User Guide for the General (District) Courtroom A Reservation – GCAR

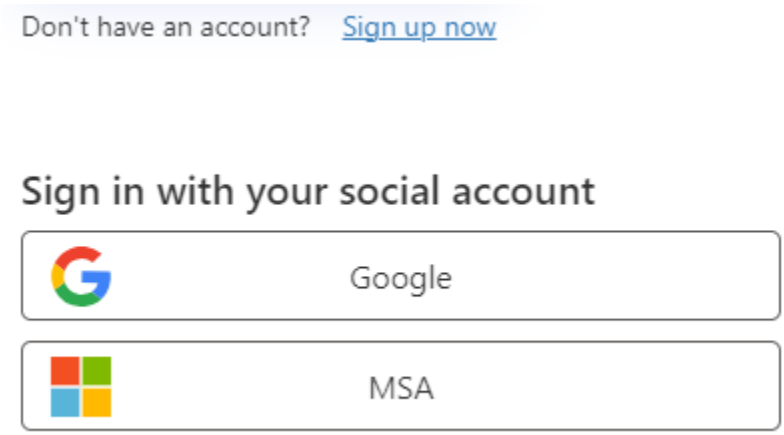
The purpose of this guide is to familiarize you with the systems within the GCAR and also serve as a general troubleshooting manual for common problems when creating and accessing reservations. For more information or further assistance, please contact GDCMail@fairfaxcounty.gov

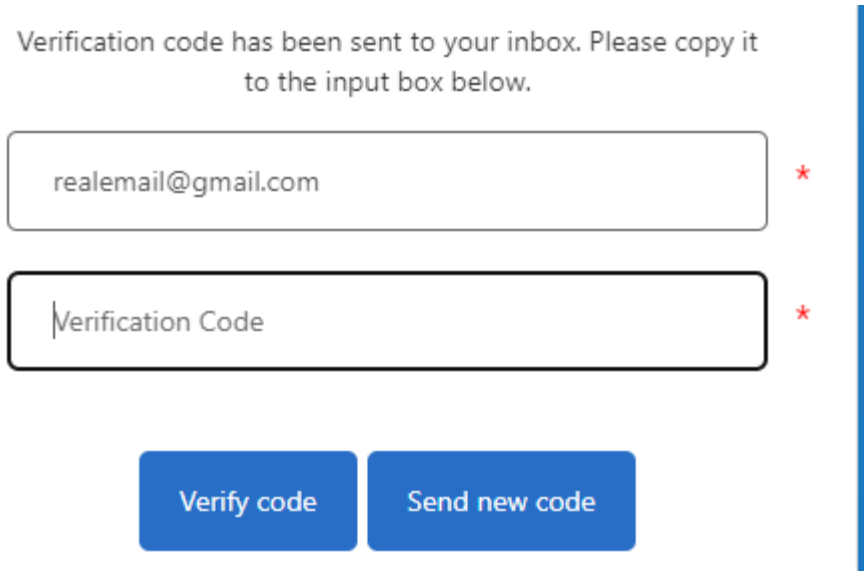
Please refer to the table of contents on the left side of this guide for easier navigation.

Disclaimer: Some images used in the tutorials within this guide may be outdated.

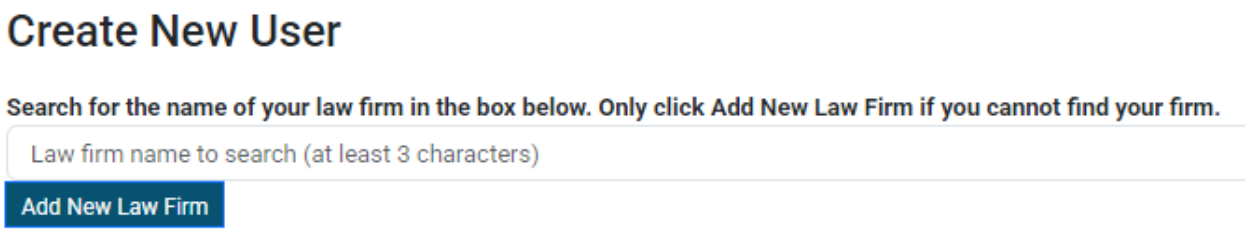
Account Setup

To set up an account for a Law Firm User, begin by selecting the respective button on the login window. Then, click “Sign Up now” or use one of the Social Sign-ins (Microsoft/Google). Enter a verification code when prompted and press “Verify Code” before proceeding to password creation.





The system will then ask for a Law Firm; either begin typing and select one of the preexisting options from the dropdown or click the “Add a New Law Firm” button.



All users must be associated with a law firm in order to register. Solo practitioners may name a firm after themselves.

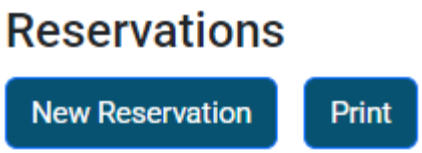
Important: Fill out the Law Firm section BEFORE the User section or you may be subject to lost progress.

Once all fields are filled and complete, press the “Save” button. Please allow up to one (1) business day for your account to be processed by the court before you are able to make reservations.

