

**How to Request A
CourtCall Telephonic Appearance
on the Fairfax County Circuit Court's
Friday 10:00 a.m. and 11:30 a.m.
Motion Dockets**

There are 2 steps involved in requesting a Telephonic Appearance:

First, attorneys must notify the Court
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Second, attorneys must complete and submit a Service Request Form to
CourtCall Services.

1. Informing the Court

If you know you will appear by phone AT THE TIME OF FILING...

Place a on the line indicating “**Yes**” when asked if you want to appear by phone on your Friday Motions Day – Praecept/Notice or Friday Motions Day Response/Opposition to Motion form. You must also note your time estimate on the appropriate form.

If you have a LAST MINUTE EMERGENCY REQUEST

By no later than 4:00 p.m. the Thursday prior to the scheduled motions docket, you must call the Circuit Court Chambers' Telephonic appearance Coordinator at 703-246-2880 and provide the following information: the attorney's name, the name of the motion(s) in which the attorney will appear by phone, which side the attorney represents, the case number(s), time estimate(s) and the name of the judge hearing the motion(s). If leaving a message, be sure to include a contact phone number.

2. The “Service Request Form”

Whether requesting a CourtCall Telephonic Appearance in synch with the filing of a Friday Motions Day Praecipe/Notice or Friday Motions Day Response/Opposition to Motion, or the day before a scheduled court appearance (“last minute emergency requests”), the attorney **must** complete and submit to CourtCall Services a “Service Request Form.” A **separate** “Service Request Form” must be completed for **each** motion in which counsel will appear by phone, even if multiple motions will be presented in the same case.

To obtain a “Service Request Form”

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Call CourtCall at (1-888-882-6878)

or

Visit their website @ www.courtcall.com

Complete the Service Request Form and fax it to CourtCall **toll free** at **1-888-883-2946**. (**DO NOT** send the Service Request Form to the Clerk’s office for any reason!)

If a “last minute emergency” CourtCall Telephonic Appearance is requested, the attorney **must** include the name of the judge hearing their motion in the space provided on the Service Request Form. This information can be obtained from the Circuit Court by calling 703-691-7320 (press 3, then 1, then “0” to be transferred to a clerk). Also, every effort should be made to inform opposing counsel of the appearance by phone, i.e. by phone, fax or e-mail.

Please Note the Following...

- ✦ Upon receipt of your request, CourtCall will fax to you a statement confirming that they received your Service Request Form. If you do not receive this statement within 24 hours of submitting your request, call CourtCall at (1-888-882-6878).
- ✦ CourtCall will **not** fax a Confirmation Statement if it receives a Service Request Form on the morning of a scheduled Telephonic Appearance.
- ✦ If you requested a telephonic appearance and your case has been resolved or removed from the docket for any reason, you **must** call CourtCall at (1-888-882-6878) no later than one hour before that motion was scheduled to be heard.