

VIRGINIA:

IN THE JUVENILE AND DOMESTIC RELATIONS COURT FOR FAIRFAX COUNTY

In re \_\_\_\_\_

Case No(s): JJ \_\_\_\_\_

\_\_\_\_\_  
Petitioner / Commonwealth

v.

Case No(s): JA \_\_\_\_\_

\_\_\_\_\_  
Respondent / Defendant

**CALENDAR CONTROL NOTICE**

(Rev. 10/6/2022)

**PLEASE TAKE NOTICE** that on \_\_\_\_\_ at 9:00 a.m.  Petitioner / The Commonwealth of Virginia

Respondent / Defendant

**WILL APPEAR VIRTUALLY TO:**

request a continuance of the hearing that is currently set for \_\_\_\_\_ at \_\_\_\_\_  AM  PM;

request that  the attached motion  \_\_\_\_\_ be set for hearing on a date certain;

consolidate this case with Case No(s) J \_\_\_\_\_ ; \_\_\_\_\_

\_\_\_\_\_

The Calendar Control hearing will be heard remotely, via WebEx. During the Calendar Control docket, prior to the case being called, each person expected to attend the remote hearing will be emailed instructions (to join via video) or called (to join via telephone), using the automated Webex system.

The persons expected to attend the remote Calendar Control hearing are:

Petitioner or Counsel for Petitioner / Commonwealth

Respondent / Defendant or Counsel for Respondent / Defendant

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Direct Dial: \_\_\_\_\_

Direct Dial: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Prefers to attend  by video  by telephone

Prefers to attend  by video  by telephone

Other Persons (Name, Telephone Number, Email Address, and Preferred Means of Joining the Remote Hearing):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Respectfully submitted,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name  Self-Represented  Counsel for the Moving Party

\_\_\_\_\_  
Address City, State Zip Code

\_\_\_\_\_  
Daytime Telephone Number Email Address

### Certificate of Service

I hereby certify that, on \_\_\_\_\_, a copy of the foregoing was delivered to all counsel of record, guardians *ad litem*, and self-represented parties by  private process server or  other means of delivery with receipt confirmed by the recipient.

\_\_\_\_\_  
Signature

### Calendar Control Procedures

(Revised 12/9/2021; Effective 1/1/2022)

To provide for the orderly and gradual return to normal operations, the Fairfax County Juvenile and Domestic Relations District Court amends and restates its Calendar Control procedures as set forth below.

1. **Timing.** Calendar Control matters will be heard remotely, by video conference or telephone, from 9:00 a.m. to 11:00 a.m. each day. **All persons appearing virtually for Calendar Control must remain available by video or telephone from 9:00 a.m. to 11:00 a.m. or until their case is called, whichever is earlier.** Calendar control requests are limited to ten minutes and will be heard on the designated date unless the volume of requests exceeds the time available. Any requests not heard on the assigned date must be rescheduled by the moving party.
2. **Scope.** The Calendar Control docket is provided to address **non-emergency scheduling issues only**. Only the following matters will be heard on the Calendar Control docket:
  - a. Continuance requests.
  - b. Requests to consolidate cases, where a new petition has been filed dealing with the custody, visitation, or support of a child for whom another such petition has already been set for hearing and the two petitions would require the introduction of the same evidence.
  - c. Requests that a party or witness appear remotely.
  - d. Requests to schedule a motion hearing that is expected to take longer than 30 minutes.
  - e. Requests to remove a hearing from the docket.
  - f. Entry of fully endorsed consent orders.
3. **Not for Initial Setting of Cases.** The Calendar Control docket is not for the initial setting of a case. Custody, visitation, and support matters are set at status hearing and will not be scheduled at Calendar Control.
4. **Setting and Notice.** Matters will be placed on the Calendar Control docket by the filing of the foregoing notice by **noon the day before**. All parties and guardians *ad litem* must be given actual notice (e.g., by private process server or delivery in another manner acknowledged by the recipient).
5. **Amendment.** These procedures may be amended by the Court from time-to-time.