

# Memo

To: Clerk's Staff, Henrico JDR website, all court appointed attorneys and Guardian ad  
litens for Henrico JDR.

From: Rebecca Cone, Clerk of Court

CC: Judge Deglau, Judge Soden, Judge Herman, Judge Johnson and Judge Williams

Date: May 7, 2014

Re: Procedure – Court Closings and delays

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Decisions regarding court closings and delays are made by the Chief Judge of the Henrico Juvenile and Domestic Relations District Court after contacting the Chief Judge of the Henrico Circuit Court. Once a decision has been made, Henrico Circuit Court notifies all local tv networks (6, 8 and 12).

The Chief Judge of the Henrico Juvenile and Domestic Relations Court will notify all Judges of the Henrico Juvenile and Domestic Relations Court and the Clerk of Court. The Clerk of Court will notify all Supervisors to notify their direct reports.

## **Closings**

All cases scheduled for a day that the Court is closed will be delivered to the courtroom for the judge's review once the Court reopens for business.

All cases will be processed and reset within one week of the weather related closing. The deputy clerk will summons all parties and contact all counsel of record by phone or email as directed by the judge.

If individuals are bonded out for arraignment on a day Court is closed, the case will be placed on the docket the next day that the Court is open. These cases will be placed on the docket separately from the cases bonded out for the current day.

If a party to a case appears at the Clerk's Office for a case that was scheduled for trial on the date the Court was closed, the party will be advised by the Clerk's Office that the case will be reset and they will be notified of the new court date.

## **Delayed Openings**

**All cases** scheduled for that day will be called in time order. Parties and litigants with cases set prior to the delayed opening are expected to appear at the time of delayed opening. All others are expected to appear at the regularly scheduled time of the case.