

**UPDATED CIRCUIT COURT PROCEDURE FOR RESCHEDULING CASES
REMOVED FROM THE DOCKET DUE TO COVID-19**

Due to the number of cases that need to be rescheduled due to COVID-19, the Court has established a procedure that allows counsel and/or *pro se* parties to request to have a new trial date rescheduled in lieu of contacting Calendar Control. The procedure is as follows:

- 1) The case **must** have already been scheduled for trial but was removed (or will be removed) from the docket due to COVID-19.
- 2) Counsel and/or *pro se* parties **must** agree on the new trial date. [A list of available dates will be posted on the Court's website.](#) Please note that trials with a time estimate of two (2) days must start on a Tuesday, and trials with a time estimate of three (3) days or longer must start on a Monday. Thursday hearings are limited to three (3) hours or less and are non-jury.
- 3) Send an email to CCR-CivilTerm@FairfaxCounty.gov to request that the selected and agreed upon trial date be scheduled. All counsel and/or *pro se* parties must be included in the email and the email must contain the following information:
 - Name and contact information for all counsel and/or *pro se* parties;
 - A statement that all counsel and/or *pro se* parties agree to the scheduling of the selected date(s);
 - The case number (if there are multiple case numbers, please include all consolidated cases numbers that need to be scheduled);
 - The style of the case;
 - What type of hearing is being scheduled (only previously scheduled matters that were removed due to COVID-19 will be rescheduled through this process);
 - Whether the case is to be scheduled with a jury or without a jury;
 - The agreed upon time estimate;
 - Is an interpreter needed? If yes, what language? (Interpreters will only be scheduled if one was previously approved. For information on interpreters: <https://www.fairfaxcounty.gov/circuit/court-information/interpreter>)
- 4) The request will be reviewed by a Judge. If any of the above information is missing, the case will not be rescheduled. Properly submitted requests will be reviewed in the order in which they are received. As there are a limited number of available slots on any given day, your selected day may no longer be available when your request is reviewed. You may submit a back-up date if you wish.
- 5) After your request has been reviewed by a Judge, counsel and/or *pro se* parties will receive an email notification of the Judge's decision by a "reply all" to the original email.