

Goochland County Juvenile and Domestic Relations District Court Family Abuse Protective Order Filing Information

In Virginia, there are 3 kinds of protective orders that can protect you and others in your family or home:

- **Emergency Protective Orders (EPO)** – generally last only 72 hours and are usually issued by a magistrate. *If you have an EPO and want further protection you should go to the Court Service Unit (804-556-5346) as soon as possible and well before the expiration of the EPO.*
- **Preliminary Protective Orders (PPO)** – last 15 days or until a full hearing and require that you file a petition at court.
- **Permanent Protective Orders (PO)** – last up to 2 years and are issued by the court after a full hearing where both parties are before the judge.

ONLY a judge may dismiss or change the terms of a Protective Order.

ALERTS:

- You must first go to the Court Service Unit to file a petition for a Family Abuse Protective Order (*A petition is a formal written request asking the court to do something*).
- Although the Court Service Unit is open every day, the judge is available to review a petition for a Protective Order only on the 1st, 2nd and 4th Thursdays and 1st and 3rd Tuesdays of the month. ***If you are in imminent danger and file for an order with the Court Service Unit on any other day, you may be directed to the Courthouse, either in Louisa or Madison, where a judge can review your petition that day.***
- Please call the Court Service Unit at 804-556-5346 to make an appointment to file your petition.
- If you are in need of a translator, please call the Court Service Unit at 804-556-5346 prior to coming to the Court Service Unit.

There is a free Internet-based program called I-CAN! Virginia, that helps citizens prepare the forms necessary to file for a Family Abuse Protective Order. I-CAN! Virginia is also available in Spanish. It is found at www.courts.state.va.us under "Online Services" or you can go to <http://www.ican.courts.state.va.us> and follow the instructions. The completed forms **must** be taken to the Court Service Unit (see question 28 for information on how to get access to the internet).

1. Where is the Goochland County Court Service Unit and Goochland County District Courthouse located?

The District Court and Court Service Unit are located in Building G of the Courthouse complex at:

2938 River Road West
Goochland, Virginia 23063

The Court Service Unit is located in the Courthouse diagonally across the hall from the Commonwealth's Attorney's Office. It is located in the office marked "Stephen T. Pierce – Juvenile Probation Officer".

Telephone numbers:

Court Service Unit 804-556-5346
Juvenile and Domestic Relations District Court clerk 804-556-5309

Google map link to 2938 River Road West, Goochland:

http://maps.google.com/maps?sourceid=navclient&ie=UTF-8&rlz=1T4ADBR_enUS294US297&q=2938+River+Road+West+Goochland+23063

To Zoom in or out:

Click on the up or down arrow in the upper left corner

To Navigate closer to the location of choice:

Click and drag your mouse on the map

For Driving Directions:

Under the address text box click on Get Directions

Type your address or starting point in the empty text box

Click the "Get Directions" button.

2. What are the driving directions to Goochland County Court Service Unit and Juvenile and Domestic Relations District Court?

From the North:

- I-95 South to I-64 West to Exit 167 (Oilville-Goochland)
- Turn left on Route 617
- Proceed approximately ½ mile to traffic light; turn right on Route 250 West
- Proceed approximately 1 mile and turn left on Route 632
- Proceed approximately 6 miles and turn left at stop sign on Route 522 South
- Proceed approximately 1/4 mile to traffic light; turn left on Route 6 East/522 South
- Proceed ½ mile to Courthouse Circle on left. If you reach Parrish Ford on the left you have passed the Court complex.
- Turn left; parking lot is on right

From the East:

- I-64 West to Exit 167 (Oilville-Goochland)
- Turn left on Route 617
- Proceed approximately ½ mile to traffic light at the top of the hill
- Turn right on Route 250 West
- Proceed approximately ½ mile and turn left on Route 632

- Proceed approximately 6 miles and turn left at stop sign on Route 522 South
- Proceed approximately 1/4 mile to traffic light; turn left on Route 6 East/522 South (River Road West)
- Proceed ½ mile to Courthouse Circle on left. If you reach Parrish Ford on the left you have passed the Court complex.
- Turn left; parking lot is on right

Patterson Avenue alternative from the East:

- Take Patterson Ave. (Rte. 6) West
- Continue on Rte 6 through the stoplight at the intersection of Maidens Rd. (Rte. 522).
- Go past Parrish Ford on the right.
- Turn right onto Courthouse Circle, the parking lot is on the right. If you reach the Goochland Post Office, you have passed the Court complex.

