

**Loudoun County Juvenile & Domestic Relations Court  
Protective Order Protocols for Petitioners Who Have Been  
Exposed to COVID-19**

**\*\*\*Applicable only during a Judicial Emergency\*\*\***

**If you have been exposed to COVID-19<sup>1</sup>, you may not enter the courthouse to either request a Protective Order or attend a court hearing.**

If you cannot enter the courthouse, this is what you can do instead:

- 1) Contact the Juvenile Court Service Unit (JCSU) main office on 703-777-0303 to speak to an Intake Officer for assistance in completing a Protective Order request by phone.

**OR**

Complete the [online I-CAN petition](#), then contact the Intake Officer at the JCSU (703-777-0303) to FAX or email your petition and all associated documents. Please ensure the best contact phone number is clearly written on your cover sheet. If possible, have your affidavit notarized.<sup>2</sup>

- 2) Your request for a videoconference or telephonic court hearing will be completed with the Intake Officer's assistance.
- 3) The Intake Officer will submit your completed petition to the Clerk's Office for scheduling. You will be advised of your videoconference or telephonic court date and time.
- 4) If paperwork is completed and submitted to Intake before 12:00pm, you may have your Preliminary Protective Order hearing the same day at 1:30pm.<sup>3</sup>
- 5) If your Protective Order was granted virtually during a videoconference or telephonic hearing, the Protective Order is not in effect until law enforcement physically serves the respondent with the order. Law enforcement will also need to serve you (the petitioner).<sup>4</sup> If you need help with safety planning while waiting for service, please call the 24/7 confidential LAWS hotline, 703-777-6552.

**Note:** with a videoconference or telephonic court hearing, you will not receive your Preliminary Protective Order until law enforcement personally serves you with the official paperwork.

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<sup>1</sup> You cannot enter the courthouse if, within the last 14 days, any one or more of the following applies: 1) You've tested positive OR have had contact with someone who has been diagnosed with COVID-19; 2) You've traveled internationally; 3) You've been directed to quarantine; 4) You're experiencing a fever, cough, or shortness of breath.

<sup>2</sup> If the petition/affidavit is not notarized, the judge can put the petitioner under oath when they appear by telephone or videoconference.

<sup>3</sup> Court schedules are subject to change and a same day hearing is not guaranteed.

<sup>4</sup> The schedule for service by law enforcement varies. To check for service, please call LCSO non-emergency: 703-777-1021.