

# Login

This screen allows new users to request access and existing users to login.

## Welcome to the GDC Courtroom Reservation System

Fairfax County Employee User


Law Firm User

This system was developed in collaboration with the Fairfax County General District Court (GDC) to facilitate scheduling of first return dates for GDC civil cases.  
This system is authorized for use by attorneys in good standing with the Virginia State Bar.  
Unauthorized use of this system is prohibited and may result in loss of privilege to use the system.  
If you have any questions, please contact [GDCMail@fairfaxcounty.gov](mailto:GDCMail@fairfaxcounty.gov) with subject line GCAR.

## *Internal users requesting access*

If you are a new internal user, click the Fairfax County Employee User button. You will be prompted to enter your Fairfax County email address.

< Cancel



### User Details

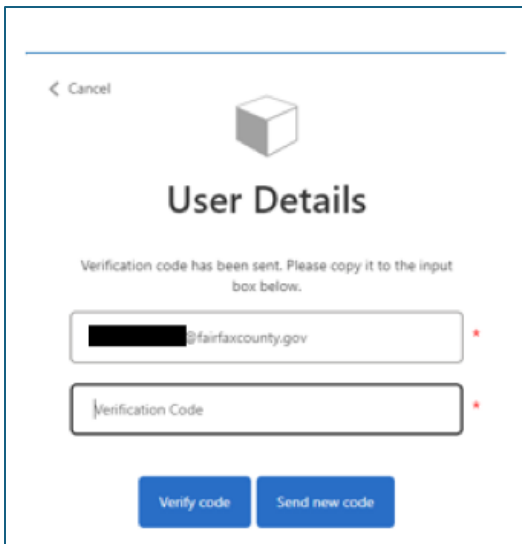
Send verification code

Enter your valid Fairfax County email address and click the Send verification code button. An email with a verification code will be sent to your mailbox.

## Verify your email address

Thanks for verifying your [REDACTED] [@fairfaxcounty.gov](mailto:[REDACTED]@fairfaxcounty.gov) account!

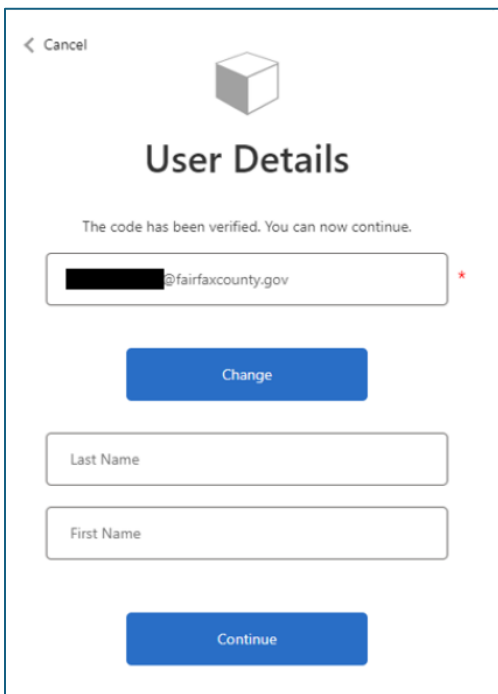
**Your code is:** [REDACTED]



In the verification screen,

- The email address box should already be filled with your email address.
- In the verification code box, type in the code in the email you received.

Click the Verify code button.



Enter your last name and first name. Then click the Continue button. The Add Internal User screen appears.

Home ▶ GCAR

## Add Internal User

**First Name \***  
John

**Last Name \***  
Doe

**Email Address \***  
[REDACTED]@fairfaxcounty.gov

Create

The First Name, Last Name, and Email Address boxes should be auto filled with the data you've entered in the previous screens. Verify the data. Click the Create button.

The following message appears:

Home ▶ GCAR

Your registration for GCAR internal user access has been submitted to GDC. You will be notified of the status via email.

Back to Sign In

Click the Back to Sign In button to return to the sign in screen.

Until your account is approved, you will see the following message when trying to sign in.