From the South:

- **If north of Chesterfield** I-95 North to I-64 West to Exit 167 (Oilville-Goochland)
- Turn left on Route 617
- Proceed approximately ½ mile to traffic light
- Turn right on Route 250 West
- Proceed approximately 1 mile and turn left on Route 632
- Proceed approximately 6 miles and turn left at stop sign on Route 522 South
- Proceed approximately 1/4 mile to traffic light; turn left on Route 6 East/522 South
- Proceed ½ mile to Courthouse Circle on left. If you reach Parrish Ford on the left you have passed the Court complex.
- Turn left; parking lot is on right
- **If south of Chesterfield** take Rte 288 North to West Creek Parkway/ Rt. 6 West exit
- Travel approximately 15 miles on Route 6 West
- After entering Goochland there will be a brick fence on your right, take the first right after the brick fence onto Courthouse Circle the parking lot is on the right. If you reach the Goochland Post Office, you have passed the Court complex.

From the West:

- **If West of Gum Springs** take I-64 East to Exit 159 (Gum Springs)
- As you exit the ramp, take a right on Route 522 to Route 6
- At the traffic light take a left on Route 6 (River Road West)
- Proceed ½ mile to Courthouse Circle on left. If you reach Parrish Ford on the left you have passed the Court complex.
- Turn left; parking lot is on right
- **If East of Gum Springs** take I-64 East to Exit 167 (Oilville-Goochland)
- Turn right on Route 617
- Proceed approximately ½ mile to traffic light

- Turn right on Route 250 West
- Proceed approximately 1 mile and turn left on Route 632
- Proceed approximately 6 miles and turn left at stop sign on Route 522 South
- Proceed approximately 1/4 mile to traffic light; turn left on Route 6 East/522 South
- Proceed ½ mile to Courthouse Circle on left. If you reach Parrish Ford on the left you have passed the Court complex.
- Turn left; parking lot is on right

3. Where can I park at the Court Service Unit and Courthouse?

Parking is available in the lot off Courthouse Circle. PLEASE DO NOT use any spaces marked "Reserved". There are handicap spaces on the upper level of the parking lot closest to the Courthouse. There is no fee for parking.

4. What public or bus transportation is available to the Courthouse and at what cost?

There is no public transportation to the Courthouse.

5. What taxi service is available to the Courthouse?

There is no local taxi service available in Goochland County.

6. What other assistance is there for transportation?

There is no assistance for transportation to the Courthouse. Citizens must provide their own transportation.

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

If you do not understand or speak English well you should contact Court Service Unit at 556-5346 to arrange for translation assistance when filing the petition for a Family Abuse Protective Order. Contact the Court Clerk at 556-5309 to arrange for translation assistance when coming to the Courthouse to have the petition reviewed by a judge. *(A petition is a formal written request asking the court to do something)*

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

You should contact Court Service Unit at 556-5346 to arrange for assistance when filing the petition for a Family Abuse Protective Order. Contact the Court Clerk at 556-5309 to arrange for assistance when coming to the Courthouse to have the petition reviewed by a judge. *(A petition is a formal written request asking the court to do something)*

9. Is there a fee for filing for a Family Abuse Protective Order?

There is no fee for filing a petition for a Family Abuse Protective Order.

10. What should I bring with me?

You must have:

- A full description of the event that led you to seek a protective order. If you used the I-CAN system, bring the Affidavit with you. **YOU WILL NEED THIS SAME INFORMATION FOR THE FULL HEARING (where both parties are before the judge) that will be scheduled if a Preliminary Order is issued.** You will be asked to testify at the full hearing (where both parties are before the judge) about the event that made you want to seek protection.
- The name and **full address** of the person from whom you are seeking protection. A full and complete address of the person is required – including apartment number, unit number, or lot number - not a PO Box.
- Any prior or existing protective orders you have in your possession, even if from another state or Virginia jurisdiction.

