

Notice to *Pro se* Litigants

For pro se litigants who schedule trials (either jury or non-jury) or contested or equitable distribution divorces (including matters relating to child/spousal support and visitation/custody), please be advised that

1. You must know the law relating to your issues and you will be expected to adhere to the Rules of Evidence and Rules of Court.
2. If you have a witness or witnesses that you want to have testify on your behalf, unless they are willing to come to court voluntarily, you must serve them with a lawful subpoena.
3. You must have all the proper pleadings prepared and filed with the Clerk of Court no later than one week before the trial date.
4. You must know how to proceed with presenting your case, including testifying, examination of witnesses and introduction of exhibits (documents, photographs or other tangible objects) as the Court will not be able help you with the case at trial.
5. The Court, in its discretion, may limit your presentation of evidence and/or dismiss your case if you do not follow the above procedures.

To assist pro se/self-represented litigants, please refer to The Virginia Judicial System Court Self-Help Website, <http://selfhelp.vacourts.gov/>. This website provides neutral legal information as a public service in topical areas commonly sought by self-represented litigants, such as traffic tickets, divorce, and landlord and tenant issues.

You are strongly advised to obtain an attorney to represent you. The Court and its employees cannot give you legal advice on how to proceed; if you need such advice, then you must hire an attorney.