

# Pulaski Juvenile and Domestic Relations District Court: Court Services Unit

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## Where is the Court Service Unit located?

The Court Service Unit is located at:  
55 Commerce Street  
Pulaski, VA 24301  
540-980-7735

The Court Service Unit is a few blocks away from the courthouse in the Maple Shade Plaza on Commerce Street (next to Pulaski Co. Dept. of Social Services), in the same shopping center as Dollar General. Inside the Court Service Unit office the receptionist will have you wait in the lobby until a Court Service Intake Officer can assist you with paperwork.

## What are Driving Directions to the Court Service Unit?

- From I-81 S, take exit 94 toward Pulaski. Merge onto VA-99N/ Count Pulaski Dr. and continue to follow VA-99. Turn left onto Washington Ave. Cross the railroad tracks and turn right onto Commerce St. Court Services will be on your left.
- From I-81 N, take exit 89B toward Pulaski. Merge onto US-11/Lee Highway and continue on US 11. Turn left on Commerce St. There is plenty of parking in the Maple Shade Plaza near the Court Services Unit.

## Where should I go after entering the Court Service Unit?

At the **Court Service Unit**: Please notify the receptionist you would like to see an Intake Officer for a Protective Order. You will wait in the lobby while the receptionist alerts an Intake Officer you are waiting. Please notify the receptionist if the Respondent (person you are taking the petition out against) is in the building and identify any safety concerns. There is a conference room you can wait in if safety is a concern.

## What days can I go to the Pulaski Court Service Unit to ask for a Family Abuse Protective Order petition? *(A petition is a formal, written request asking the Court to do something)*

The Court Service Unit issues petitions for Family Abuse Protective Orders. You **MUST** take these petitions to the Court to be filed. ***The Court does not consider these petitions on Tuesdays.***

The Court Service Unit is open Monday through Friday from 8:15 AM until 5 PM. ***EXCEPT*** for state holidays. **In bad weather, call ahead** to assure the Court Service Unit is open. The office is closed from 12 noon to 12:45 PM each day. If you want the Court to hear your petition

on the same day you **MUST** arrive at the Court Service Unit no later than 11:30 AM. *The Court does not consider these petitions on Tuesdays.*

**What days can I go to the Pulaski Court Service Unit to ask for a Petitions for Custody/Visitation/Support/CHINS/Emancipation?**

Intake hours are Monday and Wednesday 9:00 a.m. to 11:00 a.m. and 1:00 p.m. to 3:00 p.m. *EXCEPT* for state holidays. **In bad weather, call ahead** to assure the Court Service Unit is open. The office is closed from 12 noon to 12:45 PM each day.

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

**Court Service Unit:** 540-980-7735 (Monday through Friday, 8:15-noon; 12:45PM-5:00PM)

**Court:** 540-980-3822 (Monday through Friday, 8:30 AM to 4:30 PM)