bond Forfeiture when a defendant with a bond fails to appear as required by § 19.2-143.

SERVICES REQUESTED BY COURT

None at this time.

FOLLOW-UP SERVICES REQUESTED BY COURT

None at this time.

COMPLIANCE ISSUES REQUIRING FOLLOW-UP SERVICES

None at this time.

ADDITIONAL SERVICES

The visit findings and recommendations were discussed with the clerk at the conclusion of the administrative and financial judicial services visit; and I would like to take this opportunity to thank Ms. Penny Fuqua, Court Clerk, for her assistance.

Administrative and Financial Judicial Services Visit Conducted By: Jennette Runner

DEPARTMENT OF JUDICIAL SERVICES
ADMINISTRATIVE AND FINANCIAL VISIT

CAROLINE JUVENILE & DOMESTIC RELATIONS DISTRICT COURTS

JUNE 24, 2026

SUPREME COURT OF VIRGINIA
OFFICE OF THE EXECUTIVE SECRETARY
100 NORTH 9TH STREET,
3RD FLOOR
RICHMOND, VIRGINIA 23219
(804) 786-6455

CAROLINE JUVENILE & DOMESTIC RELATIONS DISTRICT COURTS

JUNE 24, 2026

An administrative and financial judicial services visit was conducted in the Caroline Juvenile & Domestic Relations District Courts on June 24, 2026. This court processes financial transactions using the CAIS Financial Management System.

The Committee on District Courts has requested the Office of the Executive Secretary to conduct these periodic judicial services visits throughout the Commonwealth's judicial system in order to provide district courts with objective assistance in analyzing and resolving present and future financial, managerial, and procedural issues and to provide a local training resource.

During the visit, the court's compliance with established procedures as prescribed in the Virginia District Court Manuals (Text/Forms), the Courts Automated Information System User's Guides (Financial Management System/Case Management System), the District Court Accounting Manual, and other guidelines on special topics providing uniform administration concerning court-appointed attorneys, account receivables, and collection programs were discussed.

The Department of Judicial Services procedural and system manuals provide a description of the accounting practices and procedures to be utilized in district courts. These manuals are used as the reference for resolving questions concerning overall accounting requirements, understanding recommended procedures and the appropriate use of the statewide case and financial management systems, and as a reference for manual operations during contingency operations.

FINANCIAL AND INTERNAL CONTROLS

The following financial and administrative areas were reviewed with court personnel using the Judicial Services Monitoring Questionnaire in order to evaluate compliance with administrative and accounting guidelines as set forth in the above-mentioned manuals and guidelines:

1. Administrative Manuals
2. Bank Statement Reconciliations
3. Timeliness of Bank Deposits
4. Court Liability Accounts
5. Fine and Costs Assessments
6. Daily, Weekly & Monthly Closings

7. Court-Appointed Attorney Payments 8. Escheatments

9. Bond Administration 10. Set-Off Debt Collection Program

11. Accounts Receivable Collections 12. Internal Control Procedures

No significant and uncorrected compliance exceptions were noted during discussions with court personnel.

CURRENT ADMINISTRATIVE TOPICS

None at this time.

SERVICES REQUESTED BY COURT

None at this time.

FOLLOW-UP SERVICES REQUESTED BY COURT

None at this time.

COMPLIANCE ISSUES REQUIRING FOLLOW-UP SERVICES

None at this time.

ADDITIONAL SERVICES

The visit findings and recommendations were discussed with the clerk at the conclusion of the administrative and financial judicial services visit; and I would like to take this opportunity to thank Ms. Kristie Daily, Court Clerk, for her assistance.

Administrative and Financial Judicial Services Visit Conducted By: Jennette Runner

DEPARTMENT OF JUDICIAL SERVICES
ADMINISTRATIVE AND FINANCIAL VISIT

CHARLOTTE COUNTY JUVENILE & DOMESTIC RELATIONS DISTRICT COURT

JULY 15, 2026

SUPREME COURT OF VIRGINIA
OFFICE OF THE EXECUTIVE SECRETARY
100 NORTH 9TH STREET,
3RD FLOOR
RICHMOND, VIRGINIA 23219
(804) 786-6455

CHARLOTTE COUNTY JUVENILE & DOMESTIC RELATIONS DISTRICT COURT

JULY 15, 2026

An administrative and financial judicial services visit was conducted in the Charlotte County Juvenile & Domestic Relations District Court on July 15, 2026. This court processes financial transactions using the CAIS Financial Management System.

The Committee on District Courts has requested the Office of the Executive Secretary to conduct these periodic judicial services visits throughout the Commonwealth's judicial system in order to provide district courts with objective assistance in analyzing and resolving present and future financial, managerial, and procedural issues and to provide a local training resource.

During the visit, the court's compliance with established procedures as prescribed in the Virginia District Court Manuals (Text/Forms), the Courts Automated Information System User's Guides (Financial Management System/Case Management System), the District Court Accounting Manual, and other guidelines on special topics providing uniform administration concerning court-appointed attorneys, account receivables, and collection programs were discussed.

The Department of Judicial Services procedural and system manuals provide a description of the accounting practices and procedures to be utilized in district courts. These manuals are used as the reference for resolving questions concerning overall accounting requirements, understanding recommended procedures and the appropriate use of the statewide case and financial management systems, and as a reference for manual operations during contingency operations.

FINANCIAL AND INTERNAL CONTROLS

The following financial and administrative areas were reviewed with court personnel using the Judicial Services Monitoring Questionnaire in order to evaluate compliance with administrative and accounting guidelines as set forth in the above mentioned manuals and guidelines:

1. Administrative Manuals
2. Bank Statement Reconciliations
3. Timeliness of Bank Deposits
4. Court Liability Accounts
5. Fine and Costs Assessments
6. Daily, Weekly & Monthly Closings

7. Court-Appointed Attorney Payments
8. Escheatments
9. Bond Administration
10. Set-Off Debt Collection Program
11. Accounts Receivable Collections
12. Internal Control Procedures

No significant and uncorrected compliance exceptions were noted during discussions with court personnel.

CURRENT ADMINISTRATIVE TOPICS

The following areas were also discussed with court personnel to provide judicial personnel with the most current accounting or administrative information:

1. DJS recommends that an Order and Notice of Bond Forfeiture be issued when a defendant released on bond fails to appear as required by § 19.2-143.
2. DJS recommends the Clerk and Judges coordinate with the Sheriff's Department to arrange active shooter training for all Clerk's Office staff at the courthouse.

SERVICES REQUESTED BY COURT

None at this time.

FOLLOW-UP SERVICES REQUESTED BY COURT

None at this time.

COMPLIANCE ISSUES REQUIRING FOLLOW-UP SERVICES

None at this time.

ADDITIONAL SERVICES

The visit findings and recommendations were discussed with the clerk at the conclusion of the administrative and financial judicial services visit; and I would like to take this opportunity to thank Ms. Sherri Jones, Court Clerk, for her assistance.

Administrative and Financial Judicial Services Visit Conducted By: Brooke P. Conway

DEPARTMENT OF JUDICIAL SERVICES
ADMINISTRATIVE AND FINANCIAL VISIT

COLONIAL HEIGHTS JUVENILE & DOMESTIC RELATIONS DISTRICT COURTS

MAY 12, 2026

SUPREME COURT OF VIRGINIA
OFFICE OF THE EXECUTIVE SECRETARY
100 NORTH 9TH STREET,
3RD FLOOR
RICHMOND, VIRGINIA 23219
(804) 786-6455

COLONIAL HEIGHTS JUVENILE & DOMESTIC RELATIONS DISTRICT COURTS

MAY 12, 2026

An administrative and financial judicial services visit was conducted in the Colonial Heights Juvenile & Domestic Relations District Courts on May 12, 2026. This court processes financial transactions using the CAIS Financial Management System.

The Committee on District Courts has requested the Office of the Executive Secretary to conduct these periodic judicial services visits throughout the Commonwealth's judicial system in order to provide district courts with objective assistance in analyzing and resolving present and future financial, managerial, and procedural issues and to provide a local training resource.

During the visit, the court's compliance with established procedures as prescribed in the Virginia District Court Manuals (Text/Forms), the Courts Automated Information System User's Guides (Financial Management System/Case Management System), the District Court Accounting Manual, and other guidelines on special topics providing uniform administration concerning court-appointed attorneys, account receivables, and collection programs were discussed.

The Department of Judicial Services procedural and system manuals provide a description of the accounting practices and procedures to be utilized in district courts. These manuals are used as the reference for resolving questions concerning overall accounting requirements, understanding recommended procedures and the appropriate use of the statewide case and financial management systems, and as a reference for manual operations during contingency operations.

FINANCIAL AND INTERNAL CONTROLS

The following financial and administrative areas were reviewed with court personnel using the Judicial Services Monitoring Questionnaire in order to evaluate compliance with administrative and accounting guidelines as set forth in the above-mentioned manuals and guidelines:

1. Administrative Manuals
2. Bank Statement Reconciliations
3. Timeliness of Bank Deposits
4. Court Liability Accounts
5. Fine and Costs Assessments
6. Daily, Weekly & Monthly Closings

7. Court-Appointed Attorney Payments 8. Escheatment

9. Bond Administration 10. Set-Off Debt Collection Program

11. Accounts Receivable Collections 12. Internal Control Procedures

No significant and uncorrected compliance exceptions were noted during discussions with court personnel.

CURRENT ADMINISTRATIVE TOPICS

- DJS recommends the Clerk transfer excess funds from revenue code 407 on a quarterly basis.
- DJS recommends the Clerk's office enter the period of incarceration in FAS when a defendant receives an active jail sentence. This ensures that interest ceases to accrue on all court accounts for the defendant during incarceration.
- DJS recommends the Clerk and Judges coordinate with the Sheriff's Department to arrange active shooter training for all Clerk's Office staff at the courthouse.
- DJS recommends the Clerk discuss online banking options with the court's bank.

