

FAIRFAX CIRCUIT COURT CRIMINAL PRO-SE MOTIONS INSTRUCTIONS

I. Mandatory Use of Pro-Se Notice/Motion Form

With the exception of Motions to Re-hear and Motions for Reconsideration, all motions filed in the Criminal Division of the Circuit Court, by pro-se defendants, must be filed along with the Court's *Pro-se Notice/Motion form*. All pro-se motions are heard on Fridays and **must** be noticed for the 9:00 a.m. Criminal Docket.

II. Filing Instructions and Deadlines

The Court's *Pro-Se Notice/Motion form* must be filed in the Criminal Division of the Circuit Court, Clerk's office **no later than** 4:00 p.m. on the Friday before the scheduled hearing date. A copy of the motion must also be received by the prosecuting attorney's office by this 4:00 p.m. deadline.

III. Motion for a Restricted Drivers License

In addition to the above procedures, all motions for a restricted driver's license **must** include a **completed** *Restricted License Information Sheet* attached to the *Pro-Se Notice/Motion form*. It is also a requirement that a copy of the defendant's current DMV Transcript and DMV Compliance Summary be filed. The DMV Transcript and DMV Compliance Summary cannot be more than 30 days old.

IV. Motion to Rehear a Case or Reconsider a Sentence

These type motions are **not** set on the Friday motions docket. Your motion will be forwarded to the appropriate judge to determine whether an actual hearing is necessary. If a hearing is required, you will be contacted by telephone as to the date of the hearing. Should your motion be denied without a hearing you will be notified by mail. If you have not received a response from the Court within one (1) week, contact the Clerk's office at 703-691-7320 (press 3, then 2) to determine the status of your motion.