

**VIRGINIA:**

**IN THE GENERAL DISTRICT COURT OF PRINCE WILLIAM COUNTY**

**TEMPORARY OPERATING PROCEDURES ORDER**  
**EFFECTIVE DECEMBER 7, 2020**

UPON CONSIDERATION of the continued Judicial State of Emergency and in keeping with best practices and upon the rising public health risk associated with COVID-19; and in consultation with the Prince William County Circuit Court, and its Emergency Order dated December 2, 2020; and by unanimous CONSENT of all the Judges of the General District Court, it is hereby **ADJUDGED ORDERED AND DECREED** as follows:

1. In an effort to reduce courthouse capacity in District Court, effective January 1, 2021, no criminal/traffic docket shall exceed a 400 case maximum. With the exception of December 10, 2020, all current dockets adhere to this limitation requirement.
2. All police officers shall be limited to writing a maximum of thirty (30) tickets/citations/cases per given court date. All cited offenses which occur on or after December 3, 2020, shall be docketed for first return no earlier than February 1, 2021.
3. Effective December 7, 2020, all December and January traffic and criminal dockets are hereby CLOSED to any new case filings. Any cases continued from a December or January date shall not be reset prior to March 1, 2021.
4. Any criminal or traffic case continued by Agreed Order may be presented through Chambers or by filing said Order at the front counter. An Agreed Continuance Order **requires** the signature of the Commonwealth Attorney. Please submit only one Agreed Order per case (not multiple copies bearing separate signatures).
5. The felony criminal docket on December 10, 2020 has 249 cases. All cases currently docketed for Preliminary Hearing on December 10, 2020, in which the Defendant remains incarcerated, **shall remain on the docket**. Cases scheduled for arraignment in which no Attorney Praeceptum is in the Court's file will also remain on the docket. All other Felony cases docketed for December 10, 2020 in which the defendant is on bond will be continued by the Court to a date on or after April 1, 2021.
6. All defense counsel are encouraged to continue any pending **non-violent Felony cases** to a date on or after April 1, 2021 by Agreed Order **signed** by the Commonwealth Attorney.
7. Effective December 7, 2020, any DUI case that is currently on a docket and is expected to be tried will be either tried at the designated time slot (time-permitting) or continued to 1:30 pm that day for trial as designated by the presiding Judge.

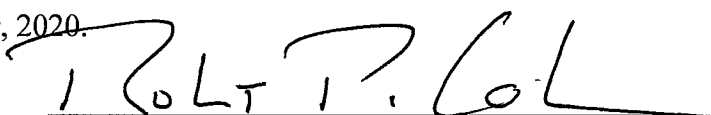
8. Defense counsel may file 8:30 AM or 9:30 AM motions in either courtroom 1 or courtroom 2 to address compelling concerns and/or objections to any continuance or docket change implemented and/or effectuated by this Order.
9. **Effective January 1, 2021, the civil post-judgement return docket in Courtroom Number 1 at 11:00 AM will be limited to 50 cases.** The remaining post judgement dockets will remain the same.
10. Remote Webex trials are available upon request for civil trials conducted at 1:30 PM. (Please see the attached Webex trial request form.) To successfully conduct a Webex trial, counsel must agree to exchange all documents prior to trial, and provide copies of exhibits/documents to the Court file prior to trial.
11. The General District Court Time Savers guidelines are hereby suspended until further notice due to COVID-19.

**AS EXPRESSED IN PRIOR LIST-SERVE EMAILS, the following procedures remain in effect:**

1. If feasible, continue your criminal and traffic cases by Agreed Order to reduce case counts, and alleviate the need for clients/witnesses to appear in Court.
2. All attorneys with clients charged with traffic infractions are asked to have clients STAY AT HOME. Attorneys can negotiate and resolve cases with client's consent, and telephone/email/text offers to resolve traffic infractions.
3. Attorneys with clients charged with misdemeanors are encouraged to have clients either wait outside of the building or (at a minimum) outside of the courtroom until the case is resolved and ready to go before a judge. Friends and family of defendants cannot come to Court.
4. Notices will be posted throughout the courthouse advising the general public that their case will not be called until they are physically present before a judge. This should eliminate fears of people being tried and/or convicted in their absence.
5. Attorneys, police officer, and all court personnel are asked to adhere to mask and physical distancing requirements, and politely encourage others to do the same.
6. Sheriff Hill and his staff will be monitoring hallways and will limit the number of people admitted into the Courthouse at any given time as warranted.
7. The Commonwealth Attorney's office is willing to discuss and resolve cases (if feasible) before continued return dates.

THIS ORDER is subject to change and amendment as the public health crisis warrants. This Order shall remain in effect until modified, extended, or vacated.

ENTERED this 4<sup>TH</sup> day of December, 2020.

  
Robert P. Coleman, Chief Judge PWC GDC

# WebEx Request Form

**\*\*REQUEST MUST BE RECEIVED BY THE COURT NO LATER THAN 10 DAYS PRIOR TO TRIAL\*\***

Case Name: \_\_\_\_\_

Case Number(s): \_\_\_\_\_

Charge(s): \_\_\_\_\_

Date/Time: \_\_\_\_\_ Estimated Time: \_\_\_\_\_

## REQUESTING PARTY:

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

## PARTIES APPEARING BY VIDEO:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Role in the case (PLEASE MARK ONE)

Role in the case (PLEASE MARK ONE)

Plaintiff  Defendant  Attorney

Plaintiff  Defendant  Attorney

Witness  Other \_\_\_\_\_

Witness  Other \_\_\_\_\_

*I hereby certify that all exhibits and/or documents that I intend to introduce at trial have been provided to the opposing party and/or counsel AND the clerk's office.*

*Notice of my appearance via WebEx has been given to opposing party and/or counsel without objection.*

\_\_\_\_\_  
Signature Date

\*\*\*\*\*

## FOR THE CLERK'S OFFICE

Approved  Denied (Please mark one)

\_\_\_\_\_  
Judge's Signature Date

I have notified requesting party and confirmed the approval or denial of a hearing through WebEx.

\_\_\_\_\_  
Deputy Clerk's Signature Date