

## HENRICO CIRCUIT COURT

1. **NAME OF COURT:** Circuit Court of the County of Henrico

**JUDGES:**

The Honorable John Marshall, Presiding Judge, Chief Judge  
The Honorable L. A. Harris, Jr., Presiding Judge  
The Honorable Richard S. Wallerstein, Jr., Presiding Judge  
The Honorable Randall G. Johnson, Jr., Presiding Judge  
The Honorable Rondelle D. Herman, Presiding Judge

**COURT ADMINISTRATOR:** Tammy J. Damon

2. **CLERK:** The Honorable Heidi S. Barshinger

3. **SHERIFF:** The Honorable Alisa A. Gregory

4. **COMMONWEALTH'S ATTORNEY:** The Honorable Shannon L. Taylor

5. **CONTACT INFORMATION:**

**MAILING ADDRESS:**

P. O. Box 90775  
Henrico, VA 23273-0775

**PHYSICAL ADDRESS:**

4309 East Parham Road  
Courts Building, 2<sup>nd</sup> Floor  
Henrico, VA 23228

**PHONE NUMBERS:**

Clerk's Office	(804)501-4202
Judges' Chambers	(804)501-4750
Jury Officer	(804)501-4812
Commonwealth's Attorney	(804)501-4218
Sheriff's Office	(804)501-4571
Jail	(804)501-4581

## 6. DOCKET PROCEDURE:

**TERM WEEK is the week of the 2<sup>nd</sup> Monday in the odd months of the year.**

**CIVIL:** Cases should be set by telephone. Once set, the attorney setting the trial date must write a confirming letter to all attorneys stating the trial date(s) and whether the case has been set with or without a jury. Attorneys must also file a fully endorsed pretrial order within 10 days of setting the case.

Because of the limited number of trial days, the Court sets several cases for trial each day. Experience has shown that many cases go off the docket before the trial date due to settlements or continuances. This allows those cases which require trial to be set at an early date. On occasion, however, more cases remain on the docket than can be tried, and the Court must then continue some cases. Such a circumstance is unfortunate, but with the cooperation of all concerned, such instances should be rare.

**Civil Law Motions:** Civil motions are heard on Fridays at 9:30 a.m.

Mrs. Elsie Holmes is the Judicial Administrative Support Assistant responsible for setting hearings on civil law matters, i.e., demurrers, infant settlements, pleas, contesting wills, injunctions, etc. Protective Orders appealed from the General District Court take precedence on the docket. Protective Orders are set on the Friday seven days after the date the appeal is noted. Mrs. Holmes is in charge of the civil law docket and should be contacted regarding, settlements of civil cases, etc. Mrs. Holmes can be reached at (804) 501-4709.

**Civil Domestic Matters:** Hearings on divorce, custody, support and visitation are set every Monday, along with incapacitated adults/children matters. In the event that Monday is a holiday, matters will be set on Tuesday of that week. Support matters appealed from the Juvenile and Domestic Relations District Court are heard on the second Monday of the odd months of the year. Custody and visitation matters appealed from the Juvenile and Domestic Relations District Court are set for a docket call at 2:00 p.m. on the second Monday of the odd months of the year. However, the Court requests attorneys to call Kasey Pate to preset the appeal trials. Protective Orders appealed from the Juvenile and Domestic Relations District Court take precedence on the docket. Protective Orders are set on the second Monday following the date the appeal is noted. Again, most cases can be set by telephone. For all equitable distribution cases set for trial, a domestic relations pre-trial scheduling order is required within 10 calendar days of setting the trial date. Exhibits must be pre-filed. Any matter set for more than three hours or involves a *pro se* party requires a pre-trial conference. Mrs. Kasey Pate is the Judicial Administrative Support Assistant responsible for the civil domestic docket and should be contacted regarding settlements of civil domestic cases.

Mrs. Pate can be reached at (804) 501-4710.

**CRIMINAL:** Mrs. Kayla Lupton is the Judicial Administrative Support Assistant responsible for all criminal matters and should be called if it is determined at the last minute that the trials will take longer than preset, if a jury is waived, to set a guilty plea when a criminal jury is set, or if it is too late to write regarding a continuance. Misdemeanor non-jury appeals are tried on the second, third and fourth days of Term Week, or the second week in the odd months of the year. When the appeal is noted in the General District Court or Juvenile and Domestic Relations District Court, a trial date is assigned at that time. If it becomes necessary to continue the trial, a letter should be written to this court requesting a continuance and setting forth the reason, the amount of time estimated for the trial, and whether a trial by jury is requested. Counsel will then be advised if the continuance is granted and advised to coordinate a date with the Commonwealth's Attorney's Office and submit an original order endorsed by all counsel and the defendant to the Circuit Court Clerk's Office. Mrs. Lupton can be reached at (804)501-7823.

**Felonies:** Trials are conducted on Tuesday, Wednesday and Thursday. The date for the trial in the Circuit Court is preset at the conclusion of the preliminary hearing in the General District Court. All continuance requests must be in writing, along with a list of available dates provided to the court. If a fully endorsed order cannot be produced (to include the defendant's signature), continuances are to be done in court and the defendant must be present.

**Criminal Motions Day:** Criminal Motions take place the Monday of Term Week, or the second Monday of the odd months, at 2:00 p.m. This time is set aside for hearing requests on psychiatric examinations, change of trial date, setting trial dates if not previously set, and setting hearings on motions to suppress, etc., if these matters are not taken care of before the start of the Term.

**COURT ADMINISTRATOR** - Tammy Damon (804) 501-4711.

Tammy Damon is the Court Administrator. Mrs. Damon is responsible for administrative matters for the Circuit Court Judges. Mrs. Damon is available to help with any and all matters, including criminal, civil and civil-domestic should the Judicial Administrative Support person be unavailable.

**NOTE: Orders must be submitted to the Circuit Court Clerk's office. Original signatures are preferred but can contain digital and/or copies of signatures in lieu of original signatures. If orders are faxed to the Clerk's office, DO NOT submit the original at a later time.**