


MEMO

TO: Brenda S. Hamilton, Clerk of the Circuit Court for the City of Roanoke
Steven A. McGraw, Clerk of the Circuit Court for the County of Roanoke
G. Chance Crawford, Clerk of the Circuit Court for the City of Salem

FROM: Judge Charles N. Dorsey, Chief Judge, 23rd Judicial Circuit 

DATE: January 8, 2010

IN RE: Transfer of Circuit Court case files

CC: Judge Weckstein, Judge Doherty, Judge Appgar, Judge Swanson,
Judge Broadhurst, Leisa K. Ciaffone, Esquire, President, Salem/Roanoke
County Bar Association, and Roy V. Creasy, Esquire, President, Roanoke
Bar Association

It has come to the attention of the circuit that "runners" from law offices are sometimes permitted to pick up and deliver files from one courthouse to another. "Runners", or anyone else not licensed by the Virginia State Bar, should not be permitted to have court files outside the courthouse, except when specifically authorized by a circuit judge. This is due to the need to maintain the integrity and accuracy of all court files.

It is often necessary to transfer files from one courthouse to another, particularly in light of the standing order pursuant to Virginia Code §17.1-113 that permits all civil cases to be heard in any courtroom within the circuit. In order to better serve the public and accommodate our dockets, we often hear matters in a courthouse other than the one in which the clerks' office of that court is located. When requested by lawyers or the court, the courier service of the sheriff's department may appropriately be used to transfer files between courthouses within the circuit. Similarly, any licensed member of the Virginia State Bar may also pick up a file, check it out, and transfer it to the appropriate courthouse for hearing.