SERVICES REQUESTED BY COURT

None at this time.

FOLLOW-UP SERVICES REQUESTED BY COURT

None at this time.

COMPLIANCE ISSUES REQUIRING FOLLOW-UP SERVICES

None at this time.

ADDITIONAL SERVICES

The visit findings and recommendations were discussed with the clerk at the conclusion of the administrative and financial judicial services visit; and I would like to take this opportunity to thank Ms. Evelyn Hall, Court Clerk, for her assistance.

Administrative and Financial Judicial Services Visit Conducted By: Jennette Runner

DEPARTMENT OF JUDICIAL SERVICES
ADMINISTRATIVE AND FINANCIAL VISIT

CULPEPER JUVENILE & DOMESTIC RELATIONS DISTRICT COURTS

AUGUST 14, 2026

SUPREME COURT OF VIRGINIA
OFFICE OF THE EXECUTIVE SECRETARY
100 NORTH 9TH STREET,
3RD FLOOR
RICHMOND, VIRGINIA 23219
(804) 786-6455

CULEPEPER JUVENILE & DOMESTIC RELATIONS DISTRICT COURTS

AUGUST 14, 2026

An administrative and financial judicial services visit was conducted in the Culpeper Juvenile & Domestic Relations District Courts on August 14, 2026. This court processes financial transactions using the CAIS Financial Management System.

The Committee on District Courts has requested the Office of the Executive Secretary to conduct these periodic judicial services visits throughout the Commonwealth's judicial system in order to provide district courts with objective assistance in analyzing and resolving present and future financial, managerial, and procedural issues and to provide a local training resource.

During the visit, the court's compliance with established procedures as prescribed in the Virginia District Court Manuals (Text/Forms), the Courts Automated Information System User's Guides (Financial Management System/Case Management System), the District Court Accounting Manual, and other guidelines on special topics providing uniform administration concerning court-appointed attorneys, account receivables, and collection programs were discussed.

The Department of Judicial Services procedural and system manuals provide a description of the accounting practices and procedures to be utilized in district courts. These manuals are used as the reference for resolving questions concerning overall accounting requirements, understanding recommended procedures and the appropriate use of the statewide case and financial management systems, and as a reference for manual operations during contingency operations.

FINANCIAL AND INTERNAL CONTROLS

The following financial and administrative areas were reviewed with court personnel using the Judicial Services Monitoring Questionnaire in order to evaluate compliance with administrative and accounting guidelines as set forth in the above-mentioned manuals and guidelines:

1. Administrative Manuals
2. Bank Statement Reconciliations
3. Timeliness of Bank Deposits
4. Court Liability Accounts
5. Fine and Costs Assessments
6. Daily, Weekly & Monthly Closings

7. Court-Appointed Attorney Payments 8. Escheatments

9. Bond Administration 10. Set-Off Debt Collection Program

11. Accounts Receivable Collections 12. Internal Control Procedures

No significant and uncorrected compliance exceptions were noted during discussions with court personnel.

CURRENT ADMINISTRATIVE TOPICS

None at this time.

SERVICES REQUESTED BY COURT

None at this time.

FOLLOW-UP SERVICES REQUESTED BY COURT

None at this time.

COMPLIANCE ISSUES REQUIRING FOLLOW-UP SERVICES

None at this time.

ADDITIONAL SERVICES

The visit findings and recommendations were discussed with the clerk at the conclusion of the administrative and financial judicial services visit; and I would like to take this opportunity to thank Ms. Bethany McClanahan, Court Clerk, for her assistance.

Administrative and Financial Judicial Services Visit Conducted By: Jennette Runner

DEPARTMENT OF JUDICIAL SERVICES
ADMINISTRATIVE AND FINANCIAL VISIT

FRANKLIN COUNTY JUVENILE & DOMESTIC RELATIONS DISTRICT COURT

MARCH 5, 2026

SUPREME COURT OF VIRGINIA
OFFICE OF THE EXECUTIVE SECRETARY
100 NORTH 9TH STREET,
3RD FLOOR
RICHMOND, VIRGINIA 23219
(804) 786-6455

FRANKLIN COUNTY JUVENILE & DOMESTIC RELATIONS DISTRICT COURT

MARCH 5, 2026

An administrative and financial judicial services visit was conducted in the Franklin County Juvenile & Domestic Relations District Court on March 5, 2026. This court processes financial transactions using the CAIS Financial Management System.

The Committee on District Courts has requested the Office of the Executive Secretary to conduct these periodic judicial services visits throughout the Commonwealth's judicial system in order to provide district courts with objective assistance in analyzing and resolving present and future financial, managerial, and procedural issues and to provide a local training resource.

During the visit, the court's compliance with established procedures as prescribed in the Virginia District Court Manuals (Text/Forms), the Courts Automated Information System User's Guides (Financial Management System/Case Management System), the District Court Accounting Manual, and other guidelines on special topics providing uniform administration concerning court-appointed attorneys, account receivables, and collection programs were discussed.

The Department of Judicial Services procedural and system manuals provide a description of the accounting practices and procedures to be utilized in district courts. These manuals are used as the reference for resolving questions concerning overall accounting requirements, understanding recommended procedures and the appropriate use of the statewide case and financial management systems, and as a reference for manual operations during contingency operations.

FINANCIAL AND INTERNAL CONTROLS

The following financial and administrative areas were reviewed with court personnel using the Judicial Services Monitoring Questionnaire in order to evaluate compliance with administrative and accounting guidelines as set forth in the above mentioned manuals and guidelines:

1. Administrative Manuals
2. Bank Statement Reconciliations
3. Timeliness of Bank Deposits
4. Court Liability Accounts
5. Fine and Costs Assessments
6. Daily, Weekly & Monthly Closings

7. Court-Appointed Attorney Payments
8. Escheatments
9. Bond Administration
10. Set-Off Debt Collection Program
11. Accounts Receivable Collections
12. Internal Control Procedures

No significant and uncorrected compliance exceptions were noted during discussions with court personnel.

CURRENT ADMINISTRATIVE TOPICS

The following areas were also discussed with court personnel to provide judicial personnel with the most current accounting or administrative information:

- DJS recommends the Clerk receive an annual performance evaluation from the Presiding/Chief Judge. Completed evaluations should be uploaded into the evaluation system as directed by Human Resources.

- DJS discussed the need to issue an Order and Notice of Bond Forfeiture when a defendant with a bond fails to appear, as required by § 19.2-143.

SERVICES REQUESTED BY COURT

None at this time.

FOLLOW-UP SERVICES REQUESTED BY COURT

None at this time.

COMPLIANCE ISSUES REQUIRING FOLLOW-UP SERVICES

None at this time.

ADDITIONAL SERVICES

The visit findings and recommendations were discussed with the clerk at the conclusion of the administrative and financial judicial services visit; and I would like to take this opportunity to thank Ms. Billie Jo Wagner, Court Clerk, for her assistance.

Administrative and Financial Judicial Services Visit Conducted By: Brooke P. Conway

DEPARTMENT OF JUDICIAL SERVICES
ADMINISTRATIVE AND FINANCIAL VISIT

HALIFAX COUNTY JUVENILE & DOMESTIC RELATIONS DISTRICT COURT

APRIL 7, 2026

SUPREME COURT OF VIRGINIA
OFFICE OF THE EXECUTIVE SECRETARY
100 NORTH 9TH STREET,
3RD FLOOR
RICHMOND, VIRGINIA 23219
(804) 786-6455

HALIFAX COUNTY JUVENILE & DOMESTIC RELATIONS DISTRICT COURT

APRIL 7, 2026

An administrative and financial judicial services visit was conducted in the Halifax County Juvenile & Domestic Relations District Court on April 7, 2026. This court processes financial transactions using the CAIS Financial Management System.

The Committee on District Courts has requested the Office of the Executive Secretary to conduct these periodic judicial services visits throughout the Commonwealth's judicial system in order to provide district courts with objective assistance in analyzing and resolving present and future financial, managerial, and procedural issues and to provide a local training resource.

During the visit, the court's compliance with established procedures as prescribed in the Virginia District Court Manuals (Text/Forms), the Courts Automated Information System User's Guides (Financial Management System/Case Management System), the District Court Accounting Manual, and other guidelines on special topics providing uniform administration concerning court-appointed attorneys, account receivables, and collection programs were discussed.

The Department of Judicial Services procedural and system manuals provide a description of the accounting practices and procedures to be utilized in district courts. These manuals are used as the reference for resolving questions concerning overall accounting requirements, understanding recommended procedures and the appropriate use of the statewide case and financial management systems, and as a reference for manual operations during contingency operations.

FINANCIAL AND INTERNAL CONTROLS

The following financial and administrative areas were reviewed with court personnel using the Judicial Services Monitoring Questionnaire in order to evaluate compliance with administrative and accounting guidelines as set forth in the above mentioned manuals and guidelines:

1. Administrative Manuals
2. Bank Statement Reconciliations
3. Timeliness of Bank Deposits
4. Court Liability Accounts
5. Fine and Costs Assessments
6. Daily, Weekly & Monthly Closings

7. Court-Appointed Attorney Payments
8. Escheatments
9. Bond Administration
10. Set-Off Debt Collection Program
11. Accounts Receivable Collections
12. Internal Control Procedures

No significant and uncorrected compliance exceptions were noted during discussions with court personnel.

CURRENT ADMINISTRATIVE TOPICS

The following areas were also discussed with court personnel to provide judicial personnel with the most current accounting or administrative information:

- DJS recommends the Clerk receive an annual performance evaluation from the Presiding/Chief Judge. Completed evaluations should be uploaded into the evaluation system as directed by Human Resources.
- DJS discussed the need to issue an Order and Notice of Bond Forfeiture when a defendant with a bond fails to appear, as required by § 19.2-143.
- DJS recommends the Clerk and Judges coordinate with the Sheriff's Department to arrange active shooter training for all Clerk's Office staff at the courthouse.

