

-- Items in **red** correspond to notations on the master calendar --

Courtroom assignments may vary daily due to numerous factors. Generally, courtroom assignments are:

- Courtroom **1** = Judge David E. Johnson (DEJ)
- Courtroom **2** = Judge Edward A. Robbins, Jr. (EAR)
- Courtroom **3** = Judge Lynn S. Brice (LSB)
- Courtroom **4** = Judge T.J. Hauler (TJH)
- Courtroom **5** = Judge Frederick G. Rockwell, III (FGR)
- Historic **1917** Courthouse, 10011 Iron Bridge Road = Judge Steven C. McCallum (SCM). Only NON-JURY CIVIL matters may be heard in 1917; also no Commissioners of Accounts and no SVP reviews. Colonial Heights (**CH**) Presiding Judge sits in Colonial Heights generally every Monday, Tuesday, and alternate Thursdays.

**DUTY one day per judge each week - Tuesday, Wednesday, Thursday, or Friday. Unless otherwise noted, DUTY is for matters assigned to the presiding judge only.** Includes but is not limited to the following:

- **8:30 AM** - civil motions, garnishments, civil restricted licenses (OLPs), restoration of firearms, concealed handgun permit (CHP) denial appeals & show causes, expungements, celebrate rites of marriage, etc.
- **9:30 AM** – all pre-trials (“VPs”), bond appeals from district courts
- **10:30 AM** – civil emergency hearing requests, protective orders, injunctions, petition to stop a foreclosure, administrative appeals, appeal on denial to vote, garnishment hearing exemption claim form (must be set w/in seven (7) business days), interpleader, motions to reconsider, etc.
- **1:00 PM** - criminal bond hearings (attorney-filed or *pro se*), criminal motions, bond show causes, juror show causes, etc. Note, this does not preclude setting these matters on regular criminal dockets as well. The Duty 1 PM time slot merely is intended to provide an opportunity to set such matters expeditiously.

**DUTY/DC Duty/Civil Docket Call - when DUTY falls on a Monday. Unless otherwise noted, DUTY is for matters assigned to the presiding judge only.** When duty falls on a Monday, the presiding judge also will have civil docket call in the afternoon for his/her cases only. Includes but is not limited to the following:

- **8:30 AM** - civil motions, garnishments, civil restricted licenses (OLPs), restoration of firearms, concealed handgun permit (CHP) denial appeals & show causes, expungements, celebrate rites of marriage, etc.
- **9:30 AM** – all pre-trials (“VPs”), bond appeals from district courts
- **10:30 AM** – civil emergency hearing requests, protective orders, injunctions, petition to stop a foreclosure, administrative appeals, appeal on denial to vote, garnishment hearing exemption claim form (must be set w/in seven (7) business days), interpleader, motions to reconsider, etc.
- **1:00 PM** - criminal bond hearings (attorney-filed or *pro se*), criminal motions, bond show causes, juror show causes, etc. Note, this does not preclude setting these matters on regular criminal dockets as well. The Duty 1 PM time slot merely is intended to provide an opportunity to set such matters expeditiously.
- **2:00 PM** - J&DR civil docket call. The Circuit Court Clerk’s Office will send the notice of hearing using the assigned judge’s next DUTY/DC date at least three (3) weeks out.
- **2:30 PM** - civil docket call. The Circuit Court Clerk’s Office will send the notice of hearing using the assigned judge’s next DUTY/DC date at least three (3) weeks out.

**CRIM/CVL DC Criminal Docket Call/Grand Jury and Civil Docket Call (TERM DAY).** The Tuesday following the 3<sup>rd</sup> Monday in January and the 3<sup>rd</sup> Monday in March, May, July, September, and November is grand jury and criminal docket call for the entire Court. Civil docket call in the afternoon held for the presiding judge’s cases only. Includes but is not limited to the following:

- **9:00 AM** – grand jury
- **9:30 AM** – all pre-trials (“VPs”), bond appeals from district courts, and criminal docket call for the entire Court. All defendants to be transported for VPs on term days. All criminal TBS (“to be set”) cases for all judges will be set by presiding judge.

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- **2:30 PM** - civil docket call. The Circuit Court Clerk's Office will send the notice of hearing using the assigned judge's next DUTY/DC date at least three (3) weeks out.

**General Scheduling Notes:**

- Colonial Heights (CH) Presiding Judge **DUTY/DC**. These days will not occur within the rotating schedule the master calendar is based on (on a Monday) because one judge sits in Colonial Heights every Monday. Judges' Chambers staff will designate DUTY/DC days for the CH presiding judge.
- Criminal Appeals (CRIM APP). Appeals from the General District (GD) Court and the Juvenile & Domestic Relations (J&DR) District Court should be set the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday (two courtrooms, 9 AM and 1 PM) and Friday (two courtrooms, 9 AM). While these days are designated for district court appeals, this does not preclude the setting of other criminal matters as well.
- Civil Appeals. Clerk's Office to set on presiding judge's **DUTY/DC** and **CRIM/CVL DC** – 2 PM (J&DR) and 2:30 PM (GD).
- Special Dockets. Adult drug court is every Wednesday morning (FGR) unless notified otherwise but will be noted as "CVL" (civil) on the calendar. Forfeiture ("**FORF**") docket dates noted on calendar (rotates among LSB, DEJ, EAR).
- Search Warrants. Generally, all search warrants will be directed to the daily duty judge for review.

**Other Scheduling Notes 2018:**

- Term Day/Grand Jury – January 16; March 19; May 21; July 16; September 17; November 19
- Commonwealth's Attorney Conferences – April 15-18 and August 2-5 (no criminal dockets)
- Judges' Mandatory Conference – May 14-17; note, VPs heard in the General District Court
- Richmond Bar Association Bench/Bar Conference – October 25
- Election Day – November 6 (no criminal dockets)

**Holiday Schedule 2018 - Court and Clerk's Office Closed (\*State and Supreme Court Holiday; Closed by Order):**

- New Year's Day – January 1
- Additional Day - January 2\*
- Lee-Jackson Day – January 12
- Martin Luther King, Jr. Day – January 15
- George Washington Day – February 19\*
- Memorial Day – May 28
- Independence Day – July 4
- Labor Day – September 3
- Columbus Day – October 8\*
- Veterans Day (observed) – November 12
- Additional Half-day – November 21 (close at 12:00 N)\*
- Thanksgiving Day – November 22
- Day After Thanksgiving – November 23
- Additional Holiday – December 24
- Christmas Day – December 25
- Additional Holiday – December 31\*
- New Year's Day – January 1, 2019