

**Frequently Asked Questions
& Important Notes
About CourtCall®
Telephonic Appearances**
(Virginia Licensed Attorneys Only)

CourtCall, the company that created the turn-key telephonic court appearance program has acquired the Appearance By Phone division of ConferenceCallService and will provide telephonic appearance services to the Fairfax County Circuit Court. Having completed well over 500,000 CourtCall Appearances in courts around the country, CourtCall looks forward to improving and expanding upon the telephonic appearance program of the Fairfax Circuit Court. As set out in these revised procedures the program remains essentially as the court has had it with some minor streamlining. We look forward to serving you.

What is CourtCall?

CourtCall is a service that allows licensed attorneys to present **non-evidentiary** matters to the Fairfax County Circuit Court by telephone from any location in the world.

Why should I use CourtCall?

Because CourtCall saves you and your clients time and money while increasing productivity and scheduling flexibility. You no longer need to sit in traffic or search for a parking space at the courthouse. Instead, by simply paying a fixed fee and dialing a toll free number will bring the courthouse to **YOU** by linking you telephonically with the appropriate courtroom and judge at the appropriate time.

When are CourtCall Motions heard?

You may request a CourtCall Appearance for motions being presented on either of the Friday 10:00 a.m. Law docket or 11:30 a.m. Chancery and Fiduciary motions dockets. Last minute emergency appearances can be requested up until 4:00 p.m. on the Thursday prior to the scheduled motions docket.

How much does this service cost?

The service costs \$55.00 per attorney per motion presented by phone payable to CourtCall. No fee is payable to the Court.

Do I have to obtain permission from opposing counsel to make a CourtCall Appearance?

No, each attorney is free to use CourtCall without consent from other parties although you must notify the other side of your case that you intend to appear by phone. Do this by certifying in your motion or response that you have copied all opposing counsel with your Friday Motions Day-Praecipe/Notice or Friday Motions Day-Response/Opposition form and attachments. If you are requesting a last minute emergency CourtCall Appearance, every effort should be made to inform opposing counsel by phone, fax or e-mail.

Where Can I Find the Forms?

The Court has created program instructions which are available on the Court's website at www.fairfaxcounty.gov/courts/circuit/CCR-E-60-70.htm or through the Court's Interactive Voice Response Line by calling 703-691-7320 and following the voice prompts (press 3, then 1, then 6.) CourtCall Appearance Request Forms and further information can be obtained by calling CourtCall at 888-882-6878 or visit their website @ www.courtcall.com

Can one or more parties appear in person while one or more other parties use CourtCall?

Yes. (Licensed attorneys only)

How does the service work?

A team of expertly trained “coordinators” performs most of the work without your involvement, including call transfers and connections, bridging of appropriate parties with the corresponding judge and courtroom, etc.

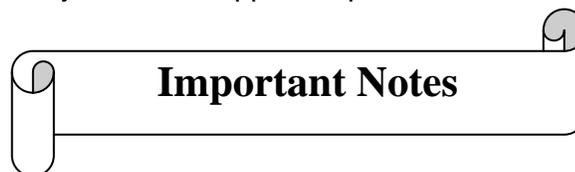
About 5-10 minutes prior to the start of the 10:00 a.m. or 11:30 a.m. dockets, participating attorneys dial a toll-free number provided on the Confirmation provided by CourtCall – CourtCall DOES NOT CALL OUT TO ATTORNEYS. After the docket call, the judge will have a better sense of when your motion will be heard. (The judge’s law clerk may speak with you briefly before Court starts to get your time estimate.) If your motion will be heard in a relatively short period of time, you will continue to hold until the judge is ready to hear your motion. If it is determined that your motion will be heard considerably later in the docket, the judge will set an approximate “call back” time to hear your motion and you will be required to call back to the toll-free number 5-10 minutes before the assigned call back time – there is no additional charge or fee if you are required to call back.

How will an order be prepared after my telephonic appearance?

Upon the conclusion of a telephonic hearing, the judge presiding over your case will either enter an order, or direct counsel for one of the parties to prepare such an order. In this event, the judge will continue the case to his or her next civil motions docket for the presentation of the order if the attorneys have not forwarded a fully endorsed order to the judge within the time frame set by the judge on the day of the telephone hearing.

What if I want to cancel my request to appear by phone?

You must call CourtCall (1-888-882-6878) at least one hour prior to your scheduled court appearance if you decide you want to appear in person rather than by phone.



- ⚡ Only members of the Virginia State Bar and licensed attorneys allowed to practice *pro hac vice* in the Fairfax County Circuit Court (with a member of the Virginia State Bar present over the phone or in person) shall present motions by phone.
- ⚡ The court’s eventual goal is to allow any motion to be presented telephonically (including briefing schedule motions); initially, however, only non-evidentiary motions will be heard by phone. No pleadings or memoranda can be filed or faxed to the court except as authorized by the existing motions’ procedures of the court. Therefore, no such papers should be faxed to the court the day before or the day of the hearing without prior authorization of the judge conducting the hearing.
- ⚡ **The Court reserves the right to refuse permission to make a CourtCall Appearance.**