Home ▶ GCAR

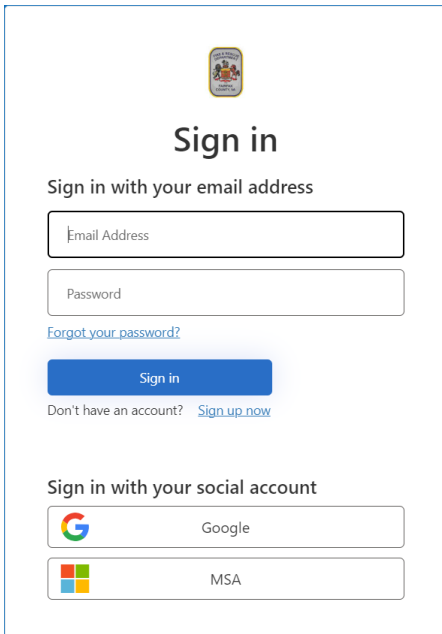
You do not have access to this application at this time. For assistance, please contact the Court.

Back to Sign In

Once the GDC System Administrator approves your request, you will be notified by email.

## Law firm users requesting access

If you are a new law firm user, click the Law Firm User button. The following screen appears:

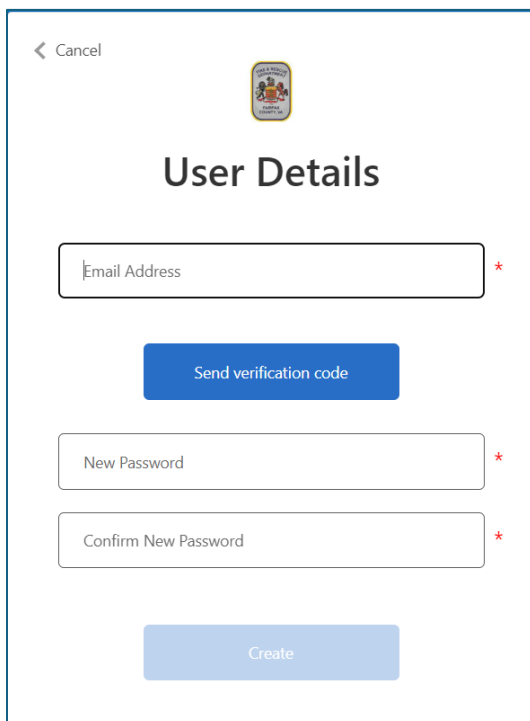


The screenshot shows a 'Sign in' screen with the following elements:

- Logo at the top center.
- Section header: **Sign in**
- Text: **Sign in with your email address**
- Input field: Email Address
- Input field: Password
- Link: [Forgot your password?](#)
- Button: **Sign in**
- Text: Don't have an account? [Sign up now](#)
- Section header: **Sign in with your social account**
- Buttons: Google (with logo) and MSA (with logo)

Click the Google button if you would like to sign in using your Google account or click the MSA button to sign in using your Microsoft account. You will be prompted for your credentials to sign in to the selected social account.

If you have an email address with other domains such as Yahoo, Verizon, etc., or if you do not want to integrate with your social account, click the Sign up now link. The following screen appears. Type in your email address and click the Send verification code button. An email with a verification code will be sent to your mailbox.



The screenshot shows a 'User Details' screen with the following elements:


- Back arrow and text: [Cancel](#)
- Logo at the top center.
- Section header: **User Details**
- Input field: Email Address \*
- Button: **Send verification code**
- Input field: New Password \*
- Input field: Confirm New Password \*
- Button: **Create**

In the verification screen,

- The email address box should already be filled with your email address.
- In the verification code box, type in the code in the email you received.

Click the Verify code button.

< Cancel



## User Details

Verification code has been sent to your inbox. Please copy it to the input box below.

 \* \*


Verify code Send new code

 \* \*

Create

The following screen appears. Type in your new password and confirm new password. Then click the Create button.

< Cancel



## User Details

E-mail address verified. You can now continue.

