



COMMONWEALTH OF VIRGINIA

L. Neil Steverson
Judge
G. Barton Chucker
Judge
B. Craig Dunkum
Judge
John K. Honey, Jr.
Judge
Thomas O. Bondurant, Jr.
Judge

**HENRICO COUNTY
GENERAL DISTRICT COURT**
PARHAM AT HUNGARY SPRING ROAD
P. O. BOX 90775
HENRICO, VIRGINIA 23273-0075

Linda S. Knight
Clerk

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November 6, 2018

TO: ALL ATTORNEYS AND PRO SE PARTIES

FROM: B. CRAIG DUNKUM, CHIEF JUDGE *BCD*

Due to the time and space requirements for receiving, filing, scanning and storing documents which are not necessary to perfect a filing or part of the "case papers" of the Court's file, this court has adopted a new policy related to the acceptance of documents at the time of initial filing and prior to a hearing or trial. This policy was necessary due to the large volume of documents that were being submitted to our Clerk's Office which were not essential to the filing and which should typically be offered at the time of hearing or trial.

Thank you in advance for your anticipated adherence to this new policy.

DOCUMENT POLICY

1. All filings in this Court will be limited to those provided for by statute or by The Rules of the Supreme Court of Virginia, and shall **not** include any documents which are not required to be filed pursuant to statute or those rules;
2. The Clerk's Office will accept Warrants, Complaints, Answers, Notices, pleadings, motions, proof of service, witness subpoena requests and returns, **required** affidavits, **required** statements of account, and any other documents **required** to be filed by statute or the rules;
3. The Clerk's Office will **NOT** accept medical records, leases, non-required statements of account, any exhibits to be offered at a hearing or trial, more than the original and **one** copy of any document to be served on an individual party, or any other documents not required to be filed by statute or the rules;
4. Any documents that are submitted for filing contrary to the above policy will be returned to the party/attorney submitting them without prejudice to the filing of the action;
5. At the conclusion of a hearing or trial, the judge may return to counsel or the parties any documents introduced which are not required to be preserved as part of the "case papers" as identified in VA CODE § 16.1-112.