



Arlington Juvenile and Domestic Relations District Court
17TH JUDICIAL DISTRICT

GEORGE D. VAROUTSOS
CHIEF JUDGE

ROBIN L. ROBB
JUDGE

RONIKKA K. LARTEY
CLERK

Arlington County Justice Center
1425 North Courthouse Road, 4th Floor
Arlington, Virginia 22201

Mailing Address: P.O. Box 925, Arlington, Virginia 22216
Telephone: (703) 228-4495

RETIRED JUDGE

ESTHER L. WIGGINS

Policies and Procedures of the Arlington County Juvenile and Domestic Relations District Court First Interim Plan for the Provision of Services (June 15, 2020)

The Arlington County Juvenile and Domestic Relations District Court (the “Court”) continues to monitor the outbreak of Covid-19; actions taken by federal, state, and local authorities; and other recent developments. These procedures consider the directives and Orders of the Virginia Supreme Court; Court operations, and guidance provided by the Arlington County and the Centers for Disease control.

The Honorable William T. Newman, Jr., Chief Judge of the Arlington County Circuit Court delineated in the Circuit Court interim plan dated June 8, 2020 the steps that have been taken and will continue to be taken as to all Courts to include social distancing reminders; the Sheriff’s Department taking the temperature of everyone entering the Courthouse; limitations on admission of patrons and Court personnel who have been exposed, have travelled, or who exhibit Covid-like symptoms; the requirement to wear face coverings; and the regular and frequent cleaning and disinfecting occurring throughout the Courthouse. We have additionally had the Arlington County Health Department tour the 4th floor. This Court is following the Health Department and CDC guidelines.

Given the most recent order from the Virginia Supreme Court as well as the Governor’s and the County’s transition plans the following processes will be employed for the near future and until it is otherwise amended, rescinded or upon subsequent Court action.

A. General Policies:

1. The Court will limit the number of persons allowed in the courtroom and require that all courtroom occupants maintain a social distance consistent with the guidelines established by the Commonwealth of Virginia and the Center for Disease Control and Prevention. Should the number of participants exceed the limits of a given courtroom, it may become necessary for the proceeding to occur on the 3rd floor or the 11th floor of the courthouse. In such event notice will be posted on the 4th floor. Parties and counsel are encouraged to only have necessary parties in the courtroom.

2. The Court will maintain a liberal continuance policy. If any participant has been ill or currently experiencing symptoms such as shortness of breath, cough, or a fever, or has been exposed to someone who has been diagnosed with Covid-19, the parties are asked to continue or reschedule the hearing by contacting the Clerk's Office at (703) 228-4495.
3. Filings:
 - (a) Initial petitions
 - (i) filed by non-represented parties or by the County in child dependency cases must go through Intake. Should a non-represented party be unable to come in person to the courthouse they should arrange for an appointment to do so remotely, if possible, by calling (703) 228-4500. The petitioner shall be billed for any filing fees not submitted with the original petition filed remotely.
 - (ii) Initial petitions filed by attorneys may be filed either electronically, via email to jdr.4@arlingtonva.us with the original mailed to the Court (with a check for all necessary filing fees) within five days of the submission or by filing the petition in the locked drop box on the wall outside of the Clerk's Office. The filing attorney shall be billed for any filing fees not submitted with the original papers mailed to the Court.
 - (iii) No matter will be docketed without the payment of necessary fees.
 - (b) Motions filed by an attorney or non-represented party may be filed electronically, via email to jdr.4@arlingtonva.us. Alternatively, such motions and other pleadings may be filed in the locked drop box on the wall outside the Clerk's Office. Standard forms such as Motions to Amend/Review Orders or Requests for Rules to Show Cause may be found on the table located outside the Clerk's Office or online at www.courts.state.va.us/courts/jdr/home.html.
4. Counsel and litigants may utilize video/audio platforms, unless otherwise noted in the policy, for matters pending before the Court. The Court will use as its primary platform Polycom.¹ A free download of the Polycom platform and instructions for usage are attached. The Court may permit such remote hearings provided the parties provide a written motion five (5) business days² in advance requesting a remote hearing that provides the following information:
 - (a) The current court date and time;
 - (b) The names, email addresses and cell phone numbers of the participants who will be participating remotely;
 - (c) Specification of the platform to be used if other than Polycom. All participants must use the same platform;
 - (d) A certification that all participants appearing remotely have downloaded the specified platform and have done so in advance of the hearing.
 - (e) A certification that all parties agree with utilization of the remote platform.
 - (f) Any evidence, documents or exhibits to be introduced during remote proceedings shall be exchanged between the parties and their counsel and filed with the Court, five (5) business days before the hearing. Exhibits filed with the Court shall be filed under seal. The Court will unseal and review the exhibit only after it has been admitted into evidence. Written stipulations as to facts and/or exhibits is encouraged.

