

**VIRGINIA:**

**IN THE CIRCUIT COURT FOR THE COUNTY OF HENRICO**

**ORDER**

**WHEREAS**, the rules set forth below are necessary to maintain safety and decorum within the Henrico Courts Building located at 4301 East Parham Road, Henrico, Virginia, it is

**ORDERED** as follows:

1. All persons seeking entry to the Courts Building shall be screened by magnetometer and, if requested to do so by the Sheriff of the County of Henrico, or his Deputies, shall submit to a personal search before being admitted, with the following exceptions:
  - a. The Sheriff, his Deputies, and sworn law enforcement officers of the Henrico County Division of Police, the Virginia State Police, or other law enforcement agency, when in the lawful performance of official duties, and displaying identification issued by his or her agency, are not required to pass through the magnetometer;
  - b. Judges, the Commonwealth's Attorney (and her Deputies and Assistants), the Clerk of the Circuit Court and the Clerk of the General District Court are not required to pass through the magnetometer. Persons employed in the Courts Building may be exempted from screening according to one list maintained by the Circuit Court, in consultation with the Clerk of the

Circuit Court, the Chief Judge of the General District Court, the Commonwealth's Attorney and the Sheriff.

2. All bags, parcels, or other items brought into the Courts Building shall be passed through x-ray or other scanner as deemed appropriate by the Sheriff, except that sworn law enforcement officers of the Henrico County Division of Police, the Virginia State Police, or other law enforcement agency, when in the lawful performance of official duties, and displaying identification issued by his or her agency, shall not be required to pass such items through the scanner.
3. All persons seeking entry to the Courts Building shall enter through the main entrance located at the front of the Courts Building, except as provided herein:
  - a. Licensed attorneys who display a current Virginia State Bar card may enter the Courts Building through the entrance located at the connection between the Courts Building and the Government Complex;
  - b. The Sheriff, his Deputies, and sworn law enforcement officers of the Henrico County Division of Police, the Virginia State Police, or other law enforcement agency, when in the lawful performance of official duties, and displaying identification issued by his or her agency, may enter the Courts Building through the entrance located at the connection between the Courts Building and the Government Complex;
  - c. Employees who are employed in the Courts Building, including administrative staff, staff of the Commonwealth's Attorney, staff of the Clerk of the Circuit Court or the General District Court, and other persons employed in the Courts Building, may enter the Courts Building through

the entrance located at the connection between the Courts Building and the Government Complex. Employees who are identified on one list maintained by the Circuit Court, in consultation with Clerk of the Circuit Court, the Chief Judge of the General District Court, the Commonwealth's Attorney and the Sheriff, may enter the Courts Building through the doors facing the rear parking area near Parham Road. These doors may not be used for entry by persons not employed in the Courts Building unless they have been screened or searched by the Sheriff or his Deputies.

4. No firearms or dangerous weapons of any kind shall be brought into the Courts Building. Pursuant to Virginia Code § 18.2-283.1, this prohibition shall not apply to the Sheriff or his Deputies, or to sworn law enforcement officers of the Henrico County Division of Police or the Virginia State Police, or other law enforcement agency, when in the lawful performance of official duties, and displaying identification issued by his or her agency.
5. Visitors to the Courts Building shall not bring cameras, television, radio, or sound equipment, including tape recorders, into the Courts Building except as otherwise provided by law or pursuant to Paragraph 7 below. Court reporters, in the performance of their official duties, may bring into the Courts Building the usual and necessary recording equipment.
6. No photographs, still or otherwise, shall be taken in the Courts Building, unless with permission of the Court.
7. No cellular telephones, personal digital assistants, computers, pagers, or other similar devices are allowed in the Courts Building, except as provided below:

- a. Licensed attorneys may bring such devices into the Courts Building for use as a calendar and for business communications. However, any attorney who has such a device in his or her possession must silence the ringer while inside the Courts Building. Attorneys may use such a device only in the attorney conference rooms on the second floor of the Courts Building and not in any public areas. The Clerks of the Courts may permit use of such devices at their discretion in their offices. Attorneys are prohibited from using such devices while in any courtroom unless the presiding Judge grants permission;
- b. The Sheriff, his Deputies, and sworn law enforcement officers of the Henrico County Division of Police, the Virginia State Police, or other law enforcement agency, and employees who are employed in the Courts Building may bring such devices into the Courts Building as provided by their employers. However, any such official or employee is prohibited from using such devices while in any courtroom or in any public areas of the Courts Building. The Clerks of the Courts may permit use of such devices at their discretion in their offices.
- c. When members of the public other than licensed attorneys, sworn law enforcement officers, and persons employed in the Courts Building bring such devices with them to the Courts Building, the Sheriff or his Deputies shall place the device in a sealed envelope bearing instructions that the seal not be broken nor the device removed while inside the Courts Building, and return the device in the envelope (powered off) to its owner.

8. All entranceways, corridors, and approaches to courtrooms, offices, and other rooms in the Courts Building shall be kept clear for the purpose of free access by employees or persons who have business to transact in the Courts Building, subject to security measures undertaken by the Sheriff or his Deputies with the approval of the Court.
9. The Sheriff or his Deputies shall monitor courtroom access at all times that courtrooms are open to the public. The public shall be admitted to each courtroom at the discretion of the Judge, and under the supervision of the Sheriff or his Deputies, so as to maintain safety.
10. All activities within the courtrooms and common areas of the Courts Building shall be consistent with the civility and decorum necessary for the administration of justice.
11. The area of each Circuit Court courtroom within the Bar is reserved for parties to the case, members of the Bar, and Court personnel.
12. Items received as evidence at trial shall be handled only by Court personnel. Attorneys, witnesses, and jurors may handle evidence only by leave of Court.
13. The Court reserves the right to designate seating accommodations within each courtroom.
14. Smoking is prohibited within the Courts Building.
15. Solicitation of any type, for any service or sale of any product, is prohibited inside the Courts Building and within the immediate area surrounding the Courts Building.

This Order supersedes any inconsistent previous Orders.

Disobedience of this Order is subject to the contempt powers of the Court, and notice is provided that the penalty can include fines and/or imprisonment.

ENTER: 2, 28, 2012  
effective 3/26/2012

  
Catherine C. Hammond, Chief Judge  
of the Circuit Court

  
L. A. Harris, Jr., Judge of the Circuit Court

  
Gary A. Hicks, Judge of the Circuit Court

  
James S. Yoffy, Judge of the Circuit Court