Other important information you should bring with you:

- Any photographs, medical records related to the event that led to the petition for a Family Abuse Protective Order or anything else you think will help prove your case;
- The names and full addresses of anyone who witnessed the event,
- As much identifying and contact information as possible about the person from whom you are seeking protection – this information is essential because the Sheriff must be able to find this person for the Protective Order to take effect.

PLEASE PROVIDE:

- name, nicknames, aliases;
 - date of birth;
 - home, work, cell phone and pager numbers;
 - addresses for home, work, friends, relatives and places frequented;
 - age, height, weight, eye color, hair color, distinguishing marks;
 - social security number;
 - tendencies toward violence;
 - ownership or possession of weapons, especially firearms; and
 - recent photograph of that person.
- A copy of an Emergency Protective Order if one was issued; and
 - If possible, social security numbers for children for whom you may be seeking protection.

**11. What should I NOT bring with me to the Courthouse for the Hearing?
(Security screening takes place only on court days, Mondays and Thursdays)**

All persons entering a county courthouse will be searched and all bags and other items will be passed through an x-ray machine. Weapons such as guns and any knives are prohibited inside the courthouse. Cell phones, cameras (including cell phones with cameras), video cameras, photographic, recording or similar equipment is prohibited inside the courthouse. Advise security if the above listed items are needed as evidence in your case.

12. Who should I bring with me to court?

You need only bring yourself to file for a Family Abuse Protective Order. Do bring the names and complete addresses for any witnesses (people who actually saw the event) with you. Bring these people with you to the Courthouse when the petition is reviewed by the judge. **You are discouraged from bringing young children with you to Courthouse.** If you must bring them to court, bring an adult to supervise the children.

13. What days can I file for a Family Abuse Protective Order at Goochland County Court Service Unit?

The Court Service Unit is open Monday, Tuesday, Thursday and Friday except for holidays or inclement weather. Occasionally the Court Service Unit staff may not be available because of other scheduled duties. Please call 556-5346 to make an appointment and assure staff will be available. You will meet with an intake officer who will interview you, assist in preparing an affidavit describing the abusive event and answer questions about the court process.

14. How can I find out if the Courthouse is open when there is bad weather?

Call the Clerk's Office at 556-5309 and if the Courthouse is closed there will be a message at that number.

15. How early can I arrive to file for a Family Abuse Protective Order?

The Court Service Unit opens at 8:30 AM. You should arrive as early as possible, especially on days that the judge is conducting hearings, the 1st, 2nd and 4th Thursdays and 1st and 3rd Tuesdays of the month. It is best to call the Court Service at 556-5346 and make an appointment.

16. How long should I expect to spend at the Court Service Unit?

You should expect to spend about 30 minutes at the Court Service Unit completing the paper work required to file a petition for a Family Abuse Protective Order (*a petition is a formal written request asking the court to do something*).

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

If you arrive to file for a Family Abuse Protective Order on the 1st, 2nd or 4th Thursday or 1st or 3rd Tuesday of the month and hope to file the petition and have it reviewed by a judge that same day, you **MUST** arrive at the Court Service Unit at 8:30 AM.

18. How long should I expect to spend at the Courthouse in order to have the petition reviewed by a judge?

You should expect to spend at least 3 hours at the Courthouse on the day the petition is reviewed by a judge. You should arrive at the Courthouse no later than 9:00 AM. If you plan to file the petition for a Family Abuse Protective Order with the Court Service Unit that same day, you **MUST** arrive at the Court Service Unit no later than 8:30 AM.

On the day the petition is reviewed you will be in the court room and the judge may ask you questions about the petition and the reasons you are seeking the Protective Order.

A judge is at the Goochland Juvenile and Domestic Relations District Court on the 1st, 2nd and 4th Thursdays and 1st and 3rd Tuesdays of the month and reviews Protective Order petitions then. If you are in imminent danger and file for an order with the Court Service Unit on any other day, you may be directed to the Courthouse, either in Louisa or Madison, where a judge can review your petition that day

19. Where should I go on the hearing day after passing through the security check at the door of the Courthouse?

Go directly to the courtroom and take a seat, wait for your name to be called.

20. How do I contact the Court Service Unit and Court for more information?

Goochland County Court Service Unit can be reached at **804-556-5346**. The Clerk's Office at the Juvenile and Domestic Relations District Court can be reached at: **804-556-5309**.

