

## **PRINCE WILLIAM GDC UPDATES**

As we continue operating under COVID-19 restrictions, please be advised the dockets that were previously adjusted to accommodate social distancing and avoid overcrowding will continue until further notice. Please note this may not be a permanent change within this office, however, we are continually making an effort to keep everyone safe. Please see attached outline of the civil docket schedule. In June, we notified the bar that there would be new guidelines pertaining to garnishment filings; scheduling a garnishment return date works much like scheduling an unlawful detainer, each week there are assigned dates in which we will be setting a bank garnishment or wage garnishment. The dates will change from week to week so please be sure to check the schedule attached prior to filing.

- 1) If you have any questions about the return date you are choosing for any civil case filing, please contact the clerk's office to confirm the date is correct. We are more than happy to assist.
- 2) In order to avoid delay in any case processing, please be sure that all necessary forms are completed, there are enough copies of each form, and that the payment amount is correct. We cannot move forward with processing if we are missing payment, paperwork, or have incomplete forms. Effective October 22, 2020, the clerk's office will no longer be returning incorrect case filings by mail. We will be notifying your office of the issue and the case and/or cases will be placed in a "problem" bin in the civil clerk's office lobby to be picked up or corrected. We are doing this in an effort to reduce the number of returned filings and any delay in case processing by mailing paperwork back and forth. We hope this new policy enables us to better communicate with your office. If your office has a specific point of contact for these issues, please advise the clerk's office.
- 3) Traffic/Criminal dockets will continue the same time slots previously established.
- 4) We have created a blank Order form for both traffic/criminal and civil cases which has been placed in each courtroom and clerk's office for your use when in need of an Order.

Thank you for your time and attention to these changes. We continue to enjoy working with all of you and are happy to help with any questions or concerns that may arise.

\* Civil Court Docket Schedule and Wage/Bank Garnishment Schedule Attached

**CIVIL DOCKET SCHEDULE**

**\*\*PLEASE NOTE A FILING FEE INCREASE OF \$6.00 TAKES EFFECT ON JULY 1, 2020\*\***

*Monday*

- 11:00 am – Post Judgment (Ct Rm 1) – 75 cases
- 1:00 pm – Post Judgment (Ct Rm 3) – 100 cases
- 1:00 pm – Pro Se Unlawful Detainer Returns (Ct Rm 1) – 30 cases
- 1:30 pm – Pro Se Unlawful Detainer Trials– (Ct Rm 1) – 10

*Tuesday*

- 11:00 am – Return Day (Ct Rm 1) – 50 cases
- 1:00 pm – Return Day (Ct Rm 1) – 50 cases (Ct Rm 3) – 75 cases (Ct Rm 4) – 75 cases
- 1:30 pm – Civil Trials (Ct Rm 1) – 5-10 cases

**Wednesday (1<sup>st</sup> and 3<sup>rd</sup> Wednesday Post Judgment) (2<sup>nd</sup> and 4<sup>th</sup> Wednesday Small Claims)**

- 11:00 am – Post Judgment (Ct Rm 1) – 75 cases
- 1:00 pm – Continuance Post Judgment Docket Only (Ct Rm 3) – 100 cases
- 1:00 pm – Post Judgment (Ct Rm 4) – 100 cases
- 1:30 pm – Civil Trials (Ct Rm 1) – 5-10 cases

*Thursday*

- 11:00 am – Return Day (Ct Rm 1) – 50 cases
- 1:00 pm – Return Day (Ct Rm 1) – 50 cases (Ct Rm 3) – 75 cases (Ct Rm 5) – 50 cases
- 1:30 pm – Civil Trials (Ct Rm 1) - 5-10 cases

*Friday*

- 11:00 am – Attorney Unlawful Detainer Returns (Ct Rm 1) – 50 cases
- 1:00 pm – Attorney Unlawful Detainer Returns (Ct Rm 1) – 50 cases (Ct Rm 3) – 75 cases (Ct Rm 4) – 75 cases
- 1:30 pm – Attorney Unlawful Detainer Trials (Ct Rm 1) – 10 cases

**-WAGE GARNISHMENT SCHEDULE:**

Filings Received	Return Dates	Return Times
10/19 – 10/23	4/26	11:00 am 1:00 pm
10/26 – 10/30	5/3 5/5	11:00 am 1:00 pm 11:00 am 1:00 pm
11/2 – 11/6	5/10	11:00 am 1:00 pm
11/9 – 11/13	5/17 5/19	11:00 am 1:00 pm 11:00 am 1:00 pm
11/16 – 11/20	5/31	11:00 am 1:00 pm
11/23 – 11/27	6/2	11:00 am 1:00 pm
11/30 – 12/4	6/7	11:00 am 1:00 pm
12/7 – 12/11	6/14	11:00 am 1:00 pm
12/14 – 12/18	6/16 6/21	11:00 am & 1:00 pm 11:00 am 1:00 pm

12/21 – 12/25	6/28  6/30	11:00 am 1:00 pm  11:00 am 1:00 pm
12/28 – 1/1	7/7	11:00 am 1:00 pm

**BANK GARNISHMENT SCHEDULE:**

Filings Received	Return Dates	Return Times
10/19 – 10/23	2/17 (Wed)	11:00 am 1:00 pm
10/26 – 10/30	2/22 (Mon)	11:00 am CLOSED 1:00 pm
11/2 – 11/6	3/1 (Mon)	11:00 am 1:00 pm
	3/3 (Wed)	11:00 am 1:00 pm
11/9 – 11/13	3/8 (Mon)	11:00 am 1:00 pm
11/16 – 11/20	3/15 (Mon)	11:00 am 1:00 pm
	3/17 (Wed)	11:00 am CLOSED 1:00 pm
11/23 – 11/27	3/22 (Mon)	11:00 am 1:00 pm
11/30 – 12/4	3/29 (Mon)	11:00 am 1:00 pm
	3/31 (Wed)	11:00 am 1:00 pm
12/7 – 12/11	4/5 (Mon)	11:00 am
	4/7 (Wed)	1:00 pm
12/14 – 12/18	4/12	11:00 am 1:00 pm
12/21-12-25	4/19	11:00 am
	4/21	1:00 pm

12/27-12/31	4/26	11:00 am 1:00 pm
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