

ALEXANDRIA JUVENILE AND DOMESTIC RELATIONS DISTRICT COURT

(703) 746-4141

GENERAL INFORMATION SHEET AND GUIDELINES FOR CLERK'S OFFICE DURING COVID EMERGENCY

Due to the Covid-19 pandemic and for the health and safety of the public and our employees, entry into the Alexandria Courthouse remains subject to safety screening for all who enter. As a result, we are asking that ALL COURT USERS please review this information sheet regarding any requests for information and access to the Alexandria Juvenile and Domestic Relations (JDR) Court Clerk's Office concerning any needs.

Other than statutory requirements, exceptions to these guidelines can be made for good cause shown. Contact the Clerk's Office with any questions.

1. All court users are encouraged to call the Clerk's Office in advance for information or requests at (703) 746-4141.

2. **Drop Box at Courthouse Entrance Lobby 520 King Street.** This is available to submit any written filings or requests.

Clerical staff will process any such submissions promptly.

3. **FILING NEW PETITIONS: (custody, child support, protective order):** Please call the Court Services Unit at (703) 746-4144 to schedule an appointment. New filings MUST be processed through the Court Services Unit or filed by an attorney.

4. **FILING MOTIONS ON EXISTING CASES:** Motions to amend/review orders (DC-630), Motions for Show Cause (DC-635) and others can be found on the [www.vacourts.gov](http://www.vacourts.gov) website. On the left-hand side, select Forms, and then Juvenile and Domestic Relations Forms. Forms must be printed and signed and can either be mailed or dropped in the JDR drop box in the courthouse lobby. **No faxed motions accepted.** Any motions that involve a juvenile action such as custody or visitation, child support, or a delinquency matter require a photocopy of your picture ID.

**\*Please note that any unsigned motions will be returned Unprocessed.**

5. **Participation by Phone:** If you have a court hearing already scheduled and would like to participate over the phone, please fill out and drop off your request in the drop box or call the Clerk's Office to submit your request. Please note, due to the additional time and resources necessary to process phone requests, we ask that you make your request in the Clerk's Office at least **24 hours prior** to your hearing date. It is the responsibility of the requesting party to **check if their request was granted or denied by the judge.** If your phone request is granted, you are responsible for calling into the Clerk's Office at the time of your hearing. Any exceptions to this will be considered by the judge for good cause shown.

6. **VIDEO REMOTE PARTICIPATION FOR COURT HEARINGS:** See "Notice of Procedures for Remote Video Hearing."

7. **FILE REVIEWS:** Until further Health Department guidance, due to safety restrictions and the need for social distancing, please contact the Clerk's Office in advance to schedule time to review a file. Times will be made available as expeditiously as possible.

8. **COPY REQUESTS:** All copy requests must be submitted in writing either through mail or the drop-box in the courthouse lobby. **No e-mail, No fax.** Please be specific and detailed in your request for copies. Provide your name, phone number, address, case number (if you have it), and type of case such as custody/visitation, child support, criminal, protective order, etc. By statute the Clerk's Office has 5 business days to process copy requests.

**\*Please note, cases pertaining to a juvenile require a photocopy of your picture ID or your request cannot be processed\***

9. **PAYMENT of Fines, Restitution, Court Costs, etc.:** Payments can be made online at [www.vacourts.gov](http://www.vacourts.gov) via credit or debit card. For adult cases, you can search using name or case number. For cases pertaining to juveniles, case number is required. For information regarding additional time to pay please contact the Clerk's Office.

\*Please note there is a 4% fee for using a card. Alternatively, you can mail a check or money order to the Clerk's Office with your case information.

10. **Additional Information:** Due to safety restrictions on courthouse entry and space needs for social distancing, do not bring non-essential persons or children to JDR court. Call the Clerk's Office in advance if you have questions on this.

**Juvenile and Domestic Relations District Court 703-746-4141**

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

Court Services Unit: 703-746-4144  
Legal Services of N. Virginia: 703-684-5566  
Bar Association/Lawyer Referral: 703-548-1105

Circuit Court: 703-746-4044  
703-746-4123