

VIRGINIA:

IN THE GENERAL DISTRICT COURT FOR THE CITY OF ALEXANDRIA:

Revised procedures beginning **June 15, 2020**
pursuant to the Judicial Emergency as declared by the Virginia Supreme Court:

All dockets will be segmented to allow for physical distancing and reduced numbers of people in the Courthouse at any given time. You may check the scheduling of dockets or the status of a case online at **vacourts.gov** or by calling us at:

Traffic: (703) 746-4041
Criminal: (703) 746-4030
Civil: (703) 746-4021

So far during the Judicial Emergency we have not rejected any requests for remote proceedings, however, fewer such requests have been made than we expected. If you have a matter that you would like heard telephonically or by video, please do not hesitate to let us know and we will do everything we can to accommodate your request.

For now and until further notice, the following procedures apply:

TRAFFIC AND CRIMINAL

Dockets will be segmented. **When you arrive at the Courthouse you must check in at the information tent in the courtyard before entering the building.** You will be given options and instructions which may allow you to avoid entering the Courthouse. If you still must attend your Court proceeding in person you will be given a specific time to report back to the Courthouse to be allowed access to the Courtroom for your hearing. If you are represented by counsel, your attorney should assist you with the process of checking in. Continuances will be liberally granted and in many cases continuances may be granted simply by calling the Clerk's office at one of the numbers above.

CIVIL

If you wish to avoid coming to Court on any civil matter, call the Clerk's office at (703) 746-4021 to make arrangements to appear before the judge telephonically or by video.

All residential **Unlawful Detainer** actions and the issuance of writs of eviction are suspended and continued until further notice from the Supreme Court of Virginia. No previously pending or newly filed Summonses for Unlawful Detainer will be sent out for service until the suspension period has expired. All unexecuted writs of eviction issued prior to March 16 are no longer valid and will only be reissued after the expiration of the suspension period upon a showing by the landlord that all legal requirements for such reissuance have been met.

This Court convened a Civil Study Group to develop a procedure for defendants to appear at First Returns in **Warrant in Debt** cases by filing a First Return Form. First Return Instructions and the First Return Form are attached. When filing a Warrant in Debt, the Plaintiff must prepare the First Return Instruction sheet and First Return Form with the style of their case and provide it to the Clerk to be served with their Warrant in Debt. This procedure will remain in place until further notice.

Initial Petitions for **Preliminary Protective Orders** will continue to be heard at the time of filing and may be granted for longer than the 15-day limit set forth in Virginia Code Section 19.2-152.9 (B).

No appearance is required for **Garnishment** returns which will be reviewed in chambers at the conclusion of the docket for which they were scheduled and the judge will enter a payment order or dismiss the garnishment. Exemption claims by judgment debtors, requests for rules to show cause by judgment creditors, or other requests may be heard by telephone.

DONALD M. HADDOCK, JR.
Chief Judge