

TO: Attorneys practicing in the Twenty-third Judicial Circuit; Roanoke Bar Association; Roanoke County/Salem Bar Association; Commonwealth Attorney's Offices - Roanoke City, Roanoke County, City of Salem; Public Defender's Office; Circuit Court Clerks – Roanoke City, Roanoke County and City of Salem

FROM: Judge Charles N. Dorsey *AND*

CC: Circuit Court Judges and Judicial Assistants

DATE: November 18, 2015

IN RE: Procedure for Setting Roanoke City Criminal and Civil Cases for hearing or trial in 2016

---

In Roanoke City (as is presently done in Roanoke County and Salem), all criminal cases will continue to be pre-set for trial as has been done in 2015. After cases are certified, attorneys are to contact one of the judicial assistants to pre-set their case for trial. (If the Grand Jury subsequently returns with "not a true bill", then it is a simple matter to cancel the matter that has already been set for trial.)

With civil cases, as is the ongoing practice, attorneys may continue to pre-set civil cases for trial by contacting any one of the judicial assistants.

Criminal cases (both "new" and "old") and civil cases that are not pre-set will be set at term of court on the first Monday monthly at 10:00 a.m.

For clarity, Judge Dorsey's judicial assistant is Diana Osborne (853-2437), Judge Carson's judicial assistant is Martha Riddleberger (853-2436), Judge Broadhurst's judicial assistant is Ellen Powell (853-2051) and judicial assistant Dale Hurt can be reached at 853-2435.