

**KING GEORGE JUVENILE AND DOMESTIC RELATIONS DISTRICT
COURT FAMILY ABUSE PROTECTIVE ORDER FILING
INFORMATION**

Words that you may not be familiar with or understand are underlined throughout this document. An explanation of the underlined words can be found at the end of the document in the Glossary.

ALERT:

- **If you are in immediate danger – call 911**

- **You should arrive at the courthouse before 12:00 pm (noon) in order to have a petition for a Family Abuse Protective Order heard the same day.**

- **If a Protective Order is issued, DO NOT LEAVE the courthouse without going to the Clerk’s Office to receive of a copy of the Order.**

- **PLEASE remember that having a Protective Order does not guarantee that you will be safe. It is critical that you plan for your safety before and AFTER the order is issued.**

1. Where is the Court located?

Both the Court and Court Service Unit are located in the King George Courthouse at:

9483 Kings Highway
King George, VA 22485

2. Where can I park?

Accessible parking for the public and persons with disabilities is available in the back of the King George Courthouse. There is no parking fee.

3. What bus transportation is available to the courthouse and at what cost?

Detailed information on specific bus service can be found at Fredericksburg Regional Transit (FRED) at web site www.ridefred.com or call the FRED Customer Service Center at 540-372-1222.

Currently, the FRED Adults Regular Service Cash Fare is 25 cents. **FRED drivers cannot make change.** You must have the exact fare. Children under 3 years of age are free. These fares are subject to change.

Each FRED bus is equipped with a chair lift and tie-down straps and belts.

4. What should I do if I do not understand or speak English well?

If you do not understand or speak English well you should advise the intake officer at the Court Service Unit when filing the initial petition. The Court Service Unit will in turn notify the Clerk's office and they will arrange for an interpreter to be present at the hearing.

I-CAN! Virginia is available in Spanish. I-CAN! Virginia is a free online program that helps a person complete the forms necessary to ask the court for a protective order. Go to: <https://www.vacourtformhelp.courts.state.va.us/> and follow the prompts. For additional information about I-CAN! Virginia and how it works, go to: <http://www.ican.courts.state.va.us> and click on the I-CAN! Virginia Frequently Asked Questions link.

5. What should I do if I need help because of a physical challenge?

You can call the King George Victim Witness Assistance Program at 540-775-0896 or the King George Juvenile and Domestic Relations Clerk's Office at 540-775-3490.

6. What should I wear to Court?

You should dress in a respectful and appropriate manner, indicative of the dignity of the Court proceedings when entering the courthouse. This includes, but is not limited to the following guidelines:

- Midriffs/stomachs are to be covered at all times.
- No halter-tops, tank tops, or muscle shirts are to be worn. Backs are to be covered at all times.
- No mini skirts or shorts are allowed.
- With religious and medical exception, no hats, headscarves, headbands, or kerchiefs may be worn.
- Shoes must be worn at all times.
- No exposed underwear.
- No clothing with obscene or vulgar wording or pictures.
- Trousers are to be worn at the waistline and shirttails are to be tucked in.

This dress code is designed to encourage order during, and respect for, the proceedings in the Juvenile and Domestic Relations District Court. The Court expects and appreciates

the full cooperation of the public and this dress code. Violation of these guidelines may result in your not being admitted into the courtroom.

7. When can I file for a Family Abuse Protective Order at King George Juvenile and Domestic Relations District Court?

You are encouraged to contact the Court Services Unit Intake Officer at 540-775-9044 to ensure their availability. You should arrive at the Court Service Unit within the King George Courthouse by 12:00 pm (noon). Monday through Friday in order to meet with an INTAKE OFFICER to complete the petition for a protective order and have your case heard the same day. The King George Juvenile & Domestic Relations District Court is in session every Monday and the first three Fridays of each month from 8:00am to 4:00pm, except for legal holidays and court cancellations. In the event of bad weather, please listen to Radio Stations B101.5 or WFLS.