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

If you feel you are in immediate danger call 911 for law enforcement assistance.

You can also call the Virginia Family Violence and Sexual Assault state-wide 24 HOUR CRISIS HOTLINE at **1-800-838-8238** for information about safety planning, emergency shelter and local resources (Emergency shelter is usually provided in Henrico or Charlottesville).

22. What should I do if an Emergency Protective Order that was issued expires before I am able to have a petition for the Family Abuse Protective Order filed and reviewed? (*Emergency Protective Orders are most often issued by Magistrates and may last only 72 hours*)

You should make every effort to get to the Court Service Unit before the Emergency Protective Order expires. The Court Service Unit can be reached at 804-556-5346.

In rare circumstances you may petition the Magistrate for a new Emergency Protective Order. You will have to testify under oath as to why another Emergency Protective Order is necessary. You will be asked to fill out a written affidavit (statement). Based on the information you provide, the magistrate may or may not issue another Emergency Protective Order.

In any case, if you feel you need further protection you should file a petition for a Family Abuse Protective Order with the Court Service Unit and attend all scheduled hearings.

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

Magistrates are available 24 hours per day, seven days per week. You should call (434)977-0220. The Magistrate's Office in Goochland is in the Goochland County Sheriff's Office at 2938 River Road West, in the sub-basement of **Building G**. This is the same complex as the Court and Court Service Unit – but is on a lower level with a separate outside entrance.

Google map link to 2938 River Road West, Goochland:

http://maps.google.com/maps?sourceid=navclient&ie=UTF-8&rlz=1T4ADBR_enUS294US297&q=2938+River+Road+West+Goochland+23063

To Zoom in or out:

Click on the up or down arrow in the upper left corner

To Navigate closer to the location of choice:

Click and drag your mouse on the map

For Driving Directions:

Under the address text box click on Get Directions

Type your address or starting point in the empty text box

Click the "Get Directions" button.

24. Do I need a lawyer to file for a Family Abuse Protective Order?

You do not need a lawyer to file for a preliminary protective order. The Court Service Unit Intake Officer will provide assistance to help you complete the necessary paperwork and will provide basic information about preparing for your court hearing. The Unit, however, cannot give you legal advice. You may want to hire a lawyer to represent you at your full hearing (where both parties are before the judge), especially if the person from whom you want protection will have a lawyer (see also question 26).

25. What should I do if I am the person named as a "respondent" in a Family Abuse Protective Order? (A "respondent" is the person against whom the order is issued)

You will receive a copy of the order from the Sheriff. Read the order carefully. 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 order. **ONLY a judge may dismiss or change the terms.**

The order will have a date and time for a hearing, arrive at the Courthouse at least 30 minutes ahead to allow time for parking. You or your lawyer may tell your side of the case at the hearing.

The location of the court and other information about the court's policies are contained in this document under separate questions.

26. How can I find a lawyer to help me?

Virginia Lawyer referral Service 1-800-552-7977 or look in the yellow pages of the phone book.

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

Contact the Sheriff's Office at 804- 556-5349.

28. Where can I get access to the internet in Goochland County?

Citizens of Goochland County can have access to the internet at either the Department of Social Services or the Public Library. Both have a number of rules for using the internet. Please read these carefully.

The Department of Social Services is located at:
1800 Sandy Hook Road
Goochland, Va. 23063
804-556-5880

The Goochland Branch of the Public Library is located at:
Goochland Branch Library
3075 River Road West
Goochland, VA 23063
804-556-4774

For more information about the library go to:

<http://www.pamunkeylibrary.org/goochland.htm>

Rules for use of the Department of Social Services Internet access:

Goochland Department of Social Services Guidelines for Computer Use:

1. All computer users are responsible for abiding by the Goochland Social Services Guidelines for Computer Use.
2. Any resident with valid identification may use a computer for up to 60 minutes.
3. Users should be able to self administer and navigate the computer without assistance.
4. Computer use is available on a first come, first served basis. No advanced reservations will be accepted.
5. A computer pass will be provided and must be displayed at the computer station. The checkout time for the computer pass may be extended if there is no one waiting. User must return to front window to sign up for additional time.
6. Computer users may not save or copy files on hard drives of the computers.
7. Goochland Social Services is not responsible for any damages that may occur to users' hardware or software as a result of computer viruses, electrical malfunctions, power surges, etc.

