



# The Docket



Newsletter of the Association of Clerks of the District Courts of Virginia

Website: [www.vadistrictclerks.com](http://www.vadistrictclerks.com)

January 2018

## 2018 Spring Conference and Annual Meeting

*Hosted by the Association of Clerks of the District Courts of Virginia, our annual Conference will be held at the DoubleTree Hotel in Charlottesville, Virginia.*

*Please make plans to attend!*

*April 17<sup>th</sup> 8:30 a.m. – 3:30 p.m.*

- ✓ *Registration from 7:45-8:30 a.m.*
- ✓ *Opening address by Karl Hade starts at 8:30 a.m.*
- ✓ *See pages 6-8 for program details*

As a new Clerk, could you benefit from the expertise of a mentor? Are you a Clerk with a lot of experience who would be a valuable mentor?

Please contact Beneatha Simmons, Clerk of Petersburg J&DR, if you are interested in being a mentor or mentee.  
[bbsimmons@vacourts.gov](mailto:bbsimmons@vacourts.gov)

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DO YOU HAVE OFFICE NEWS TO SHARE? DO YOU HAVE SERVICE MILESTONES TO CELEBRATE? DO YOU HAVE IDEAS ABOUT WHAT SHOULD BE PUBLISHED IN THIS NEWSLETTER?

**WE KNOW YOU DO!**

PLEASE SEND YOUR OFFICE NEWS TO YOUR REGION REP OR DIRECTLY TO **THE DOCKET** EDITOR CANA WADE AT  
[cjwade@vacourts.gov](mailto:cjwade@vacourts.gov)



## **FROM AROUND THE STATE**

The **Harrisonburg/Rockingham J&DR Court** would like to welcome their two newest employees. Wanitta Titus, hired in June 2017, came to them from the Union County Juvenile Court in Marysville, OH. There she was a Deputy Clerk for Abuse/Neglect/Dependent and Custody case filings. She is filling the position of civil case clerk and training to learn Virginia's Abuse and Neglect case filing processes, which, she tells us, is significantly different! Geri Marston, hired November 10, 2017, was previously employed at the Walmart Distribution Center for nearly 12 years and worked in the Asset Protection department when she resigned to come work for us. Geri has also been assigned as civil case clerk and doing extraordinarily well for being here such a short time. Both Wanitta and Geri are quickly learning our processes and are already very valuable employees. Welcome to both of you!

It's been the year of the baby in **Loudoun GDC!** Congratulations to deputy clerk Rebecca Meyers on the birth of her baby girl in December! Congratulations to deputy clerk Courtney Brill on the birth of her baby boy in July! And congratulations to Clerk Tammy Dinterman, whose son just got married and is expecting a baby boy! Also, congratulations to Shanna Rakes on her promotion to Supervisor of the criminal/traffic divisions of Loudoun GDC. Finally, congratulations to deputy clerk Nicole Isom, who got married in April.

Congratulations to **Chesterfield J&DR** Supervisor Carrie Hamelink, who earned her Certified Court Executive distinction this year! Also, congratulations to deputy clerk Bailey Lambert who is engaged and will be married this summer. Finally, congratulations to deputy clerk Jeelan Jones on becoming a certified Zumba instructor! Jeelan has been convening Zumba classes at the Court for our Clerk's Office, CSU, and the deputies. Sadly, Jeelan is leaving the Court mid-February; we wish you the best Jeelan!

Congratulations to deputy clerk Sarah Short of **Fauquier GDC**, who just got engaged and will be married in September!

Congratulations are in order for Clerk Tammy White of **Danville J&DR**; Tammy became the proud grandparent of Jayonni Marie Trent, born June 26, 2017.

The **Arlington GDC Court** welcomed two new Deputy Clerks in mid-January. First is Ashely Davis who came to the court from CGI Federal Passport Authority, where she was the May 2017 Leadership Award winner. Ashely's past experience was in customer service and training new staff on job essential functions. She attended college in Alabama. Second is Bernuy Heleny. Bernuy is no stranger to the court system as she is a transfer employee from the Stafford General District Court. At Stafford she worked primarily with the Civil Division. She holds a BS in Criminal Justice from Old Dominion University. Her bilingual capabilities in English and Spanish will be a great assist to their office.

