

Chesapeake Juvenile & Domestic Relations District Court

NAME OF COURT: CHESAPEAKE JUVENILE & DOMESTIC RELATIONS DISTRICT COURT

JUDGES:

Honorable David J. Whitted, Chief Judge
Honorable Lori B. Galbraith, Presiding Judge
Honorable Andrew D. Kubovcik, Presiding Judge
Honorable Larry D. Willis, Sr., Presiding Judge

CLERK'S OFFICE:

Bonnie F. L. Coffey, Clerk of Court
bcoffey@vacourts.gov
Laura M. Kosinski, Chief Deputy Clerk
lkosinski@vacourts.gov

PHYSICAL & MAILING ADDRESS: 301 Albemarle Dr., 2nd Floor, Chesapeake, VA 23322

PUBLIC HOURS: 8:00 a.m. to 4:00 p.m.

PHONE & FAX:

Phone: 757-382-8100
Fax: 757-382-8152

Court Schedule:

Arrestments
Criminal, Civil, Traffic/Summons
Mon. - Fri., 9:00 a.m.

Trials
Custody/Visitation
Mon., Tues., & Thurs., 10:00 a.m., 11:00 a.m., 1:00 p.m., 2:00 p.m.

Adult Criminal
Mon., Tues., Wed., & Thurs. 10:00 a.m., 11:00 a.m., 1:00 p.m., 2:00 p.m.

Juvenile Delinquency
Mon., Tues., Wed., & Thurs., 10:00 a.m., 11:00 a.m., 1:00 p.m., 2:00 p.m.

Adult/Juvenile Reviews
Fridays
Support/DCSE
Tues., Wed., & Thurs., 10:00 a.m., 11:00 a.m., 1:00 p.m., 2:00 p.m.

Contested Matters
Mon. - Fri.

Protective Orders:
Mon.- Fri. 9:00 a.m., 9:30 a.m.

****INFORMATION FOR MAGISTRATES****

All Criminal Arraignments:

If detained, set for the next day at 9:00 a.m.

If released, set for one week out at 9:00 a.m.

If out of jurisdiction, set for three weeks out at 9:00 a.m.

CONTINUANCE POLICY

Procedure to Continue a Trial Date:

1. Notice: All requests for continuances of a trial date must be made in writing to the Court and copy to all parties involved and as far in advance of the trial date as possible. The request for the continuance must fully state the good cause in support of the request and must include the number of previous continuances. All requests will be forwarded to the Presiding Judge hearing the matter.
2. Good Cause: Continuances will be granted in the Court's discretion for good cause shown. The following may not be considered as good cause:
 - All parties have agreed to the continuance.
 - This is the first continuance request.
 - The other party has been granted a continuance before.
 - Discovery has not been completed.
 - The untimely hiring of counsel or the desire to substitute counsel.
 - The case is close to resolved or will be if a continuance is granted.
 - Counsel is unprepared for trial for reasons such as, the party's failure to maintain necessary contact with counsel or vice versa.
 - Unavailability of a witness for whom no subpoena request has been issued.
 - A police officer or witness is either in training or is scheduled to be on vacation, unless the Court is advised of the conflict sufficiently in advance of the trial date to prevent an inconvenience to attorneys, the parties, witnesses, or the Court.
3. Available dates shall be provided to the Clerk's Office when making the continuance request.

BOND HEARINGS

Bond hearings are generally set within 48 hours of the arraignment and are heard at 9:30 a.m., if the defendant is being held in Chesapeake City Jail. If the defendant is being held in another jurisdiction, then we will have to set the bond hearing up with that jail according to their availability. Should an attorney get retained after an arraignment and would like to set up a bond hearing, notice to the Commonwealth Attorney, if they are involved, is required. It is most efficient to check availability with the Court prior to requesting a bond hearing. You will find the Chesapeake JDR contact list attached so that the courtroom clerk may be contacted directly.

CUSTODY, VISITATION

All petitions filed regarding matters of custody and visitation must be filed on state forms and each child requires a separate petition for each issue. The filing fee is \$25.00 per petitioner.

The Mediation Coordinator will screen all filings to determine eligibility for mediation. If deemed appropriate, a referral will be made.

In all contested custody and visitation cases, the parties will be required to complete an approved Parenting Education Course, unless the parties have completed a course within twelve (12) months prior to their court appearance.

Support Petitions

The Mediation Coordinator will screen all non-DCSE filings to determine eligibility for mediation. If deemed appropriate, a referral will be made.

Filing fee for spousal support is \$12 for service, per party being served.

PATERNITY

Filing fee for establishing paternity or disestablishing paternity is \$12 for service, per party being served. A phlebotomist is present at the courthouse the 1st and 3rd Wednesday of each month, from 8 am to 12 pm. The person filing for paternity will be required to pay for the testing, which is \$70 per person being tested. LabCorp will not release paternity results until they receive payment. Payment accepted is money order, cashier's check or over the phone credit card payment to LabCorp.

