

**VIRGINIA:**

**IN THE CIRCUIT COURT, GENERAL DISTRICT COURT AND JUVENILE  
AND DOMESTIC RELEATIONS DISTRICT COURT OF LOUDOUN COUNTY**

**IN RE: ALL PERSONS AND ITEMS ENTERING THE COURT  
COMPLEX INCLUDING THE COURTROOMS, CLERK'S  
OFFICES, JUVENILE COURT SERVICE UNIT AND ALL  
PUBLIC AREAS OF THE COURT COMPLEX**

**O R D E R**

It appearing that certain rules and procedures should be implemented for the orderly, safe and efficient dispatch of business and for proper decorum before all of the Courts of Loudoun County, all Clerk's Offices, the Juvenile Court Services Unit and all public areas of the court complex, it is therefore, **ORDERED** as follows:

1. **Prohibited Items and Substances.**

No explosive devices or materials, illegal substances, defensive or offensive weapons, (including but not limited to those items listed in Va. Code § 18.2-308), potentially dangerous objects or objects prohibited by this order shall be brought into the court complex, that includes the courtrooms, the clerk's offices, the juvenile court services unit, or any public areas thereof. Any such object is subject to seizure and forfeiture. Court security officers on duty and sworn law enforcement officers in uniform are exempted from this prohibition with respect to those items required of such officers in the discharge of their duties. Court security officers on duty and sworn law enforcement officers in uniform may carry their officially issued weapons into the court complex. If sworn law enforcement officers allowed to carry weapons as part of their employment, but not in uniform, enter the court complex with weapons they shall deposit such weapons in a secure area designated by the Sheriff immediately upon entering the court complex.

2. **Search and Seizure/Forfeiture.**

Upon entering the court complex, all persons except court security officers on duty and sworn law enforcement officers in uniform shall submit to either an electronic search or physical "pat down", or both, of his or her person at

the request of any court security officer. All persons also shall exhibit to such officers any electronic devices of any description, the contents of any parcel, handbag, carrying case, or container of whatever nature and shall be subject to an electronic and physical search at the request of any court security officer. After entry and any initial search described above, if there develops a reasonable articulable suspicion that an item not permitted in the court complex is in the possession of an individual or contained in any parcel or any other container, such person or parcel or container also shall be subject to the above described search while in any area of the court complex. All items not permitted by this order shall be subject to seizure and forfeiture. The Chief Judge of the Circuit Court may exempt specific staff entering prior to the normal opening of the courthouse from the requirements of this paragraph.

3. **Market Street Entrance and King Street Entrance.**

The Market Street Entrance to the court complex shall be for use by the public during working hours. The King Street entrance shall be open for use only by court complex employees, sworn law enforcement officers, jurors, attorneys, adult probation officers, juvenile pretrial probation officers and community corrections probation officers during normal working hours.

4. **Tobacco and Smoke Free Building.**

Smoking, the use of tobacco or tobacco products and the use of e-cigarettes is prohibited in all areas of the court complex.

5. **Food and Beverages.**

Food and beverages may not be consumed in any public areas except the canteen and the area immediately adjacent to the canteen. Water may be consumed in the court complex but may only be brought into a courtroom as provided in paragraph 10.

6. **Animals.**

No animals, except bonafide service animals, and canine dogs accompanied by their assigned deputy, that are on the premises in the investigation or detection of criminal activity, shall be admitted into the court complex

during working hours absent permission from the Chief Judge of the Circuit Court.

7. **Photography, Cameras, Audio or Video Recordings, etc.**

Unless specifically authorized by a presiding Judge in a specific case, or as provided in this paragraph regarding court reporters, or as provided in paragraph 8 of this order with respect to cell phones, tablets, smart watches and computers, no cameras, audio recording devices or video recording devices or any device capable of recording, photography or video recording or the electronic transmission of voice or image shall be allowed in the court complex. No photography, audio recording, video recording, or playing of music or use of headphones/earbuds shall be allowed anywhere in the public areas of the court complex. Court reporters for cases pending in the courts shall be permitted to bring audio recording devices into the court complex and use these devices as well as headphones/earbuds while serving as a court reporter for an assigned case.

8. **Cell Phones, Smart Watches, Pagers, Tablets, etc. in Public Areas.**

- a. Cell phones, smart watches, pagers, tablets, etc. or any similar devices that are capable of photography, video, audio recording or electronic transmission of voice or images (limited to one type of each device absent permission from a Judge) may be brought into the court complex by the following individuals following an inspection, electronic or otherwise, by a court security officer:

Active members of the Virginia State Bar who display a valid Bar card; Active members of a state bar appearing before a court in a case scheduled to be heard that day pro hac vice when accompanied by an active member of the Virginia State Bar; Sworn law enforcement officers; Staff of the Circuit Court; Clerks and members of the staff of the Clerks of the Circuit Court; General District Court and Juvenile and Domestic Relations District Court including the Court Services Unit; Juvenile Probation Officers; Adult Probation Officers;

Community Corrections Program Pretrial and Probation Officers; Court Reporters for cases pending in the Courts; Language Interpreters for cases pending in the Courts; Victim Witness Program employees for cases pending in the Courts; Mediators for cases pending in the Courts; County maintenance employees assigned to the court complex and attorney support staff specifically authorized by a presiding judge. Only devices that are the property of the individuals authorized under this order (or their employer when such device is assigned to their use by their employer) may be brought into the court complex by such individuals. An authorized individual may not bring devices of others into the court complex. These may be used only by individuals authorized in this paragraph to possess these items in the public areas of the court complex and should be used discreetly in order to respect the rights of others. Upon entering a courtroom all such devices shall be silenced and not used for any purpose except as provided in paragraph 9 or unless authorized by a presiding judge.