Congratulations to Clerk Kelly Douglas Wiggins of **New Kent J&DR**, who was married in May 2017. New Kent J&DR also welcomed Paula Gooch as a deputy clerk. New Kent J&DR and **King William/King & Queen J&DR** also hired a new wage employee, Karen White. Welcome, folks!

Congratulations to Shea Bruno, Clerk, **Williamsburg J&DR**, and her husband, Kevin, who welcomed to the world, Marco Vincent Bruno, on May 17, 2017.

Congratulations to Pamela Knight, Supervisor, **Newport News J&DR**, on the birth of her grandson in 2017. Also, congratulations to Brenda Luley, who got married last year!

Congratulations to Clerk Shanna Henry, **Warren J&DR**, who became a first-time grandma on January 18, 2018, to Alaina Grace!

**Norfolk J&DR** would like to welcome the following deputy clerks: Amy Calvert, Amanda Curry, Diamond Hunt, Olivia Brown, and Samantha Williams. Welcome, ladies!

**Franklin City CMB** is remodeling their conference/waiting area to be more child-friendly. They are hoping to make children feel more comfortable without re-traumatizing them. They have received donations of toys and books from local citizens and their Judge. They are very excited about this project!



**July 1, 2017-June 30, 2018**  
**Association Officers and Committee Chairs**

President: Terri Rea, Harrisonburg/Rockingham JDR  
President Elect: Rick Kahl, Roanoke City GDC  
Vice President: Laura Griffin, Chesterfield JDR  
Secretary-Treasurer: Debra Hill, Norfolk JDR  
Past President: Beneatha Simmons, Petersburg JDR

**Regional Representatives**

Region 1 Aimee Plocar, Norfolk JDR  
Region 2 Kelly Douglas Wiggins, New Kent JDR  
Region 3 Mariah Belcher, Franklin City Combined  
Region 4 Rhonda Daley, Prince William GDC  
Region 5 Stella Seaborne, Petersburg GDC  
Region 6 Lindsey Short, Page JDR  
Region 7 Ashley Gatchell, Fauquier GDC  
Region 8 Amanda Knighting, Lynchburg GDC  
Region 9 Kimberly McKittrick, Montgomery GDC  
Region 10 Kathy Vance, Russell Combined

**Committees:**

Budget/Finance: Debra Hill, Norfolk JDR  
CATS: Barbara Shaw, Chesapeake GDC  
Historian: Stephanie M. Swift, Washington GDC  
Legislative: Barbara Shaw and Ginger Webb, Chesapeake GDC and Buena Vista Combined  
Mentorship: Beneatha Simmons, Petersburg JDR  
Nominating: Beneatha Simmons, Petersburg JDR  
Parliamentarian: Christina Davis, Danville JDR  
Programs/Education: Rick Kahl, Roanoke City GDC and Connie Comer, Tazewell GDC  
Publicity/Publication: Cana Wade, Prince William GDC  
Resolutions: Dean Sprague, Arlington GDC  
Special Committee: Terri Rea and Amy Burnham, Harrisonburg/Rockingham JDR and Arlington JDR  
Technology: Laura Griffin, Chesterfield JDR  
Ways and Means: Crystal Crouse, Tazewell GDC



## **Contacting Your Representative**

As the Association continues to work on behalf of the District Court Clerks in Virginia, we'd like to remind you to contact your representative with any questions or concerns you would like us to bring up at the committee meetings. We are not always able to change things immediately but it is only with the input that we gather from you that we can determine which things are impacting your courts on a regular basis. Issues that come up again and again provide information about the types of things the Association should address. Please see the attached list of representatives for your area and feel free to contact your representative with any questions or concerns.

