



COMMONWEALTH of VIRGINIA

Judges
Leisa K. Ciaffone
Heather P. Ferguson
Melissa W. Friedman
Hilary D. Griffith
Frank W. Rogers, III

Roanoke City Juvenile & Domestic Relations District Court
Twenty-Third Judicial District
315 W. Church Avenue, SW, 1st Floor
Roanoke, Virginia 24016
Telephone (540) 853-2389 Facsimile (540) 853-1195
TDD Users Call VRC 1 (800) 828-1120

Clerk
Michelle O. Esparagoza

Dear Attorney,

You are counsel in an appeal from the Roanoke City Juvenile and Domestic Relations Court involving Roanoke City DSS. You must appear in the Roanoke City Circuit Court at 10:00 a.m. for civil docket call so this matter can be set to a date/time convenient for all parties. If you or your client filed this appeal, it is your responsibility to inform all involved attorneys that an appeal has been filed and that the case is now set for docket call.

If the date the appeal was noted falls between the 1st and the 15th of the month, the civil docket call will be the first Monday in the upcoming month. If the date the appeal was noted falls between the 16th and the 31st of the month, the civil docket call will be the first Monday in the month after next. A list of civil docket call dates is attached for your convenience. All cases will be called at 10:00am on the third floor of the Roanoke City Circuit Court.

If you are unable to appear at civil docket call, please email your list of available dates to Jennifer Crook (jennifer.crook@roanokeva.gov) and Jessica Harper (Jessica.harper@roanokeva.gov) so a date may be chosen that works with your calendar.

This procedure only applies to cases involving Roanoke City DSS currently. Thank you for your time and attention to this matter.

Sincerely,


Michelle Esparagoza
Clerk