

FAIRFAX CIRCUIT COURT
DOMESTIC CASE MANAGEMENT INSTRUCTIONS

1. Scheduling Conferences will be scheduled on Tuesday or Thursday at 8:30 a.m. in one of three designated courtrooms on the fourth or fifth floor of the Judicial Center and will be conducted by a law clerk or other Circuit Court staff person. Courtroom assignments will be posted on the bulletin board on the fourth and fifth floors. Counsel and all unrepresented parties are to appear promptly at 8:30 a.m. or the conference may occur in their absence. **Attorneys who reside more than 50 miles from the Fairfax Courthouse may call the case management staff at (703) 246-2880 several days before the Scheduling Conference to see if their appearance in person can be excused.**

2. A judge of the Court will have reviewed each of the files in advance of the Scheduling Conference and will have noted (a) any failures to effect service on the defendant;(b) whether any preliminary motions are pending. If service is not complete the Scheduling Conference generally will be conducted by a judge in one of the jury rooms.