# **FALL/HOLIDAY HIGHLIGHTS**

***Chesterfield JDR & Colonial Heights JDR had a paint night and appreciation dinner recently to thank the deputy clerks for their service. Pictured below are as follows:***

*1st row L-R: Jeelan Jones, Cindy Caffrey, Jennifer Jones, Jessica Lindsey*

*2nd row L-R: Katie Sanderson, Trish Black, Lucy Wiegard, Laura Griffin, Carrie Hamelink, Evelyn Hall*



***We also updated our clerk's office staff bulletin board with the purposes and responsibilities of courts:***



***Finally, we thoroughly enjoyed "Tacky Christmas Sweater Day" at the Court!***



*Pictured, Right*

*1st row L-R: Laura Griffin, Carrie Hamelink, Bailey Lambert, Jennifer Jones*

*2<sup>nd</sup> row L-R: Trish Black, Katie Sanderson, Cindy Caffrey, Jeelan Jones, Kayla Santiago*

*3<sup>rd</sup> row L-R: Audrea Anderson, Marlee Hoskin, Jenn Goga, Kimberly Gilliam*



# MICHIGAN STATE

## MSU UPDATE

Due to the upcoming retirement of Dr. Maureen E. Conner in June of this year, the MSU School of Criminal Justice has decided to close the Judicial Administration Program. The school will offer students in both the Master of Science in Judicial Administration degree and the Judicial Administration Certificate program the courses required to complete the program in which they are enrolled. Being a long time partner with MSU, they want to provide our organization with a way to graduate all of our members who wish to earn the Judicial Administration Certificate credential before the program closes.

### **The final closure date is set for August 31, 2019.**

Courses may be completed online; following course completion the students will also need to complete the capstone project prior to the closure date. **All online courses (traditional and interactive) must be completed by April 30, 2019 or earlier.**

Below is the interactive online course schedule:

September 2018  
*Purposes & Responsibilities of Courts*

September 2018-October 2018  
*Court & Community Communication*

October 2018  
*Resources, Budget, & Finance*

October 2018-November 2018  
*Education, Trainings, & Development*

November 2018-December 2018  
*Visioning & strategic Planning*

January 2019  
*Caseflow Management*

January 2019-February 2019  
*Leadership*

February 2019  
*Essential Components of Courts*

MSU Course Schedule, continued:

February 2019-March 2019  
*Information Technology Management*

March 2019-April 2019  
*Human Resources Management*

Capstone proposals must be submitted to MSU by May 31, 2019 or earlier.

Capstone papers must be submitted to MSU by August 1, 2019 or earlier.

Certificates issued by August 31, 2019 or earlier.

If you have any additional questions please contact Cathy White at [gamperca@msu.edu](mailto:gamperca@msu.edu).

### **Random Judicial Branch Fact**

Did you know that John Marshall is only one of two justices to appear on U.S. currency? Marshall was on the \$500 bill, while Salmon P. Chase was on the \$10,000 bill. Neither bill is in circulation today.



### **MOVING!!!!**

**Norfolk J&DR is (finally!!) moving into their new consolidated courthouse! Their new address is as follows:**

Norfolk J&DR District Court  
150 St. Paul's Blvd.  
Fifth Floor  
Norfolk, VA 23510

# Service Milestones

## Arlington J&DR

Darcee King, Supervisor, 20 years  
Shana Gooden, 5 years  
Margarie Jeffers, 5 years  
Teresa Lara, 5 years

## Chesterfield J&DR

Becky Stebbins, 20 years  
Michelle Weidman, 20 years  
Bernadette Johnson, 10 years  
Heather Merolla, 10 years  
Trish Black, 5 years  
Jennifer Goga, 5 years