8. What should I bring with me?

Please bring with you and all items or information that support your petition for a protective order, including your Emergency Protective Order, any court orders, especially custody orders for any involved children, a description of the event causing you to seek a protective order, photographs and/or medical records related to the event, and any witnesses to the alleged abuse. If you used the I-CAN system to print documents pertaining to your case, please bring them.

You should also bring a complete physical address where the respondent can be served with the protective order (do not bring a Post Office Box), and as much identifying and contact information about him or her as possible, because the sheriff must be able to find this person in order for the protective order to be served and become effective. Try to provide:

- Name, nicknames, and aliases
- Physical description including race, height, weight, eye and hair color, distinguishing marks or tattoos.
- Date of birth and Age
- Social Security Number
- Home, cell, work and pager numbers
- Addresses for home, work, friends, relatives and places frequented (include apartment numbers or letter, if applicable)
- Employer's name and address
- Information on weapons carried, especially firearms, including concealed weapons permit
- History of drug and alcohol abuse or mental illness
- A recent photograph

9. What should I NOT bring with me?

All persons entering the courtroom are required to enter through a security scanner. Law enforcement officers screen any bag, purse and all other items. Prohibited items include, but are not limited to, electronic devices such as cell phones, cameras, photographic, recording, or similar equipment; any sharp tool such as a knife, crochet, knitting or sewing tools, scissors or similar equipment; any items having a projectile such as a weapon, gun bow/arrow or similar equipment; and any deterrent spray, such as pepper spray. A Deputy Sheriff must be advised if the above listed items are needed as evidence in the protective order case.

10. Who should I bring with me to file for a Family Abuse Protective Order?

You may and should bring any witness to the abusive event.

You are discouraged from bringing young children with you since there are no facilities to care for a child at the courthouse. If you must bring children with you, bring diapers, bottles, food and toys with which they can play quietly, and an adult to supervise the children, as there are no babysitting services available. You may be at the courthouse for several hours.

11. How late can I arrive to file for a Family Abuse Protective Order and have the petition reviewed the same day?

You are encouraged to arrive at the Court Service Unit at the King George Courthouse by 9:00 a.m., Monday through Friday, in order to meet with an Intake Officer to complete the paperwork.

If the King George Juvenile & Domestic Relations District Court is not in session you will be referred to another Juvenile & Domestic Relations District Court to have your Petition heard.

12. How long should I expect to spend at the courthouse in order to file the petition for a Family Abuse Protective Order and have the petition heard the same day?

Be prepared to spend at least several hours at the courthouse meeting with the Court Service Unit Intake Officer completing paperwork, meeting with court personnel and going before a Judge to have your petition heard the same day.

13. Where should I go after entering the Court House?

After entering through the **FRONT DOOR** of the Courthouse, turn left and the Court Service Unit Office is the last door on the left.

14. Who can I talk with to learn more about the protective order court process?

Between 8:00 a.m. and 4:00 p.m. you can contact:

Court Service Unit at 540-775-9044

King George County Victim Witness Assistance Program at 540-775-0896

15. What should I do if I feel that I am in immediate danger?

If you feel that you are in immediate danger, you should call 911 for King George Sheriff's Office assistance.

16. What should I do when the Court Service Unit is not open or accepting petitions for Family Abuse Protective Orders?

You may go to the Magistrate's Office and testify under oath as to why you were unable to petition for the Preliminary Protective Order and why a protective order is still necessary. You will be asked to complete a written affidavit (statement). Please bring a photo I.D. and a copy of any previously issued Emergency Protective Order with you.

17. How do I contact the Magistrate's Office for more information?

The Magistrate's Office is open 24 hours a day, seven days a week.

The King George Magistrate's Office is located at: 9483 Kings Highway, King George, VA. Telephone: 540-775-2049.

18. Do I need an attorney to file a petition for a Preliminary Protective Order?

You do not need an attorney to file for a Preliminary Protective Order. The Court Service Unit Intake Officer will assist you in completing the petition and will provide basic information about preparing for your court hearing. **The Intake Officer cannot give you legal advice.** You may want to retain an attorney to represent you at your full hearing.

