

HON. TERRY WHITTLE
Clerk

HON. REBECCA P. HOGAN
Clerk



Frederick County Circuit Court Winchester City Circuit Court

FREDERICK-WINCHESTER JUDICIAL CENTER

5 NORTH KENT STREET

WINCHESTER, VIRGINIA 22601

(540) 667-5770

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MEMO from the CLERKS:

As of 10/15/2016, binders of exhibits and pre-trial filings will no longer be accepted for filing by the Clerk's Offices.

ALL exhibits attached to civil pre-trial filings lists and exhibit lists must now be submitted on a disc as a single .PDF file for filing by the Clerk's Office. **Scan the list of exhibits/list of pretrial filings at the beginning of the .PDF.**

All pre-trial filings and exhibits must have Social Security Numbers, financial information, etc. redacted (per Virginia Code Section 20-121.03) or they will be refused for filing by the Clerk.

The submission format of the judge's copy of the exhibits and proposed findings of fact and conclusions of law will depend on the judge hearing your case. Please refer to the table below for the correct submission format of each document to the Clerk's Office and the Judges.

	Proposed Findings of Fact & Conclusions of Law	Exhibits & Pre-Trial Filings
Clerk	Hard copy (Original)	Exhibit list/pre-trial filings lists in hard copy form (Originals) Attached exhibits on disc as a single .PDF file with exhibit list/pre-trial filing list scanned at the beginning of the document (NO BINDERS)
Judge Athey's Copy	Not submitted to Judge, only to Clerk	Submit binder (for Judge use only)
Judge Bryant's Copy	E-mail in Word format	Submit on thumb drive
Judge Iden's Copy	E-mail in Word format	Submit binder (for Judge use only)