## Culpeper GDC

Rebecca Squeglia, Chief Deputy Clerk, 20 years

## Hanover GDC

Denise Carroll, 30 years  
Shelia Anderson, 15 years  
Sarah Hall, 5 years

## Loudoun G&DC

Tammy Dinterman, Clerk, 30 years

## Newport News J&DR

Patsy Ewell, 30 years  
Gina Combs, 25 years  
Patricia Boyd, 21 years  
Michelle Glover, 15 years  
Pamela Knight, 13 years  
Anisha Marrero, 10 years  
Lyne Parker, 12 years  
Kendra Harrell, 11 years  
Carol Harvey Marshall, 8 years  
Cheryl Wells, 7 years  
Brenda Luley, 7 years  
Amber Funaiock, 6 years

## Prince William GDC

Cana Wade, 15 years  
Anna Bradley, 13 years

## Williamsburg J&DR

Shea Bruno, 10 years

## Retirement News

Lynn Kimberly Kuplinski, deputy clerk, **York GDC**, retired January 1, 2018, with 37 years of service.

Sandi Collins, deputy clerk, **Arlington GDC**, will retire February 1, 2018. Sandi leaves behind a career spanning 33+ years with the Court. Sandi's co-workers will miss her and wish her well in retirement!

Frances Hedrick, Clerk, **Prince William J&DR District Court**, will retire March 1, 2018. She was President of the Association from 2007-2008, President-Elect from 2006-2007, Vice President from 2005-2006, Legislative Chair from 2004-2011, and a Region Rep from 2002-2005.

Susan Hutchison, Clerk, **Alleghany Combined District Court**, will retire March 1, 2018. She was President of the Association in 1995 and was a Region Rep and Vice President also. Her staff received the Customer Service Award for 2016 from the Supreme Court and she held a reception for them September 18, 2017.

Beverly Johnson, deputy clerk, **Norfolk JDR**, will retire March 1, 2018, with 39 years of service! Her colleagues write, "Beverly has been an invaluable asset over the years to old and new alike, and we thank you!"

Joyce Carr, Clerk, **Page J&DR District Court**, will retire April 1, 2018.

Congratulations Lynn, Sandi, Frances, Susan, Beverly, and Joyce, and best wishes for many happy days in retirement!

**\*\*Don't see your Office's news listed here? Please email your Region Rep or the Editor of The Docket, Cana Wade.\*\***



## 2018 ANNUAL MEETING AND SPRING CONFERENCE

DoubleTree Hotel  
990 Hilton Heights Road  
Charlottesville, VA 22901

### AGENDA AND CONFERENCE DETAILS

#### MONDAY, APRIL 16, 2018

##### Human Resources Intensive Workshop - 10:00 a.m. – 3:00 p.m.

Victor O. Cardwell and Thomas M. Winn, III, attorneys of Woods Rogers Attorneys at Law in Roanoke, Virginia, will delve into “Employment Law 101.” This session will be a general overview of the state and federal employment law landscape, including the Americans with Disabilities Act (ADA) and the Family Medical Leave Act (FMLA), as well as documentation and discharge. The anticipated audience for this workshop is supervising deputy clerks and Clerks of Court, with available slots for deputy clerks seeking managerial education as part of their professional development. There will be a one hour lunch break from Noon – 1:00 p.m. *Lunch is not provided for attendees.*

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#### TUESDAY, APRIL 17, 2018

##### Registration – 7:45 a.m. – 8:30 a.m.

Continental breakfast provided.

##### Opening Session – 8:30 a.m.

Karl Hade, Executive Secretary of the Supreme Court of Virginia, will start the day by providing attendees with a legislative update regarding bills and salary measures (if any) passed in the General Assembly. Mr. Hade will also give an overview of OES goals and objectives for the coming year. Paul DeLosh, Director, Department of Judicial Services (DJS), will also provide and update on new procedures and DJS initiatives.

##### Human Resources, Diversity, Harassment, Sexual Orientation, Transgender issues – 9:30 a.m. – 10:30 a.m.

Victor O. Cardwell and Thomas M. Winn, III, attorneys of Woods Rogers Attorneys at Law in Roanoke, Virginia, will explore relevant human resources issues such as EEO, harassment, and diversity, as well as engage in detailed discussion surrounding the emerging issues surrounding sexual orientation and identity.