SERVICES REQUESTED BY COURT

None at this time.

FOLLOW-UP SERVICES REQUESTED BY COURT

None at this time.

COMPLIANCE ISSUES REQUIRING FOLLOW-UP SERVICES

None at this time.

ADDITIONAL SERVICES

The visit findings and recommendations were discussed with the clerk at the conclusion of the administrative and financial judicial services visit; and I would like to take this opportunity to thank Ms. Brandy Conner, Court Clerk, for her assistance.

Administrative and Financial Judicial Services Visit Conducted By: Brooke P. Conway

DEPARTMENT OF JUDICIAL SERVICES
ADMINISTRATIVE AND FINANCIAL VISIT

HANOVER JUVENILE & DOMESTIC RELATIONS DISTRICT COURTS

APRIL 28, 2026

SUPREME COURT OF VIRGINIA
OFFICE OF THE EXECUTIVE SECRETARY
100 NORTH 9TH STREET,
3RD FLOOR
RICHMOND, VIRGINIA 23219
(804) 786-6455

HANOVER JUVENILE & DOMESTIC RELATIONS DISTRICT COURTS

APRIL 28, 2026

An administrative and financial judicial services visit was conducted in the Hanover Juvenile & Domestic Relations District Courts on October 7, 2024. This court processes financial transactions using the CAIS Financial Management System.

The Committee on District Courts has requested the Office of the Executive Secretary to conduct these periodic judicial services visits throughout the Commonwealth's judicial system in order to provide district courts with objective assistance in analyzing and resolving present and future financial, managerial, and procedural issues and to provide a local training resource.

During the visit, the court's compliance with established procedures as prescribed in the Virginia District Court Manuals (Text/Forms), the Courts Automated Information System User's Guides (Financial Management System/Case Management System), the District Court Accounting Manual, and other guidelines on special topics providing uniform administration concerning court-appointed attorneys, account receivables, and collection programs were discussed.

The Department of Judicial Services procedural and system manuals provide a description of the accounting practices and procedures to be utilized in district courts. These manuals are used as the reference for resolving questions concerning overall accounting requirements, understanding recommended procedures and the appropriate use of the statewide case and financial management systems, and as a reference for manual operations during contingency operations.

FINANCIAL AND INTERNAL CONTROLS

The following financial and administrative areas were reviewed with court personnel using the Judicial Services Monitoring Questionnaire in order to evaluate compliance with administrative and accounting guidelines as set forth in the above-mentioned manuals and guidelines:

1. Administrative Manuals
2. Bank Statement Reconciliations
3. Timeliness of Bank Deposits
4. Court Liability Accounts
5. Fine and Costs Assessments
6. Daily, Weekly & Monthly Closings

7. Court-Appointed Attorney Payments
8. Escheatments
9. Bond Administration
10. Set-Off Debt Collection Program
11. Accounts Receivable Collections
12. Internal Control Procedures

No significant and uncorrected compliance exceptions were noted during discussions with court personnel.

CURRENT ADMINISTRATIVE TOPICS

- DJS recommends the Clerk conduct annual performance evaluations for staff and receive an annual performance evaluation from the Presiding/Chief Judge. Completed evaluations should be uploaded into the evaluation system as directed by Human Resources.
- DJS recommends the Clerk obtain fraud protection on the court's bank account, as advised by the Committee on District Courts.
- DJS recommends the court issue an Order and Notice of Bond Forfeiture when a defendant with a bond fails to appear, as required by § 19.2-143.

SERVICES REQUESTED BY COURT

None at this time.

FOLLOW-UP SERVICES REQUESTED BY COURT

None at this time.

COMPLIANCE ISSUES REQUIRING FOLLOW-UP SERVICES

None at this time.

ADDITIONAL SERVICES

The visit findings and recommendations were discussed with the clerk at the conclusion of the administrative and financial judicial services visit; and I would like to take this opportunity to thank Ms. Susan Wood, Court Clerk, for her assistance.

Administrative and Financial Judicial Services Visit Conducted By: Jennette Runner

DEPARTMENT OF JUDICIAL SERVICES
ADMINISTRATIVE AND FINANCIAL VISIT

ISLE OF WIGHT JUVENILE & DOMESTIC RELATIONS DISTRICT COURTS

MARCH 25, 2026

SUPREME COURT OF VIRGINIA
OFFICE OF THE EXECUTIVE SECRETARY
100 NORTH 9TH STREET,
3RD FLOOR
RICHMOND, VIRGINIA 23219
(804) 786-6455

ISLE OF WIGHT JUVENILE & DOMESTIC RELATIONS DISTRICT COURTS

MARCH 25, 2026

An administrative and financial judicial services visit was conducted in the Isle of Wight Juvenile & Domestic Relations District Courts on March 25, 2026. This court processes financial transactions using the CAIS Financial Management System.

The Committee on District Courts has requested the Office of the Executive Secretary conduct these periodic judicial services visits throughout the Commonwealth's judicial system in order to provide district courts with objective assistance in analyzing and resolving present and future financial, managerial, and procedural issues and to provide a local training resource.

During the visit, the court's compliance with established procedures as prescribed in the Virginia District Court Manuals (Text/Forms), the Courts Automated Information System User's Guides (Financial Management System/Case Management System), the District Court Accounting Manual, and other guidelines on special topics providing uniform administration concerning court-appointed attorneys, account receivables, and collection programs were discussed.

The Department of Judicial Services procedural and system manuals provide a description of the accounting practices and procedures to be utilized in district courts. These manuals are used as the reference for resolving questions concerning overall accounting requirements, understanding recommended procedures and the appropriate use of the statewide case and financial management systems, and as a reference for manual operations during contingency operations.

FINANCIAL AND INTERNAL CONTROLS

The following financial and administrative areas were reviewed with court personnel using the Judicial Services Monitoring Questionnaire in order to evaluate compliance with administrative and accounting guidelines as set forth in the above-mentioned manuals and guidelines:

1. Administrative Manuals
2. Bank Statement Reconciliations
3. Timeliness of Bank Deposits
4. Court Liability Accounts
5. Fine and Costs Assessments
6. Daily, Weekly & Monthly Closings

7. Court-Appointed Attorney Payments 8. Escheatments

9. Bond Administration 10. Set-Off Debt Collection Program

11. Accounts Receivable Collections 12. Internal Control Procedures

No significant and uncorrected compliance exceptions were noted during discussions with court personnel.

CURRENT ADMINISTRATIVE TOPICS

- DJS recommends the issuance of an Order and Notice of Bond Forfeiture when a defendant with a bond fails to appear as required by § 19.2-143.

SERVICES REQUESTED BY COURT

None at this time.

FOLLOW-UP SERVICES REQUESTED BY COURT

None at this time.

COMPLIANCE ISSUES REQUIRING FOLLOW-UP SERVICES

None at this time.

ADDITIONAL SERVICES

The visit findings and recommendations were discussed with the clerk at the conclusion of the administrative and financial judicial services visit; and I would like to take this opportunity to thank Ms. Nicole Council, Court Clerk, for her assistance.

Administrative and Financial Judicial Services Visit Conducted By: Jennette Runner

DEPARTMENT OF JUDICIAL SERVICES
ADMINISTRATIVE AND FINANCIAL VISIT

MECKLENBURG COUNTY JUVENILE & DOMESTIC RELATIONS DISTRICT COURT

JULY 14, 2026

SUPREME COURT OF VIRGINIA
OFFICE OF THE EXECUTIVE SECRETARY
100 NORTH 9TH STREET,
3RD FLOOR
RICHMOND, VIRGINIA 23219
(804) 786-6455

MECKLENBURG COUNTY JUVENILE & DOMESTIC RELATIONS DISTRICT COURT

JULY 14, 2026

An administrative and financial judicial services visit was conducted in the Mecklenburg County Juvenile & Domestic Relations District Court on July 14, 2026. This court processes financial transactions using the CAIS Financial Management System.

The Committee on District Courts has requested the Office of the Executive Secretary to conduct these periodic judicial services visits throughout the Commonwealth's judicial system in order to provide district courts with objective assistance in analyzing and resolving present and future financial, managerial, and procedural issues and to provide a local training resource.

During the visit, the court's compliance with established procedures as prescribed in the Virginia District Court Manuals (Text/Forms), the Courts Automated Information System User's Guides (Financial Management System/Case Management System), the District Court Accounting Manual, and other guidelines on special topics providing uniform administration concerning court-appointed attorneys, account receivables, and collection programs were discussed.

The Department of Judicial Services procedural and system manuals provide a description of the accounting practices and procedures to be utilized in district courts. These manuals are used as the reference for resolving questions concerning overall accounting requirements, understanding recommended procedures and the appropriate use of the statewide case and financial management systems, and as a reference for manual operations during contingency operations.

FINANCIAL AND INTERNAL CONTROLS

The following financial and administrative areas were reviewed with court personnel using the Judicial Services Monitoring Questionnaire in order to evaluate compliance with administrative and accounting guidelines as set forth in the above mentioned manuals and guidelines:

1. Administrative Manuals
2. Bank Statement Reconciliations
3. Timeliness of Bank Deposits
4. Court Liability Accounts
5. Fine and Costs Assessments
6. Daily, Weekly & Monthly Closings

7. Court-Appointed Attorney Payments
8. Escheatments
9. Bond Administration
10. Set-Off Debt Collection Program
11. Accounts Receivable Collections
12. Internal Control Procedures

No significant and uncorrected compliance exceptions were noted during discussions with court personnel.

