

**KING WILLIAM COUNTY**  
**JUVENILE & DOMESTIC RELATIONS DISTRICT COURT**  
**9<sup>TH</sup> Judicial District**

**Presiding Judge:**

Honorable Mara M. Matthews

**Clerk's Office:**

Shannon F. Meadowcroft, Clerk of Court

[smeadowcroft@vacourts.gov](mailto:smeadowcroft@vacourts.gov)

**Mailing Address:**

351 Courthouse Ln., Suite 206  
King William, VA 23086

**Physical Address:**

351 Courthouse Ln  
King William, VA 23086

**Clerk's Office Phone, Fax, Websites:**

804-769-4946- phone

804-769-4940- fax

[www.kwc.gov](http://www.kwc.gov)

[www.vacourts.gov/courts/jdr](http://www.vacourts.gov/courts/jdr)

**Court Services Unit:**

Joseph Wright, Jr., Director, 9<sup>th</sup> Judicial District

757-564-2460- phone

Intake/Probation Officer Serving this Court:

Vacant

804-769-4944- phone

**Magistrate:**

Deborah Lott, Chief Magistrate, 9<sup>th</sup> Judicial District

804-508-7304- phone

[dlott@vacourts.gov](mailto:dlott@vacourts.gov)

**Sheriff:**

Donald Lumpkin

351 Courthouse Ln

King William, VA 23086

804-769-0999-phone

**Department of Social Services:**

Amanda Tevis, Director  
172 Courthouse Ln  
McAllister Building  
King William, VA 23086  
804-769-4905- phone

**Dockets:**

2nd & 5th Mondays

8:15 a.m., Arraignments  
9:00 a.m., Traffic & Protective Orders  
9:30 a.m., Bond Hearings  
9:30 a.m., Criminal Trials & Preliminary Hearings  
10:30 a.m., Criminal Trials & Preliminary Hearings  
11:30 a.m., Criminal & Traffic Dispositions  
1:00 p.m., Contested Custody/Visitation

4th Mondays

8:15 a.m., Arraignments  
9:00 a.m., Traffic & Protective Orders  
9:30 a.m., Bond Hearings  
9:30 a.m., Criminal Trials & Preliminary Hearings  
10:30 a.m., Criminal Trials & Preliminary Hearings  
11:30 a.m., Criminal & Traffic Dispositions  
1:00 p.m., DCSE Support  
2:00 p.m., DCSE and non-DCSE Support

2nd and 4th Tuesdays

9:00 a.m., Preliminary Hearings for Custody/Visitation/Support  
10:00 a.m., Contested Custody/Visitation & DSS  
1:00 p.m., Contested Custody/Visitation & DSS

1<sup>st</sup> and 2<sup>nd</sup> Fridays

9:00 a.m., Child Support and/or Contested Custody/Visitation  
10:00 a.m., Contested Custody/Visitation  
1:00 p.m., Contested Custody/Visitation

**Continuances:**

Continuance Requests are decided on a case-by-case basis. Please call the Clerk's office to obtain a copy of this form.

**Remote Hearings:**

Please call the Clerk's Office to obtain a Motion for Remote Hearing.  
King William JDR accepts the completed motion from counsel and pro-se parties.

**Support, Custody, Visitation:**

- All petitions and motions to amend filed regarding matters of support, custody, and visitation must be filed on state forms. Each child requires a separate petition or motion for each issue.
- Child Support and Spousal Support must be filed on separate petitions.
- The Clerk's Office will make the referral to Mediation if deemed appropriate.
- Petitions filed regarding custody/visitation/support involving biological parents will be referred to the Parent Education Class. Failure to attend this class may prohibit presentation of evidence or may result in dismissal of case. This class is required in all contested cases and satisfies the requirement of Virginia Code 16.1-278.15 and 20-103. The referral will be attached to the summons sent to the parties.
  - o <http://www.courts.state.va.us/courtadmin/aoc/djs/programs/parenteducation/home.html>

**SIJS Petitions:**

- SIJS and Custody petitions must be filed on separate petitions if requesting both be established. If Custody has already been established, only an SIJS petition is required.

**Filing/Service Fees:**

Establish Paternity: \$12/service (per party)

Disestablish Paternity: \$12/service (per party)

Custody/Visitation: \$25 filing fee per petitioner

Relief of Custody:

Parent petitioner- \$12/service (per party)

Non-parent petitioner- no fee

Emancipation: \$12/service (per party)

Child Support: No fee

Spousal Support: \$12/service (per party)

Witness subpoena for civil matters: \$12/service

Subpoena duces tecum for civil matters: \$12/service

Checks should be made payable to: King William JDR Clerk's Office

For waiver of filing fees, sheriff's fees, or writ tax, please use:

<http://www.vacourts.gov/forms/circuit/cc1414.pdf>

**Online Payments:**

Online payments for matters post-trial can be made at:

<http://www.vacourts.gov/caseinfo/tickets.html>

Pre-payments for juvenile traffic tickets are only accepted in person at the Clerk's Office.

**HOPE Cards:**

King William County JDR participates in the HOPE Card program. Information regarding this service can be found at:

[Judicial Services: DVPS \(vacourts.gov\)](http://vacourts.gov)

You can also contact Victim Witness at 804-769-4159.

**Driver's License Ceremony:**

Driver's licenses are sent directly to the licensee. King William JDR is not currently holding ceremonies.