¹ Other acceptable platforms include Go to Meetings, Google Meetings and Teams.

² The five (5) day advance written motion requirement is waived for the week of June 15th.

- (g) Except while a client is testifying and has not yet completed the testimony: attorneys are permitted to communicate with their clients during the hearing as if the client and counsel were seated at counsel table; said communication may be done electronically during the hearing in a manner not to interfere with the proceedings; and should counsel need to speak with the client instead of using electronic devices, counsel may ask the Court for a brief recess to do so.
 - (h) Any party who objects to the proceeding being heard remotely shall file a written motion within three (3) days of the hearing noting their objection and stating the basis for said objection. The Court will then notify the parties of how the Court will proceed.
 - (i) No one shall record any part of the hearing without express permission granted by the Court by a separate order entered by the Court, excluding a court reporter for the hearing.
5. All parties and counsel appearing remotely shall be prepared to begin the hearing at the scheduled time and remain prepared to begin even if the proceeding is delayed. All witnesses appearing remotely shall be prepared to testify at the scheduled time and remain prepared to testify during the pendency of the hearing until their testimony is required.
 6. All pretrial tasks including, without limitation, negotiation of plea agreements and recommendations, consideration of settlement offers, interviewing and preparing witnesses must be completed in advance of the scheduled trial time and preferably no later than the day prior to trial.
 7. All scheduling changes must go through the Clerk's Office and not through Judges' Chambers. Scheduling requests and changes may be made by calling the Clerk's Office at (703) 228-4495 or by email to jdr.4@arlingtonva.us.
 8. It is the attorney's responsibility to notify the courtroom Clerk if the attorney is going to be in another courtroom and in which courtroom.
 9. If payment of court costs, fees and/or restitution cannot be made in person, payment may be made online. A copy of the online payment instructions is attached.

B. Specific Case Types:

The Court has a segmented docket management system. In rescheduling cases previously suspended and in setting new cases the Court is assessing the number of cases and the expected number of persons participating in a given case in setting the schedule so that social distancing requirements can be maintained. This will result in fewer cases being set and longer time periods for cases to be heard.

1. Traffic Cases/Fare Evasions. Matters set for ex parte dismissal or closure remain on the docket. All traffic and fare evasion hearings that were scheduled through May 30, 2020 have been continued to a date no earlier than June 15th. All other traffic and fare evasion hearings scheduled after May 30, 2020 will remain on the docket as scheduled.
2. Protective Orders. All petitions for preliminary protective orders and adjudication hearings for permanent order will remain on the docket as scheduled. Motions to amend, modify, extend, or dissolve protective orders (whether arising from a civil filing or criminal case) shall be given priority on the Court's docket and scheduled for a date and time certain.
3. Child Dependency Hearings. These matters continue as scheduled. Orders for such hearings conducted remotely that are subject to Title IV-E funding shall be circulated, endorsed and submitted on the same date as the hearing. All other orders may be submitted within three (3) days of the hearing. Orders may be emailed to jdr.4@arlingtonva.us.