CURRENT ADMINISTRATIVE TOPICS

The following areas were also discussed with court personnel to provide judicial personnel with the most current accounting or administrative information:

No recommendations were required.

SERVICES REQUESTED BY COURT

None at this time.

FOLLOW-UP SERVICES REQUESTED BY COURT

None at this time.

COMPLIANCE ISSUES REQUIRING FOLLOW-UP SERVICES

None at this time.

ADDITIONAL SERVICES

The visit findings and recommendations were discussed with the clerk at the conclusion of the administrative and financial judicial services visit; and I would like to take this opportunity to thank Ms. Charlene Williamson, Court Clerk, for her assistance.

Administrative and Financial Judicial Services Visit Conducted By: Brooke P. Conway

DEPARTMENT OF JUDICIAL SERVICES
ADMINISTRATIVE AND FINANCIAL VISIT

MONTGOMERY COUNTY JUVENILE & DOMESTIC RELATIONS DISTRICT COURT

JUNE 2, 2026

SUPREME COURT OF VIRGINIA
OFFICE OF THE EXECUTIVE SECRETARY
100 NORTH 9TH STREET,
3RD FLOOR
RICHMOND, VIRGINIA 23219
(804) 786-6455

MONTGOMERY COUNTY JUVENILE & DOMESTIC RELATIONS DISTRICT COURT

JUNE 2, 2026

An administrative and financial judicial services visit was conducted in the Montgomery County Juvenile & Domestic Relations District Court on June 2, 2026. This court processes financial transactions using the CAIS Financial Management System.

The Committee on District Courts has requested the Office of the Executive Secretary to conduct these periodic judicial services visits throughout the Commonwealth's judicial system in order to provide district courts with objective assistance in analyzing and resolving present and future financial, managerial, and procedural issues and to provide a local training resource.

During the visit, the court's compliance with established procedures as prescribed in the Virginia District Court Manuals (Text/Forms), the Courts Automated Information System User's Guides (Financial Management System/Case Management System), the District Court Accounting Manual, and other guidelines on special topics providing uniform administration concerning court-appointed attorneys, account receivables, and collection programs were discussed.

The Department of Judicial Services procedural and system manuals provide a description of the accounting practices and procedures to be utilized in district courts. These manuals are used as the reference for resolving questions concerning overall accounting requirements, understanding recommended procedures and the appropriate use of the statewide case and financial management systems, and as a reference for manual operations during contingency operations.

FINANCIAL AND INTERNAL CONTROLS

The following financial and administrative areas were reviewed with court personnel using the Judicial Services Monitoring Questionnaire in order to evaluate compliance with administrative and accounting guidelines as set forth in the above mentioned manuals and guidelines:

1. Administrative Manuals
2. Bank Statement Reconciliations
3. Timeliness of Bank Deposits
4. Court Liability Accounts
5. Fine and Costs Assessments
6. Daily, Weekly & Monthly Closings

7. Court-Appointed Attorney Payments
8. Escheatments
9. Bond Administration
10. Set-Off Debt Collection Program
11. Accounts Receivable Collections
12. Internal Control Procedures

No significant and uncorrected compliance exceptions were noted during discussions with court personnel.

CURRENT ADMINISTRATIVE TOPICS

The following areas were also discussed with court personnel to provide judicial personnel with the most current accounting or administrative information:

- DJS recommends the Clerk conduct annual performance evaluations for staff and receive an annual performance evaluation from the Presiding/Chief Judge. Completed evaluations should be uploaded into the evaluation system as directed by Human Resources.
- DJS recommends the payment plan policy be publicly posted and include language in accordance with Virginia Code §§19.2-354 and 19.2-354.1.
- DJS recommends the Clerk obtain fraud protection on the court's bank account, as advised by the Committee on District Courts.
- DJS recommends the Clerk and Judges coordinate with the Sheriff's Department to arrange active shooter training for all Clerk's Office staff at the courthouse.

SERVICES REQUESTED BY COURT

None at this time.

FOLLOW-UP SERVICES REQUESTED BY COURT

None at this time.

COMPLIANCE ISSUES REQUIRING FOLLOW-UP SERVICES

None at this time.

ADDITIONAL SERVICES

The visit findings and recommendations were discussed with the clerk at the conclusion of the administrative and financial judicial services visit; and I would like to take this opportunity to thank Ms. Amie Blankenship, Court Clerk, for her assistance.

Administrative and Financial Judicial Services Visit Conducted By: Brooke P. Conway

DEPARTMENT OF JUDICIAL SERVICES
ADMINISTRATIVE AND FINANCIAL VISIT

PAGE JUVENILE & DOMESTIC RELATIONS DISTRICT COURTS

JULY 9, 2026

SUPREME COURT OF VIRGINIA
OFFICE OF THE EXECUTIVE SECRETARY
100 NORTH 9TH STREET,
3RD FLOOR
RICHMOND, VIRGINIA 23219
(804) 786-6455

PAGE JUVENILE & DOMESTIC RELATIONS DISTRICT COURTS

JULY 9, 2026

An administrative and financial judicial services visit was conducted in the Page Juvenile & Domestic Relations District Courts on July 9, 2026. This court processes financial transactions using the CAIS Financial Management System.

The Committee on District Courts has requested the Office of the Executive Secretary to conduct these periodic judicial services visits throughout the Commonwealth's judicial system in order to provide district courts with objective assistance in analyzing and resolving present and future financial, managerial, and procedural issues and to provide a local training resource.

During the visit, the court's compliance with established procedures as prescribed in the Virginia District Court Manuals (Text/Forms), the Courts Automated Information System User's Guides (Financial Management System/Case Management System), the District Court Accounting Manual, and other guidelines on special topics providing uniform administration concerning court-appointed attorneys, account receivables, and collection programs were discussed.

The Department of Judicial Services procedural and system manuals provide a description of the accounting practices and procedures to be utilized in district courts. These manuals are used as the reference for resolving questions concerning overall accounting requirements, understanding recommended procedures and the appropriate use of the statewide case and financial management systems, and as a reference for manual operations during contingency operations.

FINANCIAL AND INTERNAL CONTROLS

The following financial and administrative areas were reviewed with court personnel using the Judicial Services Monitoring Questionnaire in order to evaluate compliance with administrative and accounting guidelines as set forth in the above-mentioned manuals and guidelines:

1. Administrative Manuals
2. Bank Statement Reconciliations
3. Timeliness of Bank Deposits
4. Court Liability Accounts
5. Fine and Costs Assessments
6. Daily, Weekly & Monthly Closings

7. Court-Appointed Attorney Payments 8. Escheatments

9. Bond Administration 10. Set-Off Debt Collection Program

11. Accounts Receivable Collections 12. Internal Control Procedures

No significant and uncorrected compliance exceptions were noted during discussions with court personnel.

CURRENT ADMINISTRATIVE TOPICS

None at this time.

SERVICES REQUESTED BY COURT

None at this time.

FOLLOW-UP SERVICES REQUESTED BY COURT

None at this time.

COMPLIANCE ISSUES REQUIRING FOLLOW-UP SERVICES

None at this time.

ADDITIONAL SERVICES

The visit findings and recommendations were discussed with the clerk at the conclusion of the administrative and financial judicial services visit; and I would like to take this opportunity to thank Ms. Lindsey Short, Court Clerk, for her assistance.

Administrative and Financial Judicial Services Visit Conducted By: Jennette Runner

DEPARTMENT OF JUDICIAL SERVICES
ADMINISTRATIVE AND FINANCIAL VISIT

PITTSYLVANIA COUNTY JUVENILE & DOMESTIC RELATIONS DISTRICT COURT

APRIL 8, 2026

SUPREME COURT OF VIRGINIA
OFFICE OF THE EXECUTIVE SECRETARY
100 NORTH 9TH STREET,
3RD FLOOR
RICHMOND, VIRGINIA 23219
(804) 786-6455

PITTSYLVANIA COUNTY JUVENILE & DOMESTIC RELATIONS DISTRICT COURT

APRIL 8, 2026

An administrative and financial judicial services visit was conducted in the Pittsylvania County Juvenile & Domestic Relations District Court on April 8, 2026. This court processes financial transactions using the CAIS Financial Management System.

The Committee on District Courts has requested the Office of the Executive Secretary to conduct these periodic judicial services visits throughout the Commonwealth's judicial system in order to provide district courts with objective assistance in analyzing and resolving present and future financial, managerial, and procedural issues and to provide a local training resource.

During the visit, the court's compliance with established procedures as prescribed in the Virginia District Court Manuals (Text/Forms), the Courts Automated Information System User's Guides (Financial Management System/Case Management System), the District Court Accounting Manual, and other guidelines on special topics providing uniform administration concerning court-appointed attorneys, account receivables, and collection programs were discussed.

The Department of Judicial Services procedural and system manuals provide a description of the accounting practices and procedures to be utilized in district courts. These manuals are used as the reference for resolving questions concerning overall accounting requirements, understanding recommended procedures and the appropriate use of the statewide case and financial management systems, and as a reference for manual operations during contingency operations.

FINANCIAL AND INTERNAL CONTROLS

The following financial and administrative areas were reviewed with court personnel using the Judicial Services Monitoring Questionnaire in order to evaluate compliance with administrative and accounting guidelines as set forth in the above mentioned manuals and guidelines:

1. Administrative Manuals
2. Bank Statement Reconciliations
3. Timeliness of Bank Deposits
4. Court Liability Accounts
5. Fine and Costs Assessments
6. Daily, Weekly & Monthly Closings

7. Court-Appointed Attorney Payments 8. Escheatments

9. Bond Administration 10. Set-Off Debt Collection Program

11. Accounts Receivable Collections 12. Internal Control Procedures

No significant and uncorrected compliance exceptions were noted during discussions with court personnel.