##### Break – 10:30 a.m. – 10:45 a.m.

##### Breakout Sessions – 10:45 a.m. – Noon (select one)

###### 1) Customer Service/Staffing Model Update

Dr. Cyril Miller, Director, Judicial Planning, introduces customer service skills relevant for all judicial branch employees, including an in-depth discussion why customer service in a court-setting is unique. This presentation is highly informative (and entertaining). Dr. Miller will also give an update on the recent staffing model data collection effort. All judicial branch employees are encouraged to attend this session.

###### 2) Performance Evaluations/Q&A

Jett Dougherty, Assistant Director, Human Resources, will discuss the importance of performance evaluations, and discuss how to give relevant feedback before, during, and after a performance evaluation. The Association and Ms. Dougherty will discuss recent use of the new performance evaluation for the District Courts and will seek input from those Clerks of Court and Supervisors using the new format concerning recommendations for improvement and additions or deletions of grading criteria.

###### 3) GAL Assessments/Navigating FAS/Shortcuts (JDR)

Cheryl Beam, JDR Court Analyst, Judicial Services, will present on topics relevant to JDR Courts and FAS/JCMS.

4) **Restitution/Navigating FMS/Shortcuts (GDC)**

Stephanie Marion, GDC Court Analyst, Judicial Services, will present on these topics relevant to GDC Courts and FMS/CMS.

**Break – Noon – 12:15 p.m.**

**Lunch and Annual Business Meeting – 12:15 p.m.- 1:30 p.m.**

Lunch buffet provided.

**Audits – 1:30 p.m. – 2:30 p.m.**

Randy Johnson, Auditor, Auditor of Public Accounts (APA), will discuss court audits and best practices to ensure a financially healthy court.

**Working Relationships Between the Court and the Clerk’s Office/Appreciation of Employees – 2:30 p.m. – 3:00 p.m.**

Judge Ray Lupold will discuss the value of employee appreciation, as well as the importance of healthy communication and relationships between the bench and the clerks.

**Clerk’s Recognition Program – 3:00 p.m. – 3:15 p.m.**

**Regional Raffle Baskets – 3:15 p.m. – 3:30 p.m.**

Must be present to win.

**Adjournment – 3:30 p.m.**

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**CONFERENCE DETAILS**

**Conference Registration:     **\$25.00 for Association members; \$35.00 for Non-members****

A registration form is provided in this newsletter and may be mailed, faxed, or emailed to Connie Comer as soon as possible, but **no later than March 30, 2018**. Lunch is included in the registration fee for Tuesday; however, if you plan to do lunch on your own, there are no discounts. Please let us know when you register whether or not you plan to attend the luncheon. This year lunch will be a buffet with both meat and vegetarian options. There will be continental breakfast provided on Tuesday. *There are no refreshments and no meals included in Monday’s presentation; lunch is on your own.*

Many of the speakers are seeking questions in advance so they will be prepared to respond. Please submit any questions you have, along with your registration, by March 30, 2018, to Connie Comer (address below).

**Connie Comer, Clerk of Court  
Tazewell General District Court**  
135 Court Street, Suite 300  
Tazewell, VA 24651  
Phone 276.385.1563  
Fax 276.988.6202  
[ccomer@vacourts.gov](mailto:ccomer@vacourts.gov)

**CLE Credits:**

Because CLE credits are required annually for Grades 10 and above, the Committee on District Courts will grant conference leave for Clerks and Supervisors who attend and apply for credit. For all others, the type of leave required will depend on approval of local management. 5.0 CLE credits have been approved for Tuesday, April 17, 2018. An additional 4.0 CLE credits have been approved for those attending Monday, April 16, 2018.

**Note:** *All Grades 10 and above are required to earn 12.0 CLE credits per calendar year.*

**Hotel Reservations: Deadline to reserve a room is March 17, 2018**

Hotel: DoubleTree by Hilton, Charlottesville  
Address: 990 Hilton Heights Road, Charlottesville, VA 22901  
Phone: 434.973.2121  
Check-in: 3:00 p.m.  
Check-out: 12:00 p.m.