- b. Cell phones, smart watches, pagers, tablets and similar devices that are not capable of photography, video recording, audio recording, or electronic transmission of images are allowed in the court complex following inspection, electronic or otherwise, by a court security officer. These devices may be used in the public areas (excluding courtrooms) of the court complex and should be used discreetly in order to respect the rights of others. Before entering a courtroom all such devices shall be silenced and not used for any purpose except as provided in paragraph 9 or unless authorized by a presiding judge.
9. **Cell Phones, Smart Watches, Pagers, Tablets, etc. in the Courtroom.**
- a. Requirements before entering a courtroom and permitted uses. All phones, tablets, electronic devices, etc. shall be silenced prior to entering the courtroom. These devices shall be silenced in such a manner that no

calls, messages, alerts or audible sound is capable of being emitted. Sworn court reporters designated to a case may record the proceedings in order to create an accurate record of the proceedings. Except as provided above, unless specifically authorized by a presiding judge, no device may be used as a telephone, for entertainment, for reading, texting, emails, social media, or any form of communication, photography, audio recording or video recording in the courtroom.

- b. Permitted uses when a case is called for a hearing. Once a specific case is called for a hearing, the attorneys appearing in that case (and their support staff if authorized by the presiding judge for the specific case) shall be allowed to use their electronic devices solely for access to legal research, their professional calendars, for scheduling, as calculators and for access to case related files while the case is before the court for hearing. Such devices shall be silenced in such a manner that no calls, messages, alerts or audible sound is capable of being emitted.

10. **Decorum in the Courtroom.**

All persons entering the courtroom should remove hats and sunglasses before entering. All persons should be seated after entering when court is in session. No food, food items or drinks are allowed in the courtrooms. Attorneys, parties and witnesses scheduled to testify may bring commercially bottled water (not carbonated or flavored) in the original non glass container into the courtroom, however they may only be consumed by attorneys, and parties only during such time when their case is being heard by the court. A witness may only consume the water when testifying. No gum chewing is allowed in the courtroom. All gum should be disposed of prior to entering the courtroom.

11. **Attire.**

All persons should be properly attired before any courtroom in the discretion of the presiding judge.

12. **Failure to Comply.**

Failure to comply with the provisions of this order may result in the loss of privileges, seizure and forfeiture of devices and/or contempt.

13. **Copies to be Posted.**

Copies of this Order shall be posted at the entrances of the court complex, the areas outside each of the courtrooms, the clerk's offices, public areas, the canteen, and the entrances to the juvenile court services unit.

14. **Prior Orders.**

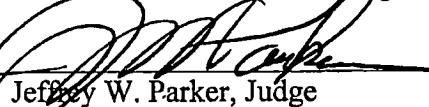
This Order supersedes the prior orders of the court with respect to such matters.


15. **Effective Date.**

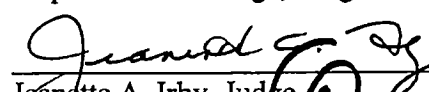
This Order is effective commencing August 1, 2016.

Entered this 27 day of July, 2016.

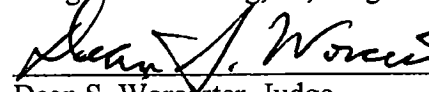
  
Burke F. McCahill, ~~Clerk~~ Judge

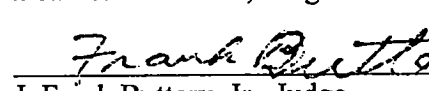
  
Jeffrey W. Parker, Judge

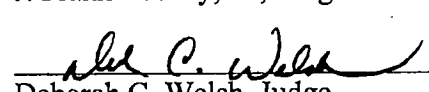
  
Stephen E. Sincavage, Judge

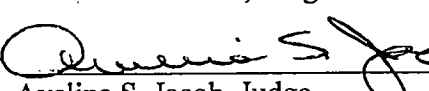
  
Jeanette A. Irby, Judge

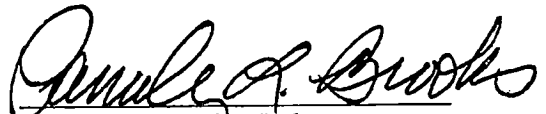
  
Douglas L. Fleming, Jr., Judge

  
Dean S. Worcester, Judge

  
J. Frank Buttery, Jr., Judge

  
Deborah C. Welsh, Judge

  
Avelina S. Jacob, Judge

  
Pamela L. Brooks, Judge