CURRENT ADMINISTRATIVE TOPICS

The following areas were also discussed with court personnel to provide judicial personnel with the most current accounting or administrative information:

- DJS recommends the Clerk receive an annual performance evaluation from the Presiding/Chief Judge. Completed evaluations should be uploaded into the evaluation system as directed by Human Resources.

SERVICES REQUESTED BY COURT

None at this time.

FOLLOW-UP SERVICES REQUESTED BY COURT

None at this time.

COMPLIANCE ISSUES REQUIRING FOLLOW-UP SERVICES

None at this time.

ADDITIONAL SERVICES

The visit findings and recommendations were discussed with the clerk at the conclusion of the administrative and financial judicial services visit; and I would like to take this opportunity to thank Ms. Lauren White, Court Clerk, for her assistance.

Administrative and Financial Judicial Services Visit Conducted By: Brooke P. Conway

DEPARTMENT OF JUDICIAL SERVICES
ADMINISTRATIVE AND FINANCIAL VISIT

PRINCE EDWARD COUNTY JUVENILE & DOMESTIC RELATIONS DISTRICT COURT

JULY 16, 2026

SUPREME COURT OF VIRGINIA
OFFICE OF THE EXECUTIVE SECRETARY
100 NORTH 9TH STREET,
3RD FLOOR
RICHMOND, VIRGINIA 23219
(804) 786-6455

PRINCE EDWARD COUNTY JUVENILE & DOMESTIC RELATIONS DISTRICT COURT

JULY 16, 2026

An administrative and financial judicial services visit was conducted in the Prince Edward County Juvenile & Domestic Relations District Court on July 16, 2026. This court processes financial transactions using the CAIS Financial Management System.

The Committee on District Courts has requested the Office of the Executive Secretary to conduct these periodic judicial services visits throughout the Commonwealth's judicial system in order to provide district courts with objective assistance in analyzing and resolving present and future financial, managerial, and procedural issues and to provide a local training resource.

During the visit, the court's compliance with established procedures as prescribed in the Virginia District Court Manuals (Text/Forms), the Courts Automated Information System User's Guides (Financial Management System/Case Management System), the District Court Accounting Manual, and other guidelines on special topics providing uniform administration concerning court-appointed attorneys, account receivables, and collection programs were discussed.

The Department of Judicial Services procedural and system manuals provide a description of the accounting practices and procedures to be utilized in district courts. These manuals are used as the reference for resolving questions concerning overall accounting requirements, understanding recommended procedures and the appropriate use of the statewide case and financial management systems, and as a reference for manual operations during contingency operations.

FINANCIAL AND INTERNAL CONTROLS

The following financial and administrative areas were reviewed with court personnel using the Judicial Services Monitoring Questionnaire in order to evaluate compliance with administrative and accounting guidelines as set forth in the above mentioned manuals and guidelines:

1. Administrative Manuals
2. Bank Statement Reconciliations
3. Timeliness of Bank Deposits
4. Court Liability Accounts
5. Fine and Costs Assessments
6. Daily, Weekly & Monthly Closings

7. Court-Appointed Attorney Payments
8. Escheatments
9. Bond Administration
10. Set-Off Debt Collection Program
11. Accounts Receivable Collections
12. Internal Control Procedures

No significant and uncorrected compliance exceptions were noted during discussions with court personnel.

CURRENT ADMINISTRATIVE TOPICS

The following areas were also discussed with court personnel to provide judicial personnel with the most current accounting or administrative information:

- DJS recommends the Clerk receive an annual performance evaluation from the Presiding/Chief Judge. Completed evaluations should be uploaded into the evaluation system as directed by Human Resources.
- DJS recommends the Clerk obtain fraud protection on the court's bank account, as advised by the Committee on District Courts.
- DJS recommends that an Order and Notice of Bond Forfeiture be issued when a defendant released on bond fails to appear as required by § 19.2-143.
- DJS recommends the Clerk and Judges coordinate with the Sheriff's Department to arrange active shooter training for all Clerk's Office staff at the courthouse.

SERVICES REQUESTED BY COURT

None at this time.

FOLLOW-UP SERVICES REQUESTED BY COURT

None at this time.

COMPLIANCE ISSUES REQUIRING FOLLOW-UP SERVICES

None at this time.

ADDITIONAL SERVICES

The visit findings and recommendations were discussed with the clerk at the conclusion of the administrative and financial judicial services visit; and I would like to take this opportunity to thank Ms. Selena Eppes, Court Clerk, for her assistance.

Administrative and Financial Judicial Services Visit Conducted By: Brooke P. Conway

DEPARTMENT OF JUDICIAL SERVICES
ADMINISTRATIVE AND FINANCIAL VISIT

SHENANDOAH JUVENILE & DOMESTIC RELATIONS DISTRICT COURTS

JULY 8, 2026

SUPREME COURT OF VIRGINIA
OFFICE OF THE EXECUTIVE SECRETARY
100 NORTH 9TH STREET,
3RD FLOOR
RICHMOND, VIRGINIA 23219
(804) 786-6455

SHENANDOAH JUVENILE & DOMESTIC RELATIONS DISTRICT COURTS

JULY 8, 2026

An administrative and financial judicial services visit was conducted in the Shenandoah Juvenile & Domestic Relations District Courts on July 8, 2026. This court processes financial transactions using the CAIS Financial Management System.

The Committee on District Courts has requested the Office of the Executive Secretary to conduct these periodic judicial services visits throughout the Commonwealth's judicial system in order to provide district courts with objective assistance in analyzing and resolving present and future financial, managerial, and procedural issues and to provide a local training resource.

During the visit, the court's compliance with established procedures as prescribed in the Virginia District Court Manuals (Text/Forms), the Courts Automated Information System User's Guides (Financial Management System/Case Management System), the District Court Accounting Manual, and other guidelines on special topics providing uniform administration concerning court-appointed attorneys, account receivables, and collection programs were discussed.

The Department of Judicial Services procedural and system manuals provide a description of the accounting practices and procedures to be utilized in district courts. These manuals are used as the reference for resolving questions concerning overall accounting requirements, understanding recommended procedures and the appropriate use of the statewide case and financial management systems, and as a reference for manual operations during contingency operations.

FINANCIAL AND INTERNAL CONTROLS

The following financial and administrative areas were reviewed with court personnel using the Judicial Services Monitoring Questionnaire in order to evaluate compliance with administrative and accounting guidelines as set forth in the above-mentioned manuals and guidelines:

1. Administrative Manuals
2. Bank Statement Reconciliations
3. Timeliness of Bank Deposits
4. Court Liability Accounts
5. Fine and Costs Assessments
6. Daily, Weekly & Monthly Closings

7. Court-Appointed Attorney Payments
8. Escheatments
9. Bond Administration
10. Set-Off Debt Collection Program
11. Accounts Receivable Collections
12. Internal Control Procedures

No significant and uncorrected compliance exceptions were noted during discussions with court personnel.

CURRENT ADMINISTRATIVE TOPICS

None at this time.

SERVICES REQUESTED BY COURT

None at this time.

FOLLOW-UP SERVICES REQUESTED BY COURT

None at this time.

COMPLIANCE ISSUES REQUIRING FOLLOW-UP SERVICES

None at this time.

ADDITIONAL SERVICES

The visit findings and recommendations were discussed with the clerk at the conclusion of the administrative and financial judicial services visit; and I would like to take this opportunity to thank Ms. Nikki Taylor, Court Clerk, for her assistance.

Administrative and Financial Judicial Services Visit Conducted By: Jennette Runner

DEPARTMENT OF JUDICIAL SERVICES
ADMINISTRATIVE AND FINANCIAL VISIT

WASHINGTON COUNTY JUVENILE & DOMESTIC RELATIONS DISTRICT COURT

AUGUST 3, 2026

SUPREME COURT OF VIRGINIA
OFFICE OF THE EXECUTIVE SECRETARY
100 NORTH 9TH STREET,
3RD FLOOR
RICHMOND, VIRGINIA 23219
(804) 786-6455

WASHINGTON COUNTY JUVENILE & DOMESTIC RELATIONS DISTRICT COURT

AUGUST 3, 2026

An administrative and financial judicial services visit was conducted in the Washington County Juvenile & Domestic Relations District Court on August 3, 2026. This court processes financial transactions using the CAIS Financial Management System.

The Committee on District Courts has requested the Office of the Executive Secretary to conduct these periodic judicial services visits throughout the Commonwealth's judicial system in order to provide district courts with objective assistance in analyzing and resolving present and future financial, managerial, and procedural issues and to provide a local training resource.

During the visit, the court's compliance with established procedures as prescribed in the Virginia District Court Manuals (Text/Forms), the Courts Automated Information System User's Guides (Financial Management System/Case Management System), the District Court Accounting Manual, and other guidelines on special topics providing uniform administration concerning court-appointed attorneys, account receivables, and collection programs were discussed.

The Department of Judicial Services procedural and system manuals provide a description of the accounting practices and procedures to be utilized in district courts. These manuals are used as the reference for resolving questions concerning overall accounting requirements, understanding recommended procedures and the appropriate use of the statewide case and financial management systems, and as a reference for manual operations during contingency operations.

FINANCIAL AND INTERNAL CONTROLS

The following financial and administrative areas were reviewed with court personnel using the Judicial Services Monitoring Questionnaire in order to evaluate compliance with administrative and accounting guidelines as set forth in the above mentioned manuals and guidelines:

1. Administrative Manuals
2. Bank Statement Reconciliations
3. Timeliness of Bank Deposits
4. Court Liability Accounts
5. Fine and Costs Assessments
6. Daily, Weekly & Monthly Closings

7. Court-Appointed Attorney Payments
8. Escheatments
9. Bond Administration
10. Set-Off Debt Collection Program
11. Accounts Receivable Collections
12. Internal Control Procedures

No significant and uncorrected compliance exceptions were noted during discussions with court personnel.