<b>Distance From</b>	<b>Miles (approx.)</b>
Richmond, VA	70
Roanoke, VA	123
Williamsburg, VA	125
Washington, DC	100
Virginia Beach, VA	180

Hotel reservations may be made online. The online link is available on the Association’s webpage at [www.vadistrictclerks.com](http://www.vadistrictclerks.com). Or, you can go directly to the following link:



[http://doubletree.hilton.com/en/dt/groups/personalized/C/CHOSHDT-AC5-20180414/index.jhtml?WT.mc\\_id=POG](http://doubletree.hilton.com/en/dt/groups/personalized/C/CHOSHDT-AC5-20180414/index.jhtml?WT.mc_id=POG)

For hotel reservations made by phone, you will need the following information to receive the conference rate:

Group Name: Assoc. of Clerks of the District Courts of VA

Group Code: DCV

Check-in: April 15 or 16, 2018 Check-out: April 17, 2018

Room rates are \$112.00 single or double, plus tax, for a total of \$123.55. A buffet breakfast is available for an additional \$11.95 plus tax. Coffee and tea will be available at hotel registration. **Deadline for room reservations at the conference rate is March 17, 2018.** Call early so you don't miss out on our block of rooms! After March 17, 2018, rooms may still be available, but not at the conference rate.

**Clerks Association merchandise will be on sale! There will be a clearance table as well! Show your support for the Association by purchasing one of our items!!**



**Raffle Baskets:**  
10 baskets from various regions around the State will be packed with goodies! Don't miss this chance to support the Association and possibly win a delightful gift!  
  
Tickets: 2/\$1.00 OR 12/\$5.00

**Visit the following booths sponsored by vendors, OES representatives, and State agencies:**

Human Resources, OES

Judicial Services, OES

Deferred Compensation Plan

Division of Child Support Enforcement

Imaging, OES

VA529

Tyler Technologies

Virginia Employees Credit Union

Judicial Planning, OES

Auditor of Public Accounts

Virginia Retirement System

VASAP

**Website**

For more information on activities of the Association of Clerks of the District Courts of Virginia, please go to the website at [www.vadistrictclerks.com](http://www.vadistrictclerks.com). To order merchandise, please go to <https://www.vadistrictclerks.com/merchandise1>. For information on the Recognition Program, please go to <https://www.vadistrictclerks.com/recognition>.



# CONFERENCE REGISTRATION FORM

Spring Workshop & Annual Meeting  
Tuesday, April 17, 2018

*Intensive Workshop: Human Resources for Supervisors & Clerks*  
Monday, April 16, 2018

Charlottesville, Virginia – DoubleTree Hotel

Return, along with payment, to:

Connie Comer, Clerk of Court  
Tazewell General District Court  
135 Court St., Suite 300  
Tazewell, VA 24651  
[ccomer@vacourts.gov](mailto:ccomer@vacourts.gov)  
Phone: (276) 385-1563 Fax: (276) 988-6202

**Deadline for Registration:**  
Friday, March 30, 2018  
*Hotel reservations are separate and must also be made by March 17<sup>th</sup>.*

Last Name: \_\_\_\_\_ First Name \_\_\_\_\_

(Please Print)

\_\_\_\_ Clerk \_\_\_\_ Supervising Deputy \_\_\_\_ Deputy Clerk

Email: \_\_\_\_\_

Court: \_\_\_\_\_

Address: \_\_\_\_\_

Registration Fee: *(Please include your check with your registration form)*

\_\_\_\_ Association Member - \$25.00     Attending Lunch (buffet)     Not Attending Lunch  
\_\_\_\_ Non-Member - \$35.00         Attending Lunch (buffet)     Not Attending Lunch

Will you attend:    (The registration fee is the same whether you attend one day or two days.)

