

Yvonne G. Smith

Clerk

Henrico Circuit Court

**Conservator of the Peace/Special
Enforcement Officer**

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CIRCUIT COURT CLERK

Case Begins:

Moving Party files Civil Petition

Or Letter of Appointment

Together with a Temporary Registration letter

Issued Prior to seeking an appointment

§19.2-13

Filing Fee \$44.00

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CIRCUIT COURT CLERK

Effective September 15, 2004, no person shall seek appointment as a special conservator of the peace from a circuit court judge without possessing a valid registration issued by the Department of Criminal Justice Services, except as provided by statute.

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CIRCUIT COURT CLERK

Petition or letter should contain:

Names of Applicants & All Identifying information
§19.2-13(E)

NOTE: Individuals who qualify, who meet certain training requirements and who are employed by an agency that meets the definition of a private corporate criminal justice agency are exempt from registration and bond requirements.

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CIRCUIT COURT CLERK

Court Submits names of prospective appointees to local law enforcement agency for background investigation.

-- Local Law Enforcement may charge a fee not to exceed -- the lesser of the actual cost or \$300

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CIRCUIT COURT CLERK

Local Law Enforcement Agency completes report and files with the court

Petition/Letter is now considered filed with the Court

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CIRCUIT COURT CLERK

Court determines if person(s) appointed are required to sign a bond with approved surety.

Judge will not sign Order of Appointment unless Bond is signed

State Police charges a fee of \$10 to cover its costs associated with processing Order

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CIRCUIT COURT CLERK

Court enters Order appointing individuals.

Order contains such geographical limitations as the Court may deem appropriate within the confines of the County (City or Town) where the corporate applicant is located, limited to the judicial circuit wherein application has been made.

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CIRCUIT COURT CLERK

Clerk transmits copy of the Order of Appointment to VSP that shall specify:

Complete Name; Address; DOB; SS #, Gender, Race, Height, Weight, Color of Hair, Color of Eyes, firearm authority or limitation, date of the order and other information as may be required by VSP

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CIRCUIT COURT CLERK

Lastly, the Clerk Administers the Oath.

The applicant receives a copy of the Appointment from the Court and the applicant shall file the appointment order with DCJS

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