CURRENT ADMINISTRATIVE TOPICS

The following areas were also discussed with court personnel to provide judicial personnel with the most current accounting or administrative information:

- DJS recommends the Clerk receive an annual performance evaluation from the Presiding/Chief Judge. Completed evaluations should be uploaded into the evaluation system as directed by Human Resources.
- DJS recommends the Clerk obtain fraud protection on the court's bank account, as advised by the Committee on District Courts.
- DJS recommends the payment plan policy be publicly posted and include language in accordance with Virginia Code §§19.2-354 and 19.2-354.1.
- DJS recommends the Clerk and Judges coordinate with the Sheriff's Department to arrange active shooter training for all Clerk's Office staff at the courthouse.

SERVICES REQUESTED BY COURT

None at this time.

FOLLOW-UP SERVICES REQUESTED BY COURT

None at this time.

COMPLIANCE ISSUES REQUIRING FOLLOW-UP SERVICES

None at this time.

ADDITIONAL SERVICES

The visit findings and recommendations were discussed with the clerk at the conclusion of the administrative and financial judicial services visit; and I would like to take this opportunity to thank Mr. Joshua Osborne, Court Clerk, for his assistance.

Administrative and Financial Judicial Services Visit Conducted By: Brooke P. Conway

DEPARTMENT OF JUDICIAL SERVICES
ADMINISTRATIVE AND FINANCIAL VISIT

WESTMORELAND JUVENILE & DOMESTIC RELATIONS DISTRICT COURTS

AUGUST 18, 2026

SUPREME COURT OF VIRGINIA
OFFICE OF THE EXECUTIVE SECRETARY
100 NORTH 9TH STREET,
3RD FLOOR
RICHMOND, VIRGINIA 23219
(804) 786-6455

WESTMORELAND JUVENILE & DOMESTIC RELATIONS DISTRICT COURTS

AUGUST 18, 2026

An administrative and financial judicial services visit was conducted in the Westmoreland Juvenile & Domestic Relations District Courts on August 18, 2026. This court processes financial transactions using the CAIS Financial Management System.

The Committee on District Courts has requested the Office of the Executive Secretary to conduct these periodic judicial services visits throughout the Commonwealth's judicial system in order to provide district courts with objective assistance in analyzing and resolving present and future financial, managerial, and procedural issues and to provide a local training resource.

During the visit, the court's compliance with established procedures as prescribed in the Virginia District Court Manuals (Text/Forms), the Courts Automated Information System User's Guides (Financial Management System/Case Management System), the District Court Accounting Manual, and other guidelines on special topics providing uniform administration concerning court-appointed attorneys, account receivables, and collection programs were discussed.

The Department of Judicial Services procedural and system manuals provide a description of the accounting practices and procedures to be utilized in district courts. These manuals are used as the reference for resolving questions concerning overall accounting requirements, understanding recommended procedures and the appropriate use of the statewide case and financial management systems, and as a reference for manual operations during contingency operations.

FINANCIAL AND INTERNAL CONTROLS

The following financial and administrative areas were reviewed with court personnel using the Judicial Services Monitoring Questionnaire in order to evaluate compliance with administrative and accounting guidelines as set forth in the above-mentioned manuals and guidelines:

1. Administrative Manuals
2. Bank Statement Reconciliations
3. Timeliness of Bank Deposits
4. Court Liability Accounts
5. Fine and Costs Assessments
6. Daily, Weekly & Monthly Closings

7. Court-Appointed Attorney Payments
8. Escheatments
9. Bond Administration
10. Set-Off Debt Collection Program
11. Accounts Receivable Collections
12. Internal Control Procedures

No significant and uncorrected compliance exceptions were noted during discussions with court personnel.

CURRENT ADMINISTRATIVE TOPICS

- DJS recommends the Clerk conduct yearly performance evaluations for staff and obtain an evaluation from the Presiding/Chief Judge.
- DJS recommends conducting ex-parte hearings on protective orders on the same day the petition is filed.
- DJS recommends that the Clerk obtain fraud protection on the court's bank account as recommended by the Committee on District Courts

SERVICES REQUESTED BY COURT

None at this time.

FOLLOW-UP SERVICES REQUESTED BY COURT

None at this time.

COMPLIANCE ISSUES REQUIRING FOLLOW-UP SERVICES

None at this time.

ADDITIONAL SERVICES

The visit findings and recommendations were discussed with the clerk at the conclusion of the administrative and financial judicial services visit; and I would like to take this opportunity to thank Ms. Christina Vivers, Court Clerk, for her assistance.

Administrative and Financial Judicial Services Visit Conducted By: Jennette Runner

Combined District Courts

DEPARTMENT OF JUDICIAL SERVICES
ADMINISTRATIVE AND FINANCIAL VISIT

BATH COMBINED
DISTRICT COURTS
AUGUST 12, 2026

SUPREME COURT OF VIRGINIA
OFFICE OF THE EXECUTIVE SECRETARY
100 NORTH 9TH STREET,
3RD FLOOR
RICHMOND, VIRGINIA 23220
804-786-6455
PROJECT NO.: 056-042

BATH COMBINED DISTRICT COURTS

An administrative and financial judicial services visit was conducted in the Bath Combined District Courts on August 12, 2026. This court processes financial transactions using the CAIS Financial Management System.

The Committee on District Courts has requested the Office of the Executive Secretary to conduct these periodic judicial services visits throughout the Commonwealth's judicial system in order to provide district courts with objective assistance in analyzing and resolving present and future financial, managerial, and procedural issues and to provide a local training resource.

During the visit, the court's compliance with established procedures as prescribed in the Virginia District Court Procedure Manuals, the Courts Automated Information System User's Guides (Financial Management System/Case Management System), and other guidelines on special topics providing uniform administration concerning court-appointed attorneys, account receivables, and collection programs were discussed.

The Department of Judicial Services procedural and system manuals provide a description of the accounting practices and procedures to be utilized in district courts. These manuals are used as the reference for resolving questions concerning overall accounting requirements, understanding recommended procedures and the appropriate use of the statewide case and financial management systems, and as a reference for manual operations during contingency operations.

FINANCIAL AND INTERNAL CONTROLS

The following financial and administrative areas were reviewed with court personnel using the Judicial Services Monitoring Questionnaire in order to evaluate compliance with administrative and accounting guidelines as set forth in the above-mentioned manuals and guidelines:

1. Administrative
2. Bank Statement Reconciliations
3. Timeliness of Bank Deposits
4. Court Liability Accounts
5. Fine and Costs Assessments
6. Daily, Weekly & Monthly Closings
7. Court-Appointed Attorney Payments
8. Escheatments
9. Bond Administration
10. Set-Off Debt Collection Program

11. Accounts Receivable Collections 12. Internal Control Procedures

No significant or uncorrected compliance exceptions were noted during discussions with court personnel.

CURRENT ADMINISTRATIVE TOPICS

The following areas were also discussed with court personnel in order to provide judicial personnel with the most current accounting or administrative information:

DJS recommends the Clerk obtain fraud protection on the court's bank account, as advised by the Committee on District Courts.

DJS recommends active shooter training be obtained through the local Sheriff's office, preferably in the courthouse setting.

DJS recommends completing both bond information for criminal cases in GCMS and JCMS to benefit both the clerk's office and the public.

SERVICES REQUESTED BY COURT

None at this time.

FOLLOW-UP SERVICES REQUESTED BY COURT

None at this time.

AUDIT/COMPLIANCE

DJS discussed the court's last audit with the clerk. The clerk shared there were no audit points or issues.

ADDITIONAL SERVICES

The visit findings and recommendations were discussed with the clerk at the conclusion of the administrative and financial judicial services visit, and we would like to take this opportunity to thank Meghan Cugler, Clerk, for her assistance.

Administrative and Financial Judicial Services Visit Conducted By: Brooke Conway and Anna Smythers-Stitt.

DEPARTMENT OF JUDICIAL SERVICES
ADMINISTRATIVE AND FINANCIAL VISIT

ESSEX COMBINED DISTRICT COURTS

MAY 20, 2026

SUPREME COURT OF VIRGINIA
OFFICE OF THE EXECUTIVE SECRETARY
100 NORTH 9TH STREET,
3RD FLOOR
RICHMOND, VIRGINIA 23220
(804) 786-6455
PROJECT NO.: 056-042

ESSEX COMBINED DISTRICT COURTS

MAY 20, 2026

An administrative and financial judicial services visit was conducted in the Essex Combined District Courts on May 20, 2026. This court processes financial transactions using the CAIS Financial Management System.

The Committee on District Courts has requested the Office of the Executive Secretary to conduct these periodic judicial services visits throughout the Commonwealth's judicial system in order to provide district courts with objective assistance in analyzing and resolving present and future financial, managerial, and procedural issues and to provide a local training resource.

During the visit, the court's compliance with established procedures as prescribed in the Virginia District Court Procedure Manuals, the Courts Automated Information System User's Guides (Financial Management System/Case Management System), and other guidelines on special topics providing uniform administration concerning court-appointed attorneys, account receivables, and collection programs were discussed.

The Department of Judicial Services procedural and system manuals provide a description of the accounting practices and procedures to be utilized in district courts. These manuals are used as the reference for resolving questions concerning overall accounting requirements, understanding recommended procedures and the appropriate use of the statewide case and financial management systems, and as a reference for manual operations during contingency operations.

FINANCIAL AND INTERNAL CONTROLS

The following financial and administrative areas were reviewed with court personnel using the Judicial Services Monitoring Questionnaire in order to evaluate compliance with administrative and accounting guidelines as set forth in the above-mentioned manuals and guidelines:

1. Administrative
2. Bank Statement Reconciliations
3. Timeliness of Bank Deposits
4. Court Liability Accounts
5. Fine and Costs Assessments
6. Daily, Weekly & Monthly Closings
7. Court-Appointed Attorney Payments
8. Escheatments
9. Bond Administration
10. Set-Off Debt Collection Program
11. Accounts Receivable Collections
12. Internal Control Procedures

No significant or uncorrected compliance exceptions were noted during discussions with court personnel.