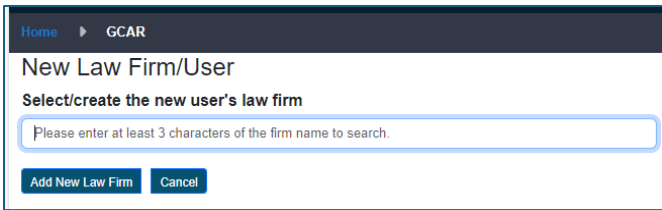
 \*

Change e-mail

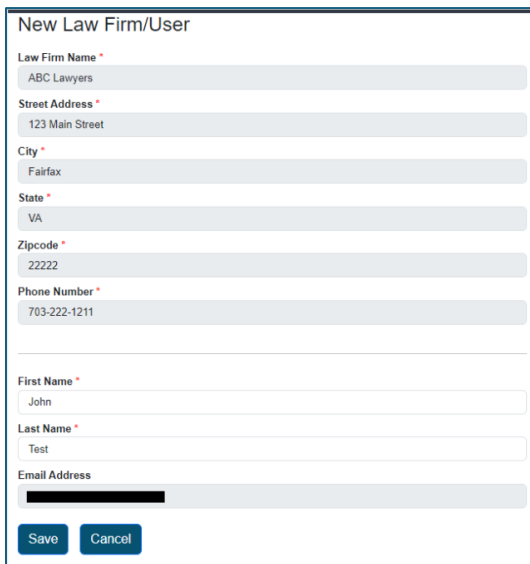
 \* \*

Create

The New Law Firm/User screen appears.

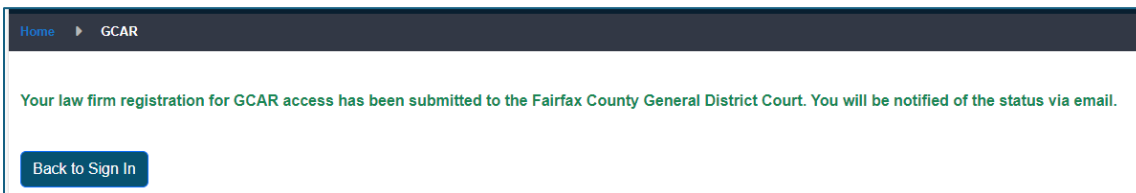


- ❖ If your law firm has any existing GCAR users, type in a few letters of your law firm name to search. Select your law firm from the list. The law firm and user information will be auto filled. Click the Save button.



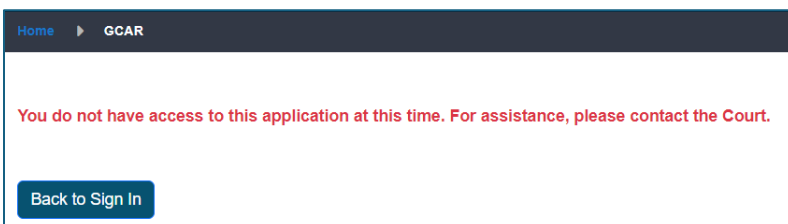
- ❖ If you are the first GCAR user in your law firm, click the Add New Law Firm button. Type in the required law firm and user information. Click the Save button.

The following message appears.



Click the Back to Sign In button to return to the sign in screen.

Until your account is approved, you will see the following message when trying to sign in.



Once the GDC System Administrator approves your request, you will be notified by email.

## Internal users sign in



If you are a Fairfax County Employee authorized user, click the Fairfax County Employee User button to sign in. If you are already signed in to your Fairfax County network, you will be automatically signed in.

## Law Firm users sign in



If you are an authorized law firm user, click the Law Firm User button to sign in.

A screenshot of the 'Sign in' form. At the top is the Fairfax County seal. The title is 'Sign in'. Below it, the text says 'Sign in with your email address'. There are two input fields: 'Email Address' and 'Password'. A link for 'Forgot your password?' is below the password field. A blue 'Sign in' button is below the input fields. Below the button, it says 'Don't have an account? [Sign up now](#)'. At the bottom, there's a section 'Sign in with your social account' with two options: 'Google' (with the Google logo) and 'MSA' (with the Microsoft logo).

Select the account type that you registered in GCAR to sign in.