8. Users may use their own disks to download or save files. Downloading must be completed within the time allotment. The agency is not responsible for the disks or for the correct downloading of files.
 9. Users are not permitted to install software, as any software installation may compromise the safety of our network.
 10. Users may not tamper with or reconfigure computer equipment, software or data.
 11. Limited printing may be done. Copies of documents can be retrieved at front window. User should write down printing jobs so front desk will know which user generated which documents.
 12. Computer users are bound by local, state, and federal laws relating to copyrights, security, obscenity, pornography and other statutes regarding electronic media. Unauthorized reproduction of copyrighted material is against the law. Violations of the law will be reported to appropriate law enforcement authorities.
 13. Computer hardware and software are to be used for Social Services related activities for which they are assigned. Computer resources are not to be used for commercial purposes. Use of the computer facilities and information resources must be done in a responsible and appropriate manner, respecting all contractual and license agreements and the rights of other computer users.
 14. Goochland Social Services advises users not to send personal information, such as name, address, social security number, phone number, or credit card numbers, over the Internet.
- Goochland Social Services will not issue e-mail accounts. Patrons may create and use their own web-based e-mail accounts if they choose.
16. Hours for usage are 8:00a.m- 4:15p.m. The computers will be shut down promptly at 4:15 p.m. each day.

NON-COMPLIANCE WITH THE GUIDELINES FOR COMPUTER USE, MISUSE OR UNAUTHORIZED USE OF COMPUTER FACILITIES AND INFORMATION RESOURCES BY USERS MAY RESULT IN DENIAL OF ACCESS TO COMPUTERS.

Rules for the Goochland Branch Library Internet access:

Internet access is available at the Goochland Branch of the Pamunkey Regional Library at 3075 River Road West, Goochland, VA 23063. The Pamunkey Regional Library requires a person to “check out” their computers. Therefore, you will need to have, or apply for, a Library Card in order to use a computer. If you live or work in Goochland a Library Card is free, and all you will need to do to receive a card is fill out the Library Card Application with your basic information. If there is no one waiting to use the computer, you can check out the computer for one hour at a time. You can use the computers as soon as your information is entered into the Library’s database, usually within 5 to 10 minutes. The Goochland Branch of the Pamunkey Regional Library is open 9-8 Monday-Thursday, 9-6 on Fridays, and 9-4 on Saturdays. Please call the Library with questions at 804- 556 4774.

Directions to the Goochland Branch Library are as follows:

From the North:

Take I-95 South to I-295 (to Charlottesville).
Then take I-64 West to exit #167 (Goochland/Oilville exit).
Turn left on Rt. 617 at the end of the exit ramp.
At the first traffic light (Route 250) turn right onto Route 250.
Go about .5 mile and turn left on Route 632 (Fairgrounds Rd.).
Go about 5.5 miles and then turn left on Route 522 (Sandy Hook Road).
At next traffic light, turn left on Rt. 6/522 South.
The Library entrance will be the first right.

From the South:

Take I-95 North to I-295 (to Charlottesville).
Then take I-64 West to exit #167 (Goochland/Oilville exit).
Turn left on Rt. 617 at the end of the exit ramp.
At the first traffic light (Route 250) turn right onto Route 250.
Go about .5 miles and turn left on Route 632 (Fairgrounds Rd.).
Go about 5.5 miles and then turn left on Route 522 (Sandy Hook Road).
At next traffic light, turn left on Rt. 6/522 South.
The Library entrance will be the first right.

From the East:

Take I-64 West to I-295 (to Charlottesville, bypasses Richmond).
Then take I-64 West to exit #167 (Goochland/Oilville exit).
Turn left on Rt. 617 at the end of the exit ramp.
At the first traffic light (Route 250) turn right onto Route 250.
Go about .5 miles and turn left on Route 632 (Fairgrounds Rd.).
Go about 5.5 miles and then turn left on Route 522 (Sandy Hook Road).
At next traffic light, turn left on Rt. 6/522 South.
The Library entrance will be the first right.