Filing/Service Fees

Establish Paternity: \$12/service (per party)
Disestablish Paternity: \$12/service (per party)
Custody/Visitation: \$25 filing fee per petitioner

Relief of Custody:

Parent petitioner- \$12/service (per party)
Non-parent petitioner- no fee

Emancipation: \$12/service (per party)
Child Support: No fee
Spousal Support: \$12/service (per party)
Witness subpoena for civil matters: \$12/service (per person to be subpoenaed)
Subpoena duces tecum for civil matters: \$12/service

Checks should be made payable to: Chesapeake JDR Clerk's Office

For waiver of filing fees, sheriff's fees, or writ tax, please use:
<http://www.vacourts.gov/forms/circuit/cc1414.pdf>

Protective Orders

Protective Order petitions must be filed through the Chesapeake Court Service Unit (CSU). When seeking a protective order, the petitioner must be at the CSU office by 1:00 pm, as this court must have the petition by 1:30 pm to allow adequate time to the Chesapeake Sheriff's Department to serve the preliminary protective order if granted by the Court.

HOPE CARDS

Chesapeake JDR participates in the HOPE Card program. Information regarding this service can be found at: <http://www.vacourts.gov/courtadmin/aoc/judpln/programs/dvps/home.html> You can also contact Victim Witness at 757-382-6417.

TRANSPORTATION OF INMATES

The Court will do a Transportation Order for parties in criminal or civil cases, provided the Court is aware of the incarceration. If the matter in which the incarcerated person is needed to appear, is a civil matter, the Court will not know that a transportation order is needed, unless the Court is notified of such incarceration. If the matter is a criminal matter but the incarcerated person is not being held on this criminal matter, the Court will need to be notified of such incarceration.

REMOTE HEARINGS

Remote hearing requests shall be submitted to the Court in writing and will be taken to the presiding judge hearing the matter to grant or deny. If a WebEx is requested and granted, the email address of the person/persons appearing via WebEx will need to be provided to the Clerk's Office prior to the hearing/trial date.

RECORDING DEVICES

Recording of court proceedings is prohibited, unless by a court reporter, or prior approval was authorized by a judge of this Court.

CLERK'S OFFICE

Persons will not be granted access to the clerk's office, staff area, without authorization from the Clerk of Court. When requesting to speak to the Clerk of Court, an email may be sent to the Clerk requesting a meeting. It will be at the Clerk's discretion, as to whether that meeting is held via telephone or in person.

All orders or filings must be submitted to the JDR Clerk's Office, via email, mail or in person. (NO FAXES ACCEPTED) Attached you will find a Chesapeake JDR contact list with email addresses and phone numbers for the Clerk's Office staff.

ADDITIONAL INFORMATION

COURT SERVICES UNIT

Elizabeth St. John, Director, phone: 757-382-8188

JUVENILE DETENTION HOME

Morris Barco, Superintendent, phone: 757-382-6779

DEPARTMENT OF SOCIAL SERVICES

Pamela Little-Hill, Director, phone: 757-382-2000

MAGISTRATE'S OFFICE

Marguerite "Margo" Laraia, Chief Magistrate, phone: 757-382-6534

Chesapeake Juvenile and Domestic Relations District Court
301 Albemarle Drive, Chesapeake, VA 23322

INTERNAL USE ONLY

Clerk of Court

Bonnie Coffey 382-8113 Direct Line bcoffey@vacourts.gov

Chief Duty Clerk- Post Court Supervisor

Laura Kosinski 382-8868 lkosinski@vacourts.gov

Pre-Court Supervisor

Sheryl Parrish 382-8115 sdparrish@vacourts.gov

Bookkeeper

Forest, Qurtise 382-8122 qforest@vacourts.gov

Pre-Court

Harrington, Nicole

Harris, Hyacinth 382-8105

hharris@vacourts.gov

Jackson, Alisa 382-8109

aaajackson@vacourts.gov

Lowe, Alecia

alowe@vacourts.gov

Pons, Jennifer 382-8107

jpons@vacourts.gov

Post Court

Rhodes, Olivia 382-8116 orhodes@vacourts.gov

Crtrm 1 Mon/Tues

Scott, Tatiana 382-8872

tcscott@vacourts.gov

Crtrm 1 Wed/Thurs

Stewart, Stephanie 382-8869

sbstewart@vacourts.gov

Crtrm 2 Mon/Tues

Jackson, Kristin 382-8110

kijackson@vacourts.gov

Crtrm 2 Wed/Thurs

Buie, Jaime 382-8111

[jbunie@vacourts.gov](mailto:jbuie@vacourts.gov)

Crtrm 3 Tues/Thurs

Rodriguez, Jordan 382-8871

jrodriguez@vacourts.gov

Crtrm 3 Mon/Wed

Garrett, LaChanta 382-8112

lgarrett@vacourts.gov

Crtrm 4 Tues/Thurs

Armstrong, Kaitlin 382-8108

karmstrong@vacourts.gov

Crtrm 4 Mon/Wed