\_\_\_\_ Spring Workshop – Tuesday, April 17, 2018, 8:30AM – 3:30PM (5 CLEs)

Registration begins at 7:45AM

**\*\*Please select from the following breakouts from 10:45AM-Noon:**

\_\_\_\_ Customer Service/Staffing Model;                      \_\_\_\_ Performance Evals Q&A;  
\_\_\_\_ GAL Assessments/Navigating FAS/Shortcuts (JDR);    \_\_\_\_ Restitution/FMS/Shortcuts (GDC)

\_\_\_\_ Intensive HR Workshop – Monday, April 16, 2018, 10:00AM – 3:00PM (4 CLEs)

Lunch is not included. Participants will be given 1 hour for lunch.

**Reminder:** Please submit questions in advance to Connie Comer for any of the sessions you have signed up to attend. Email to: [ccomer@vacourts.gov](mailto:ccomer@vacourts.gov) or fax to 276-988-6202. Or, you may submit your questions on this form: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# 2018 GENERAL ASSEMBLY NEWS

## GENERAL DISTRICT COURT JUDGES – APPOINTMENTS & REAPPOINTMENTS

The Hon. Michael R. Katchmark, of Chesapeake, as a judge of the First Judicial District for a term commencing July 1, 2018.  
The Hon. Daniel R. Lahne, of Virginia Beach, as a judge of the Second Judicial District for a term commencing July 1, 2018.  
The Hon. Gordon S. Vincent, of Accomack, as a judge of the Judicial District 2-A for a term commencing July 1, 2018.  
The Hon. Roxie O. Holder, of Portsmouth, as a judge of the Third Judicial District for a term commencing October 1, 2018.  
The Hon. S. Clark Daugherty, of Norfolk, as a judge of the Fourth Judicial District for a term commencing May 1, 2018.  
The Hon. Bruce A. Clark, Jr., of Hopewell, as a judge of the Sixth Judicial District for a term commencing July 1, 2018.  
The Hon. Thomas L. Vaughn, of Colonial Heights, as a judge of the Twelfth Judicial District for a term commencing July 1, 2018.  
The Hon. L. Neil Steverson, of Henrico, as a judge of the Fourteenth Judicial District for a term commencing February 1, 2018.  
The Hon. Lisa A. Mayne, of Fairfax County, as a judge of the Nineteenth Judicial District for a term commencing October 1, 2018.  
The Hon. Mark C. Simmons, of Fairfax County, as a judge of the Nineteenth Judicial District for a term commencing April 1, 2018.  
The Hon. J. Frank Buttery, Jr., of Loudoun, as a judge of the Twentieth Judicial District for a term commencing July 1, 2018.  
The Hon. Deborah C. Welsh, of Loudoun, as a judge of the Twentieth Judicial District for a term commencing July 1, 2018.  
The Hon. George A. Jones, Jr., of Pittsylvania, as a judge of the 22<sup>nd</sup> Judicial District for a term commencing April 1, 2018.  
The Hon. Sam D. Eggleston, III, of Nelson, as a judge of the Twenty-fourth Judicial District for a term commencing July 1, 2018.  
The Hon. W. Dale Houff, of Page, as a judge of the Twenty-sixth Judicial District for a term commencing April 16, 2018.  
The Hon. J. D. Bolt, of Galax, as a judge of the Twenty-seventh Judicial District for a term commencing July 1, 2018.  
The Hon. V. Blake McKinney, of Washington, as a judge of the Twenty-eighth Judicial District for a term commencing July 1, 2018.  
The Hon. William E. Jarvis, of Prince William, as a judge of the Thirty-first Judicial District for a term commencing November 1, 2018.