CURRENT ADMINISTRATIVE TOPICS

The following areas were also discussed with court personnel in order to provide judicial personnel with the most current accounting or administrative information:

DJS recommends the Clerk conduct annual performance evaluations for staff and receive an annual performance evaluation from the Presiding/Chief Judge. Completed evaluations should be uploaded into the evaluation system as directed by Human Resources.

DJS recommends the Clerk obtain fraud protection on the court's bank account, as advised by the Committee on District Courts.

DJS recommends the court issue an Order and Notice of Bond Forfeiture when a defendant with a bond fails to appear, as required by § 19.2-143.

DJS recommends the Clerk register staff with the DNA Data Bank Sample Tracking System to verify whether a DNA sample is already on file for convictions requiring DNA collection. To streamline this process, DJS further recommends conducting searches during docket preparation using the CCRE/DNA Report. This proactive approach ensures the CC-1390, Order for DNA, is prepared in advance if required.

DJS recommends the Clerk and Judges coordinate with the Sheriff's Department to arrange active shooter training for all Clerk's Office staff at the courthouse.

DJS recommends completing the bond information in the case management system for general district cases.

SERVICES REQUESTED BY COURT

None at this time.

FOLLOW-UP SERVICES REQUESTED BY COURT

None at this time.

AUDIT/COMPLIANCE

None at this time.

ADDITIONAL SERVICES

The visit findings and recommendations were discussed with the clerk at the conclusion of the administrative and financial judicial services visit, and we would like to take this opportunity to thank Dee Davis, Clerk, for her assistance.

Administrative and Financial Judicial Services Visit Conducted By: Jenifer Posey

DEPARTMENT OF JUDICIAL SERVICES
ADMINISTRATIVE AND FINANCIAL VISIT

FLUVANNA COMBINED DISTRICT COURTS

AUGUST 13, 2026

SUPREME COURT OF VIRGINIA
OFFICE OF THE EXECUTIVE SECRETARY
100 NORTH 9TH STREET,
3RD FLOOR
RICHMOND, VIRGINIA 23220
(804) 786-6455
PROJECT NO.: 056-042

FLUVANNA COMBINED DISTRICT COURTS

AUGUST 13, 2026

An administrative and financial judicial services visit was conducted in the Fluvanna Combined District Courts on August 13, 2026. This court processes financial transactions using the CAIS Financial Management System.

The Committee on District Courts has requested the Office of the Executive Secretary to conduct these periodic judicial services visits throughout the Commonwealth's judicial system in order to provide district courts with objective assistance in analyzing and resolving present and future financial, managerial, and procedural issues and to provide a local training resource.

During the visit, the court's compliance with established procedures as prescribed in the Virginia District Court Procedure Manuals, the Courts Automated Information System User's Guides (Financial Management System/Case Management System), and other guidelines on special topics providing uniform administration concerning court-appointed attorneys, account receivables, and collection programs were discussed.

The Department of Judicial Services procedural and system manuals provide a description of the accounting practices and procedures to be utilized in district courts. These manuals are used as the reference for resolving questions concerning overall accounting requirements, understanding recommended procedures and the appropriate use of the statewide case and financial management systems, and as a reference for manual operations during contingency operations.

FINANCIAL AND INTERNAL CONTROLS

The following financial and administrative areas were reviewed with court personnel using the Judicial Services Monitoring Questionnaire in order to evaluate compliance with administrative and accounting guidelines as set forth in the above-mentioned manuals and guidelines:

1. Administrative
2. Bank Statement Reconciliations
3. Timeliness of Bank Deposits
4. Court Liability Accounts
5. Fine and Costs Assessments
6. Daily, Weekly & Monthly Closings
7. Court-Appointed Attorney Payments
8. Escheatments
9. Bond Administration
10. Set-Off Debt Collection Program
11. Accounts Receivable Collections
12. Internal Control Procedures

No significant or uncorrected compliance exceptions were noted during discussions with court personnel.

CURRENT ADMINISTRATIVE TOPICS

The following areas were also discussed with court personnel in order to provide judicial personnel with the most current accounting or administrative information:

DJS recommends the Clerk reconcile the court's bank account monthly and resolve any outstanding issues in a timely manner.

DJS recommends that bank deposits be made daily.

DJS recommends the Clerk ensure that all credit card information is destroyed after the transaction is completed.

DJS recommends the Clerk obtain fraud protection on the court's bank account, as advised by the Committee on District Courts.

DJS recommends scanning and tagging civil commitment documents upon entry.

DJS recommends using the Courthouse Information Portal (CHIP) to review imaging backups and the transmission report for protective orders entered in VCIN.

SERVICES REQUESTED BY COURT

None at this time.

FOLLOW-UP SERVICES REQUESTED BY COURT

None at this time.

AUDIT/COMPLIANCE

None at this time.

ADDITIONAL SERVICES

The visit findings and recommendations were discussed with the clerk at the conclusion of the administrative and financial judicial services visit, and we would like to take this opportunity to thank Kim Warner, Clerk, for her assistance.

Administrative and Financial Judicial Services Visit Conducted By: Jennette Runner and Jenifer Posey

DEPARTMENT OF JUDICIAL SERVICES
ADMINISTRATIVE AND FINANCIAL VISIT

GOOCHLAND COMBINED DISTRICT COURTS

AUGUST 12, 2026

SUPREME COURT OF VIRGINIA
OFFICE OF THE EXECUTIVE SECRETARY
100 NORTH 9TH STREET,
3RD FLOOR
RICHMOND, VIRGINIA 23220
(804) 786-6455
PROJECT NO.: 056-042

GOOCHLAND COMBINED DISTRICT COURTS

AUGUST 12, 2026

An administrative and financial judicial services visit was conducted in the Goochland Combined District Courts on August 12, 2026. This court processes financial transactions using the CAIS Financial Management System.

The Committee on District Courts has requested the Office of the Executive Secretary to conduct these periodic judicial services visits throughout the Commonwealth's judicial system in order to provide district courts with objective assistance in analyzing and resolving present and future financial, managerial, and procedural issues and to provide a local training resource.

During the visit, the court's compliance with established procedures as prescribed in the Virginia District Court Procedure Manuals, the Courts Automated Information System User's Guides (Financial Management System/Case Management System), and other guidelines on special topics providing uniform administration concerning court-appointed attorneys, account receivables, and collection programs were discussed.

The Department of Judicial Services procedural and system manuals provide a description of the accounting practices and procedures to be utilized in district courts. These manuals are used as the reference for resolving questions concerning overall accounting requirements, understanding recommended procedures and the appropriate use of the statewide case and financial management systems, and as a reference for manual operations during contingency operations.

FINANCIAL AND INTERNAL CONTROLS

The following financial and administrative areas were reviewed with court personnel using the Judicial Services Monitoring Questionnaire in order to evaluate compliance with administrative and accounting guidelines as set forth in the above-mentioned manuals and guidelines:

1. Administrative
2. Bank Statement Reconciliations
3. Timeliness of Bank Deposits
4. Court Liability Accounts
5. Fine and Costs Assessments
6. Daily, Weekly & Monthly Closings
7. Court-Appointed Attorney Payments
8. Escheatments
9. Bond Administration
10. Set-Off Debt Collection Program
11. Accounts Receivable Collections
12. Internal Control Procedures

No significant or uncorrected compliance exceptions were noted during discussions with court personnel.

CURRENT ADMINISTRATIVE TOPICS

The following areas were also discussed with court personnel in order to provide judicial personnel with the most current accounting or administrative information:

- DJS recommends that the Clerk work with the judge and CSU to establish a process that allows protective order petitions to be filed and addressed daily.
- DJS recommends the Clerk and Judges coordinate with the Sheriff's Department to arrange active shooter training for all Clerk's Office staff at the courthouse.
- DJS recommends that the payment plan policy be updated and include language regarding community service for fines and costs as required per legislation.

SERVICES REQUESTED BY COURT

None at this time.

FOLLOW-UP SERVICES REQUESTED BY COURT

None at this time.

AUDIT/COMPLIANCE

DJS discussed the court's last audit with the clerk. The clerk shared there were issues regarding the proper assessment of costs as well and a failure to escheat all the eligible unclaimed property.

ADDITIONAL SERVICES

The visit findings and recommendations were discussed with the clerk at the conclusion of the administrative and financial judicial services visit, and we would like to take this opportunity to thank Jennifer Liptak, Clerk, for her assistance.

Administrative and Financial Judicial Services Visit Conducted By: Jennette Runner and Jenifer Posey

DEPARTMENT OF JUDICIAL SERVICES
ADMINISTRATIVE AND FINANCIAL VISIT

HIGHLAND COUNTY COMBINED DISTRICT COURT

AUGUST 11, 2026

SUPREME COURT OF VIRGINIA
OFFICE OF THE EXECUTIVE SECRETARY
100 NORTH 9TH STREET,
3RD FLOOR
RICHMOND, VIRGINIA 23219
(804) 786-6455

HIGHLAND COUNTY COMBINED DISTRICT COURT

AUGUST 11, 2026

An administrative and financial judicial services visit was conducted in the Highland County Combined District Court on August 11, 2026. This court processes financial transactions using the CAIS Financial Management System.

The Committee on District Courts has requested the Office of the Executive Secretary to conduct these periodic judicial services visits throughout the Commonwealth's judicial system in order to provide district courts with objective assistance in analyzing and resolving present and future financial, managerial, and procedural issues and to provide a local training resource.

