

Attached please find new docketing schedules for criminal/traffic and civil cases, beginning 7/1/2021.

As noted, the civil docket remains the same, with some slight modifications to maximum case filings per docket.

The criminal/traffic docket will now consist of the time slots (9:00 AM traffic/infraction cases-NO CA involvement; 10:30 AM criminal misdemeanor docket-CA involvement; and 11:30 AM felony criminal docket-CA involvement).

In custody bond motions/arraignments will remain in courtroom 2 at 930 AM.

The 830 AM courtroom 1 motions docket is being eliminated.

A new courtroom 6 arraignment/motions/catch-all docket will be instituted.

It will run M-F from 900 AM to 1030AM.

It will cover all walk-in arraignments, deferrals, SIS returns, and sentencings (formerly held at 830 AM in courtroom 5). This docket will have a dedicated prosecutor each day.

All cases currently docketed for 9/10/1030/11/1130 will remain as docketed

at those time slots. Any case pending for one of these timeslots that is to be continued will be set for 9/1030/1130 depending on the case type.

The Hon. Robert P. Coleman  
Chief Judge, 31ST Judicial District  
Prince William County General District Court  
9311 Lee Avenue  
Manassas, Virginia 20110

## GENERAL DISTRICT COURT DOCKETING PROCEDURES

**Courtroom 1:** 11:00 AM Civil Returns  
1:30 PM Civil Trials

SEE ATTACHED CIVIL DOCKET SCHEDULE FOR CASE TYPE AND MAXIMUM FILINGS

**Courtroom 2:** 9:30 AM In Custody Video Arraignments

**Courtroom 3:** 9:00 AM Traffic Cases/Infractions—No Commonwealth Attorney  
10:30 AM Criminal Docket—criminal cases/Reckless Driving/ Trooper cases—Commonwealth Attorney present  
11:30 AM Felony Docket—Commonwealth Attorney present  
1:00 PM Civil Return Docket (Tuesday, Wednesday, Friday)  
1:30 PM Civil Trials (Tuesday, Wednesday, Friday)  
1:30 PM ASAP RETURNS (Thursdays)  
2:10 PM Transurban (Thursdays)

**Courtroom 4:** 9:00 AM Traffic Cases/Infractions—No Commonwealth Attorney  
10:30 AM Criminal Docket—criminal cases/Reckless Driving/ Trooper cases—Commonwealth Attorney present  
11:30 AM Felony Docket—Commonwealth Attorney present  
1:00 PM Civil Return Docket  
1:30 PM Civil Trials

**Courtroom 5:** 9:00 AM Traffic Cases/Infractions—No Commonwealth Attorney  
10:30 AM Criminal Docket—criminal cases/Reckless Driving/ Trooper cases—Commonwealth Attorney present  
11:30 AM Felony Docket—Commonwealth Attorney present  
1:00 PM Civil Returns  
1:30 PM Civil Trials

**Courtroom 6:** 9:00 AM—10:30 AM Arrestment/Motions/Catch-All Docket

Walk-in-arrestments/deferrals/SIS returns/Motions/Sentencings

Trial dates to be set in consultation with CA and PD if PD is assigned to the case

CA responsible for notifying officers of court dates

10:30 AM Criminal Docket—criminal cases/Reckless Driving/ Trooper cases—Commonwealth Attorney present

11:30 AM Felony Docket—Commonwealth Attorney present

1:30 PM Civil Trials

**WALK-INS and Protective Orders all day (8am-400 pm)**

## CIVIL DOCKET SCHEDULE

**Monday:**            Motions/Post-Judgment

11 a.m. Docket - Cap of 125 (CR #1)

1 p.m. Docket – Cap of 75 (CR #3)

Unlawful Detainer WOCO Day

1 p.m. Docket – Cap of 20 (CR #1)

1:30 p.m. Trial Docket – Cap of 10 (CR #1)

**Tuesday:**            Warrant in Debt Day

11 a.m. Docket – Cap of 125 (CR #1)

1 p.m. Docket – Cap of 150 (75-CR #3 / 75-CR #4)

1:30 Trial Docket – Cap of 10 (CR #1)

**Wednesday:**        Small Claims Day – 2<sup>ND</sup> / 4<sup>TH</sup> Wednesday

11 a.m. Docket – Cap of 30 (CR #1)

1:30 p.m. Trial Docket – Cap of 10 (CR #1)

Motions/Post-Judgment – 1<sup>ST</sup> / 3<sup>RD</sup> / 5<sup>TH</sup> Wednesday

11 a.m. Docket - Cap of 125 (CR #1)

1 p.m. Docket – Cap of 150 (75-CR #3 / 75-CR #4)

1:30 p.m. Trial Docket – Cap of 10 (CR#1)

**Thursday:**            Warrant in Debt Day

11 a.m. Docket – Cap of 125 (CR #1)

1 p.m. Docket – Cap of 150 (75-CR #3 / 75-CR #5)

1:30 Trial Docket – Cap of 10 (CR #1)

**Friday:**                Unlawful Detainer Day – ATTORNEYS only

11 a.m. Docket – Cap of 125 (CR #1)

1:00 Docket – Cap of 150 (75-CR #3 / 75-CR #4)

1:30 Trial Docket – Cap of 10 (CR #1)