## JUVENILE AND DOMESTIC RELATIONS DISTRICT COURT JUDGES – APPOINTMENTS & REAPPOINTMENTS

The Hon. Tanya Bullock, of Virginia Beach, as a judge of the Second Judicial District for a term commencing July 1, 2018.  
The Hon. Barry G. Logsdon, of Newport News, as a judge of the Seventh Judicial District for a term commencing July 1, 2018.  
The Hon. Wade A. Bowie, of York, as a judge of the Ninth Judicial District for a term commencing July 1, 2018.  
The Hon. Cressondra B. Conyers, of James City County, as a judge of the 9<sup>th</sup> Judicial District for a term commencing July 1, 2018.  
The Hon. J. David Rigler, of Chesterfield, as a judge of the Twelfth Judicial District for a term commencing July 1, 2018.  
The Hon. Ashley K. Tunner, of Richmond, as a judge of the Thirteenth Judicial District for a term commencing May 16, 2018.  
The Hon. Margaret W. Deglau, of Henrico, as a judge of the Fourteenth Judicial District for a term commencing July 1, 2018.  
The Hon. Rondelle D. Herman, of Henrico, as a judge of the Fourteenth Judicial District for a term commencing July 1, 2018.  
The Hon. Randall G. Johnson, Jr., of Henrico, as a judge of the Fourteenth Judicial District for a term commencing July 1, 2018.  
The Hon. Ronald L. Morris, of Greene, as a judge of the Sixteenth Judicial District for a term commencing February 1, 2018.  
The Hon. Frank W. Somerville, of Orange, as a judge of the Sixteenth Judicial District for a term commencing July 1, 2018.  
The Hon. Gayl Branum Carr, of Fairfax, as a judge of the Nineteenth Judicial District for a term commencing August 1, 2018.  
The Hon. Glenn L. Clayton, II, of Fairfax County, as a judge of the 19<sup>th</sup> Judicial District for a term commencing October 1, 2018.  
The Hon. Sarah A. Rice, of Franklin, as a judge of the Twenty-second Judicial District for a term commencing February 1, 2018.  
The Hon. Brian H. Turpin, of Pittsylvania, as a judge of the Twenty-second Judicial District for a term commencing July 1, 2018.  
The Hon. H. Cary Payne, of Bedford, as a judge of the Twenty-fourth Judicial District for a term commencing July 1, 2018.  
The Hon. H. Lee Chitwood, of Pulaski, as a judge of the Twenty-seventh Judicial District for a term commencing February 1, 2018.  
The Hon. Monica D. Cox, of Galax, as a judge of the Twenty-seventh Judicial District for a term commencing July 1, 2018.

The Association's Legislative Committee Co-Chairs, Barbara Shaw and Ginger Webb, have prepared a 2018 legislative summary of all bills relevant to the district courts. You can find it online at [www.vadistrictclerks.com/2018legislativesummary](http://www.vadistrictclerks.com/2018legislativesummary)

You may find information on all introduced bills on the General Assembly's website. A good resource for court administrators is the "bill by subject index" feature. It can be found at <http://lis.virginia.gov/cgi-bin/legp604.exe?181+sbj+SBJ>



# How We Can Help You

Court employees and librarians must be neutral and impartial,  
and can give **legal information**.

Only a lawyer representing you can give you **legal advice**.

## WE CAN:

- Provide you with the number of a local lawyer referral service, legal services program or other service where you can get legal help.
- Give you information about law libraries and online resources.
- Explain and answer questions about how the court works.
- Give you general information about court rules, procedures and practices.
- Provide you with available court forms and instructions.
- Provide court schedules and information on how to get a case scheduled.
- Provide you information from your case file.
- Answer some basic questions about court deadlines and how they are determined.
- Provide additional assistance in some circumstances to aid you if you have special needs.
- Provide information, brochures and contact information about mediation and ADR programs in your court.

## WE CANNOT:

- Tell you whether or not you should bring your case to court.
- Tell you what words to use in your papers. We can, however, check your papers for completeness before you file them.
- Tell you what to say in court.
- Give you an opinion about what will happen if you bring your case to court.
- Talk to the judge for you.
- Let you talk to the judge outside of court.
- Change an order signed by a judge.
- Give you information about a judge's decision until the judge makes that decision public.
- Give you information that we would be unable or unwilling to provide to the other side in your case.
- Interpret court documents or tell you what you "should" do.

Visit [selfhelp.vacourts.gov](http://selfhelp.vacourts.gov)  
*Help is just a link away!*



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