During the visit, the court's compliance with established procedures as prescribed in the Virginia District Court Manuals (Text/Forms), the Courts Automated Information System User's Guides (Financial Management System/Case Management System), the District Court Accounting Manual, and other guidelines on special topics providing uniform administration concerning court-appointed attorneys, account receivables, and collection programs were discussed.

The Department of Judicial Services procedural and system manuals provide a description of the accounting practices and procedures to be utilized in district courts. These manuals are used as the reference for resolving questions concerning overall accounting requirements, understanding recommended procedures and the appropriate use of the statewide case and financial management systems, and as a reference for manual operations during contingency operations.

FINANCIAL AND INTERNAL CONTROLS

The following financial and administrative areas were reviewed with court personnel using the Judicial Services Monitoring Questionnaire in order to evaluate compliance with administrative and accounting guidelines as set forth in the above mentioned manuals and guidelines:

1. Administrative Manuals
2. Bank Statement Reconciliations
3. Timeliness of Bank Deposits
4. Court Liability Accounts
5. Fine and Costs Assessments
6. Daily, Weekly & Monthly Closings
7. Court-Appointed Attorney Payments
8. Escheatments

9. Bond Administration
10. Set-Off Debt Collection Program
11. Accounts Receivable Collections
12. Internal Control Procedures

No significant and uncorrected compliance exceptions were noted during discussions with court personnel.

CURRENT ADMINISTRATIVE TOPICS

The following areas were also discussed with court personnel to provide judicial personnel with the most current accounting or administrative information:

- DJS recommends the Clerk receive an annual performance evaluation from the Presiding/Chief Judge. Completed evaluations should be uploaded into the evaluation system as directed by Human Resources.

- DJS recommends the payment plan policy be publicly posted and include language in accordance with Virginia Code §§19.2-354 and 19.2-354.1.

- DJS recommends that an Order and Notice of Bond Forfeiture be issued when a defendant released on bond fails to appear as required by § 19.2-143.

- DJS recommends the Clerk and Judges coordinate with the Sheriff's Department to arrange active shooter training for all Clerk's Office staff at the courthouse.

SERVICES REQUESTED BY COURT

None at this time.

FOLLOW-UP SERVICES REQUESTED BY COURT

None at this time.

COMPLIANCE ISSUES REQUIRING FOLLOW-UP SERVICES

None at this time.

ADDITIONAL SERVICES

The visit findings and recommendations were discussed with the clerk at the conclusion of the administrative and financial judicial services visit; and I would like to take this opportunity to thank Mrs. Vickie King, Court Clerk, for his assistance.

Administrative and Financial Judicial Services Visit Conducted By: Brooke P. Conway and Anna Smythers-Stitt

DEPARTMENT OF JUDICIAL SERVICES
ADMINISTRATIVE AND FINANCIAL VISIT

RICHMOND COUNTY COMBINED DISTRICT COURTS

JUNE 22, 2026

SUPREME COURT OF VIRGINIA
OFFICE OF THE EXECUTIVE SECRETARY
100 NORTH 9TH STREET,
3RD FLOOR
RICHMOND, VIRGINIA 23220
(804) 786-6455

PROJECT NO.: 056-042

RICHMOND COUNTY COMBINED DISTRICT COURTS

JUNE 22, 2026

An administrative and financial judicial services visit was conducted in the Richmond County Combined District Courts on June 22, 2026. This court processes financial transactions using the CAIS Financial Management System.

The Committee on District Courts has requested the Office of the Executive Secretary to conduct these periodic judicial services visits throughout the Commonwealth's judicial system in order to provide district courts with objective assistance in analyzing and resolving present and future financial, managerial, and procedural issues and to provide a local training resource.

During the visit, the court's compliance with established procedures as prescribed in the Virginia District Court Procedure Manuals, the Courts Automated Information System User's Guides (Financial Management System/Case Management System), and other guidelines on special topics providing uniform administration concerning court-appointed attorneys, account receivables, and collection programs were discussed.

The Department of Judicial Services procedural and system manuals provide a description of the accounting practices and procedures to be utilized in district courts. These manuals are used as the reference for resolving questions concerning overall accounting requirements, understanding recommended procedures and the appropriate use of the statewide case and financial management systems, and as a reference for manual operations during contingency operations.

FINANCIAL AND INTERNAL CONTROLS

The following financial and administrative areas were reviewed with court personnel using the Judicial Services Monitoring Questionnaire in order to evaluate compliance with administrative and accounting guidelines as set forth in the above-mentioned manuals and guidelines:

1. Administrative
2. Bank Statement Reconciliations
3. Timeliness of Bank Deposits
4. Court Liability Accounts
5. Fine and Costs Assessments
6. Daily, Weekly & Monthly Closings
7. Court-Appointed Attorney Payments
8. Escheatments
9. Bond Administration
10. Set-Off Debt Collection Program
11. Accounts Receivable Collections
12. Internal Control Procedures

No significant or uncorrected compliance exceptions were noted during discussions with court personnel.

CURRENT ADMINISTRATIVE TOPICS

The following areas were also discussed with court personnel in order to provide judicial personnel with the most current accounting or administrative information:

- DJS recommends that the clerk speak with the judge regarding conducting ex parte hearings on protective orders on the same day the petition is filed, without a cutoff time.
- DJS recommends the Clerk and Judge meet with law enforcement to address issues related to obtaining fingerprints on CCRE-reportable cases.
- DJS recommends the Clerk and Judges coordinate with the Sheriff's Department to arrange active shooter training for all Clerk's Office staff at the courthouse.
- DJS recommends scanning and tagging civil commitment documents upon entry.
- DJS recommends the Clerk obtain the applicable Virginia Crime Code from the Judge or Commonwealth's Attorney when it is not available on the charging document or is amended at trial.

SERVICES REQUESTED BY COURT

None at this time.

FOLLOW-UP SERVICES REQUESTED BY COURT

None at this time.

AUDIT/COMPLIANCE

DJS discussed the court's last audit with the clerk. The clerk shared there were no audit points or issues.

ADDITIONAL SERVICES

The visit findings and recommendations were discussed with the clerk at the conclusion of the administrative and financial judicial services visit, and we would like to take this opportunity to thank Sydonie Davis, Clerk, for her assistance.

Administrative and Financial Judicial Services Visit Conducted By: Jennette Runner and Jenifer Posey

DEPARTMENT OF JUDICIAL SERVICES
ADMINISTRATIVE AND FINANCIAL VISIT

SUSSEX COMBINED DISTRICT COURTS

APRIL 3, 2026

SUPREME COURT OF VIRGINIA
OFFICE OF THE EXECUTIVE SECRETARY
100 NORTH 9TH STREET,
3RD FLOOR
RICHMOND, VIRGINIA 23220
(804) 786-6455
PROJECT NO.: 056-042

SUSSEX COMBINED DISTRICT COURTS

APRIL 3, 2026

An administrative and financial judicial services visit was conducted in the Sussex Combined District Courts on April 3, 2026. This court processes financial transactions using the CAIS Financial Management System.

The Committee on District Courts has requested the Office of the Executive Secretary to conduct these periodic judicial services visits throughout the Commonwealth's judicial system in order to provide district courts with objective assistance in analyzing and resolving present and future financial, managerial, and procedural issues and to provide a local training resource.

During the visit, the court's compliance with established procedures as prescribed in the Virginia District Court Procedure Manuals, the Courts Automated Information System User's Guides (Financial Management System/Case Management System), and other guidelines on special topics providing uniform administration concerning court-appointed attorneys, account receivables, and collection programs were discussed.

The Department of Judicial Services procedural and system manuals provide a description of the accounting practices and procedures to be utilized in district courts. These manuals are used as the reference for resolving questions concerning overall accounting requirements, understanding recommended procedures and the appropriate use of the statewide case and financial management systems, and as a reference for manual operations during contingency operations.

FINANCIAL AND INTERNAL CONTROLS

The following financial and administrative areas were reviewed with court personnel using the Judicial Services Monitoring Questionnaire in order to evaluate compliance with administrative and accounting guidelines as set forth in the above-mentioned manuals and guidelines:

1. Administrative
2. Bank Statement Reconciliations
3. Timeliness of Bank Deposits
4. Court Liability Accounts
5. Fine and Costs Assessments
6. Daily, Weekly & Monthly Closings
7. Court-Appointed Attorney Payments
8. Escheatments
9. Bond Administration
10. Set-Off Debt Collection Program
11. Accounts Receivable Collections
12. Internal Control Procedures

No significant or uncorrected compliance exceptions were noted during discussions with court personnel.

CURRENT ADMINISTRATIVE TOPICS

The following areas were also discussed with court personnel in order to provide judicial personnel with the most current accounting or administrative information:

DJS recommends the Clerk conduct performance evaluations annually with staff, and recommends the Clerk receive a performance evaluation from the Presiding/Chief Judge annually. Once completed, the evaluations should be uploaded into the evaluation system as directed by Human Resources.

DJS recommends the Clerk verify applicant references before extending an offer of employment.

DJS recommends the Clerk and Judges coordinate with the Sheriff's Department to arrange active shooter training for all Clerk's Office staff at the courthouse.

DJS recommends the Clerk complete the purge/expungement process annually.

DJS recommends the Clerk monitor staff's progress in the required Security Awareness Training.

SERVICES REQUESTED BY COURT

None at this time.

FOLLOW-UP SERVICES REQUESTED BY COURT

None at this time.

AUDIT/COMPLIANCE

DJS discussed the court's last audit with the clerk. The clerk shared there were no audit points or issues.

ADDITIONAL SERVICES

The visit findings and recommendations were discussed with the clerk at the conclusion of the administrative and financial judicial services visit, and we would like to take this opportunity to thank Faye Yelverton, Clerk, for her assistance.

Administrative and Financial Judicial Services Visit Conducted By: Jennette Runner and Jenifer Posey