19. How can I find an attorney to help me?

You may qualify for an attorney to help you at no cost by contacting Potomac Legal Aid Society at 540-374-9101. Once eligibility has been determined, you will be referred to Rappahannock Legal Services at 540-371-1105.

You may also contact the Statewide Lawyer Referral Service at 1-800-552-7977.

20. How will I know when the Protective Order is served on the person from whom I want protection?

If the respondent was served in King George County, the petitioner can call the King George Sheriff's Office Monday through Friday from 8:00am to 5:00pm at 540-775-2049.

Once service is completed, information about the order is communicated through the Virginia Criminal Information Network, which allows information to be obtained by law enforcement agencies if needed.

21. What should I do if I am the person named as a "respondent" in a Family Abuse Protective Order?

You will receive a copy of the Protective Order. Strict compliance with the Order will avoid additional problems that can result in criminal penalties.

You may ask the Court to dismiss or change the terms of the Protective Order. ONLY a Judge may dismiss or change the terms.

22. What if I am being stalked?

If you feel that you are in immediate danger, you should call 911 for assistance.

You may go to the Magistrate's Office and testify under oath as to why you think you are being stalked and why a protective order is necessary. You will be asked to complete a written affidavit (statement). Please bring a photo I.D. with you.

23. Where else can I get help?

Rappahannock Council on Domestic Violence (RCDV) 1-877-734-7238 – Provides a confidential 24-hour a day, 7-days a week hotline for victims of domestic violence. In addition, RCDV provides education, advocacy, support groups and emergency shelter to victims of domestic violence residing in Planning District 16 (which includes King George County). **A court advocate is available for accompaniment to the Court Services Unit, Preliminary Protective Order hearing, full Protective Order hearings and criminal trials.**

Rappahannock Council Against Sexual Assault (RCASA) 540-371-1666 – provides a confidential 24-hour a day 7-days a week hotline for victims of sexual assault. In addition, RCASA provides education, advocacy, support groups, and hospital and court

accompaniment to victims of sexual assault residing in Planning District 16 (which includes King George County).

Virginia Family Violence & Sexual Assault Hotline 1-800-838-8238

King George Victim/Witness Program 540-775-0896 Provides information, services, protection and support to victims and witnesses of crimes.

GLOSSARY

Emergency Protective Orders: are most often issued by Magistrates and may last only 72 hours.

Family Abuse Protective Order: a legal document issued by a Judge or Magistrate to protect the health and safety of someone who has been injured or threatened by a family or household member. In Virginia there are three (3) kinds of protective orders: Emergency Protective Orders, Preliminary Protective Orders and Protective Orders.

Full Hearing: a hearing in Court before a Judge where both parties are present and present their evidence.

Intake Officer: a person with the Court Service Unit who will ask you questions and complete the forms needed to file a petition for a Family Abuse Protective Order.

Magistrate: a judicial officer with limited powers who handles certain matters such as the issuance of warrants, determination of bail and issuance of Emergency Protective Orders.

Petition: a formal request to a Court asking the Court to take action on a matter.

Petitioner: the person asking the Court for a decision.

Preliminary Protective Orders: requires that you file a petition. These orders are issued by Judge. Orders remain in effect for 15 days or until a full hearing and require that the respondent receive a copy of the order.

Protective Orders: are issued by the court after a full hearing where both parties are present before the judge. These orders can remain in effect for up to two (2) years.

Respondent: the person against whom the protective order is issued.

Service of Process – Personal: when a summons or other court document such as a Protective Order is delivered and given in person to the person named in the document. A sheriff or other law enforcement officer most often serves protective orders.

Stalked: a series of actions, rather than a single act, coupled with the intent to or knowledge that the acts instill fear or cause injury. These actions become a pattern of behavior called stalking, which is illegal.

Victim/Witness Coordinator/Program: a person available to answer questions about the court process, be with you (but not speak for you) during the court process and help you find other services you may need.

Witness: a person who testifies to what he/she has seen, heard, or observed.