From the West:

Take I-64 West to exit #167 (Goochland/Oilville exit).
Turn right on Rt. 617 at the end of the exit ramp.
At the first traffic light (Route 250) turn right onto Route 250.
Go about .5 miles and turn left on Route 632 (Fairgrounds Rd.).
Go about 5.5 miles and then turn left on Route 522 (Sandy Hook Road).
At next traffic light, turn left on Rt. 6/522 South.
The Library entrance will be the first right.

29. Where else can I get help?

Referrals for domestic violence assistance call Goochland Department of Social Services- (804) 556-5880.

Other agencies:

- Virginia Child Protective Services Hotline to report suspected child abuse or neglect - **1-800-552-7096**.
- Virginia Adult Protective Services Hotline to report suspected abuse or neglect of an elderly or disabled adult - **1-800-832-3858**.
- Goochland Sheriff's Department - **804- 556-5349**.
- Victim Witness Coordinator for Goochland County – **804-556-5370**
- Virginia Sexual and Domestic Violence Action Alliance for information on domestic violence and sexual assault victim services
1118 W. Main St.
Richmond, VA 23220
<http://www.vsdvalliance.org>
- Goochland Dept. of Social Services provides benefits and services to citizens of Goochland County based on eligibility including Adult Protective Services (for elder and disabled adults), Child Protective Services, Foster Care, Employment Services, Food Stamps, Temporary Assistance to Needy Families (TANF), Medicaid and child care. Address:
1800 Sandy Hook Road
Goochland, Va. 23063
(804)-556-5880
- Goochland-Powhatan Community Services provides mental health, developmental disabilities and substance abuse treatment for eligible individuals. Address:
3058 River Road West, P. O. Box 189
Goochland, Virginia 23063
(804) 556-5400
- Alcoholics Anonymous; (804) 355-1212 www.aa.org
- Al-Anon; (804) 353-4885 www.va-al-anon.org
- Deaf & Hard of Hearing – use VA Relay Service; Dial 711
- Non-English Speaking - use Interpretalk; 1-800-305-9673
- YWCA Women's Advocacy Program Richmond Shelter
(804)-643-0888; www.ywcarichmond.org

30. What should I do at the full hearing (where both parties are before the judge)?

Be on time for the hearing and have a seat in the courtroom. When you arrive at the Courthouse go directly to the courtroom. Your name will be called when it is time for your case to be heard. Only you or your lawyer, if you hired one, can speak for you. The judge will ask you questions. Listen carefully, answer them completely, tell the truth and speak slowly. The person from whom you want protection or that person's lawyer may ask you questions. DO NOT interrupt the judge, lawyers or the person from whom you are seeking protection. If you have any questions or do not understand something, ask the judge BEFORE you leave the courtroom.

31. What should I do if the Judge does not issue a Protective Order?

You can file an appeal with the General District Clerk's Office next to the courtroom within 10 days of the hearing. You may also want to contact some of the other services available to citizens in Goochland County. See question 29.

32. When does a Protective Order take effect?

A Sheriff's deputy or court official must give the Protective Order to the person from whom you want protection. A Protective order is not valid until that person gets a copy. This is called "personal service." At the full hearing (where both parties are before the judge) the order may be given to both you and the other person in the courtroom. If not, you may be directed to go to the General District Clerk's Office next to the courtroom to get a copy of the order. DO NOT LEAVE THE COURTHOUSE without a copy of the order.

33. What should I do with the order?

Once you have a copy of the order, keep the order in a safe place. You should carry a copy of the order with you at all times. You will have to show it to the police or the Court if there is a violation.

Make several photocopies of the order as soon as possible and keep the original order in a safe place. You may want to give a copy of the order to your employer, school, children's school, daycare provider, and anyone else named in or protected by the order.

34. What should I do if the protective order is violated?

If your protective order is violated, you should immediately call 911 and tell the officers that you have a protective order and the abuser is violating it.

35. What if I need to move or travel after my protective order is issued?

If you move or travel within the state or anywhere else in the country including U.S. territories and Indian tribal lands, your protective order will still be valid and good. If you are thinking about moving or traveling you may want to contact the National Center on Full Faith and Credit at 1-800-903-0111 for more information.

PLEASE notify the clerk of the court at 804-556-5309 if you move or have a change of address.