

Alissa Hudson

From: pwcbbar@mail-list.com on behalf of Smith, Jacqueline <JSmith5@pwcgov.org>
Sent: Tuesday, October 6, 2020 1:49 PM
To: pwcbbar@mail-list.com
Subject: [pwcbbar] E-Mailing Certain Filings
Attachments: image001.png; image002.png; image003.png

Good afternoon:

In light of the Supreme Court's recent recommendation that Circuit Court Clerks accept certain filings via email, we are initiating the following temporary filing allowances for:

Criminal Cases:

May be Filed In-Person, By Mail or By E-Mail (circuitcourt@pwcgov.org)

Interpreter Requests

Notice and Motions

Payment Plan Petitions

Pleadings

Praecipes

Restricted Operator License Applications

Subpoena and Subpoena Duces Tecum Requests

Transportation Order Requests

Criminal Cases:

May be Filed In-Person, By Mail or E-Filed through Electronic Voucher Payment System (EVPS)

DC-40

Civil Cases:

May be Filed In-Person, By Mail or By E-Mail (circuitcourt@pwcgov.org)

Filings in Existing Cases not Requiring Payment

Praecipes

Proposed Orders (No Courtesy Copies to Judges' Chambers)

Civil Cases:

May be Filed In-Person, By Mail or E-Filed through Virginia Judiciary E-Filing System (VJEFS)

Case Initiating Documents (i.e. Complaint, Petition, etc.)

Subsequent Filings in E-Filed Cases

Civil Cases:

May be Filed In-Person or By Mail ONLY

Case Filings Requiring Payment of a Fee (when case not initiated via e-filing in VJEFS)

Vital Records Documents

VS-4

VS-21

Please note the following:

1. Hours for filing by email are 8:30a.m.-4:00p.m. business days. Any filings received after the close of business will be deemed filed the next business day.
2. Hours for e-filing via VJEFS remain 8:30a.m.-7:00p.m. Any filings received after 7:00p.m. will be deemed filed the next business day.
3. E-mailed filings MUST be submitted in pdf form.
4. E-mailed filings will receive an emailed response acknowledging receipt and filing.
5. When filing via e-mail, additional copies should not be submitted via any other route (including courtesy copies to Judges' Chambers) in order to avoid entry of duplicate Orders.
6. Appeals from Juvenile & Domestic Relations Court and General District Court should still be noticed in the originating court following that court's filing requirements.

This information will be posted to our website, social media and in the courthouse.

Thank you,

Jackie

Jacqueline C. Smith, Esquire

Clerk of Circuit Court for Prince William County, Manassas & Manassas Park

9311 Lee Avenue, Manassas, Virginia 20110

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