



COMMONWEALTH OF VIRGINIA

Georgia K. Sutton, Judge
John Franklin, Judge
Marcel D. Jones, Judge

Susan A. Klingensmith, Clerk

Juvenile and Domestic Relations District Court

COUNTY OF SPOTSYLVANIA

P.O. BOX 157
SPOTSYLVANIA, VA 22553
(540) 507-7676
(540) 582-2029 (FAX)

January 11, 2021

Spotsylvania Juvenile and Domestic Relations District Clerk's Office

EXTENDED COVID-19 EMERGENCY PLAN

The Clerk's office front counter will be closed to the public effective Tuesday, January 12, 2021 through February 15, 2021 but will remain functional as follows:

1. Clerk's staff will be available from 8:00 am to 4:00 pm to respond to telephonic inquiries.
2. If you have a paper filing, please leave in the secured drop box located at the front of the JDR Clerk's office. Please make certain the appropriate affidavits and correct filing fees are attached, and all forms are signed and notarized where appropriate. If you are uncertain as to what forms and filing fees you need please contact the clerk's office by telephone or access www.courts.state.va.us.
3. If you wish to drop off a payment for fines/cost please make sure your check or money order is in a closed secured envelope and your name, case number, and contact information is included. **PLEASE DO NOT LEAVE CASH IN THE SECURED DROP BOX!** Fines/cost can also be paid online at www.courts.state.va.us. If you have a question about your fines/cost please contact our office by telephone.

Please make certain you do not leave cash in this secured drop box. We accept check, money orders, Visa, and Mastercard. If paying with a credit card there are credit card slips outside the clerk's window that you can record your information and place in an envelope with your paperwork.

4. **PLEASE MAKE SURE THAT ANYTHING THAT IS PUT IN THE SECURED DROP BOX IS IN A SECURED ENVELOPE WITH YOUR NAME AND CONTACT INFORMATION. PLEASE DO NOT LEAVE LOOSE PAPERS IN THE SECURED DROP BOX.**

As of Tuesday, January 12, 2021 all courtrooms will continue to run as scheduled. Any permitted in court proceedings shall be limited to attorneys, parties, necessary witnesses, interpreters, court personnel, court reporters, security officers, and other necessary persons, as determined by the Judge.