4. Child Support Cases.
 - a. Division of Child Support Enforcement (DCSE) Cases:
 - (i) All cases previously suspended through May 21, 2020 have been rescheduled.
 - (ii) Respondents in show cause proceedings currently set for adjudication or for sentencing must appear in person unless otherwise excused by the Court.
 - (iii) Parties filing new petitions for child support after June 12, 2020 will be provided an evidence order upon filing. The evidence order will provide litigants instructions to follow for the submission of their financial records to the Division of Child Support Enforcement's offices, two weeks prior to their scheduled hearing.
 - (iv) Child support hearings in courtroom 4A shall be heard on the first Tuesday and third Thursday of each month. Child support hearings in courtroom 4B shall be heard the first Thursday and third Tuesday of each month.
 - b. Support Matters which do not involve the Division of Child Support Enforcement:
 - (i) All cases previously suspended through May 31, 2020 have been rescheduled.
 - (ii) Non-DCSE cases may be heard but are not mandated to be heard on a DCSE day.
 5. Civil Cases (Custody, Visitation, Child in Need of Supervision/Services).
 - a. Custody and visitation trials scheduled through May 31, 2020 were previously suspended and should have been rescheduled to a date certain no earlier than June 11, 2020. If you had a prior Court date and have not had your case rescheduled contact the Clerk's office. Prior time estimates provided will be honored.
 - b. Given the backlog of cases, across all case types, new custody and visitation trials for cases filed after May 31, 2020, will be scheduled for no more than three (3) hours except for good cause shown.
 - c. Child in Need of Supervision/Services will continue as scheduled.
 6. Criminal Cases. Criminal matters will be heard as follows:
 - a. Matters set for *ex parte* closure or *ex parte* dismissal shall remain on the docket as scheduled.
 - b. In custody adult and juvenile arraignments and bond Motions (including motions to amend, modify or revoke bond) will be held by video.
 - c. Out of custody adult and juvenile arraignments will continue as scheduled in person.
 - d. Juvenile Detention Hearings (including detention review hearings, and New Beginnings Review hearings) shall be heard as scheduled via video.
 - e. All preliminary hearings, trials and sentencing hearings shall resume. It is the expectation of the Court that the prosecutor, defense counsel and defendant (regardless of whether or not the defendant is in or out of custody) appear in person. Subject to the procedure set forth in paragraph A4 herein witnesses may participate remotely.
- C. Non-Case Related Events:
1. The Court's non-case related events (including all driver's license ceremonies, court tours and intern and volunteer programs) remain suspended.
 2. Letters are being mailed to the teen drivers with instructions on how to comply with the formal license ceremony requirements. Teens whose ceremonies were previously scheduled but suspended are being given priority.

For Android or Apple Devices:

- Please download the Polycom App from the Google Play Store or Apple App Store -Image 1
- Once the app is downloaded, open the app, it will ask permissions of your phone or PC, you will need to "Allow" all permissions in order to use the app
- When you get to the main screen, you can register as a user or just click "Next", it is recommended to just click "Next" as there is no benefit/need to register - Image 2
- Click "Skip" on the next screen
- The next screen will be a Dialpad screen -Image 3

- Type in the number for the courtroom the hearing will be held in (Number must be entered exactly, or it will not go through, include periods and pound signs):

If 4A- dial: 209.10.91.46##7653701301

If 4B- dial: 209.10.91.46##7653701322

- Only hit the green "Call" button at the time of the scheduled hearing OR at direction from the Judge or Clerk via email or phone
- Screen will look like the image at the bottom right:
- When the hearing has concluded, click red "Phone down" image on the far right of the screen to disconnect
- If you are participating only by phone you do not need to download the app. Just call **804-418-4770**, when prompted, use the # below that corresponds to the courtroom the hearing is being held in

Courtroom 4A – 53701301

Courtroom 4B – 53701322

If you are unable to connect, please notify the Clerk's office at 703-228-4495

Android:

<https://play.google.com/store/apps/details?id=com.polycom.cm.ad.mobile.android.phone&hl=en>

Apple:

<https://apps.apple.com/us/app/polycom-realpresence-mobile-hd/id465412616>

Image 1



Image 2



Image 3



To make online payments (prepayments cannot be made online)
go to <https://eapps.courts.state.va.us/fmsOnline>



Accept the Terms and Conditions of Use

1. On the "J&DR Court Payment Name Search" page, choose the Court Level as J&DR Court and Court Location as Arlington J & DR Court
2. For adult cases, you can search my name or base case number
For juvenile cases, you can only search by base case number and then will need to verify one other question (for example, DOB or SSN)
3. Select the case(s) and click on the Pay button
4. Enter the amount of payment and the system will show the amount of the convenience fee, enter an email address for a copy of the receipt (not mandatory), and click on the Proceed to Payment Collection button
5. You will be directed to a secure website for to enter the credit card information
6. Once the payment is processed, a receipt can be printed from the screen and if an email address was provided, a receipt will be emailed. These receipts can be taken to DMV to get a license reinstated.