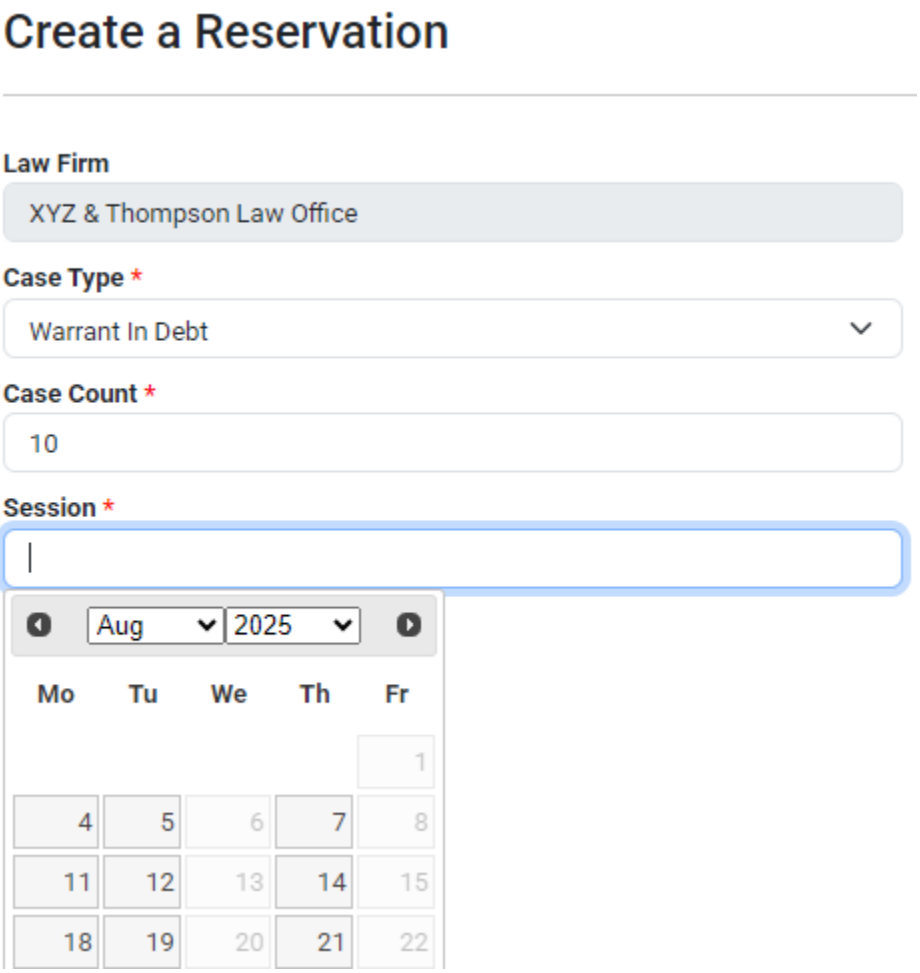
Making a Reservation

The courtroom reservation calendar is shown on the main Reservations page. The courtroom is closed on Wednesdays, and certain types of cases may only be reserved for specific days of the week. You must also reserve your spot up to 6 weeks in advance depending on the case type. You will NOT be able to submit a reservation if it is too close to the current date.

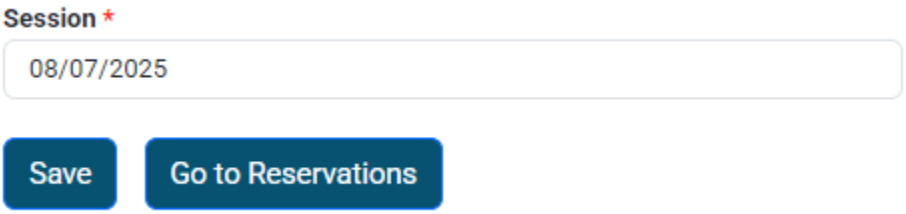
To begin making a reservation, navigate to the “New Reservation” button on the top left of the Reservations calendar screen.



The law firm that you selected upon creating your account should be automatically filled in the first box. Next, select a case type as well as a case count. These will determine the availability of the courtroom in the session selection below.

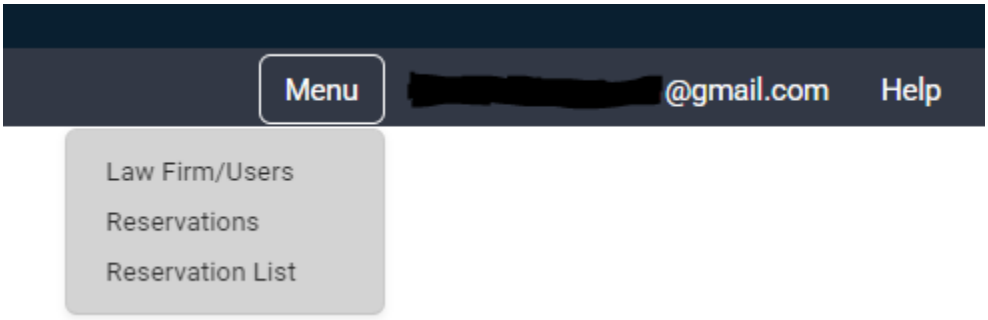


Select your desired court date and press the “Save” button once everything is set.

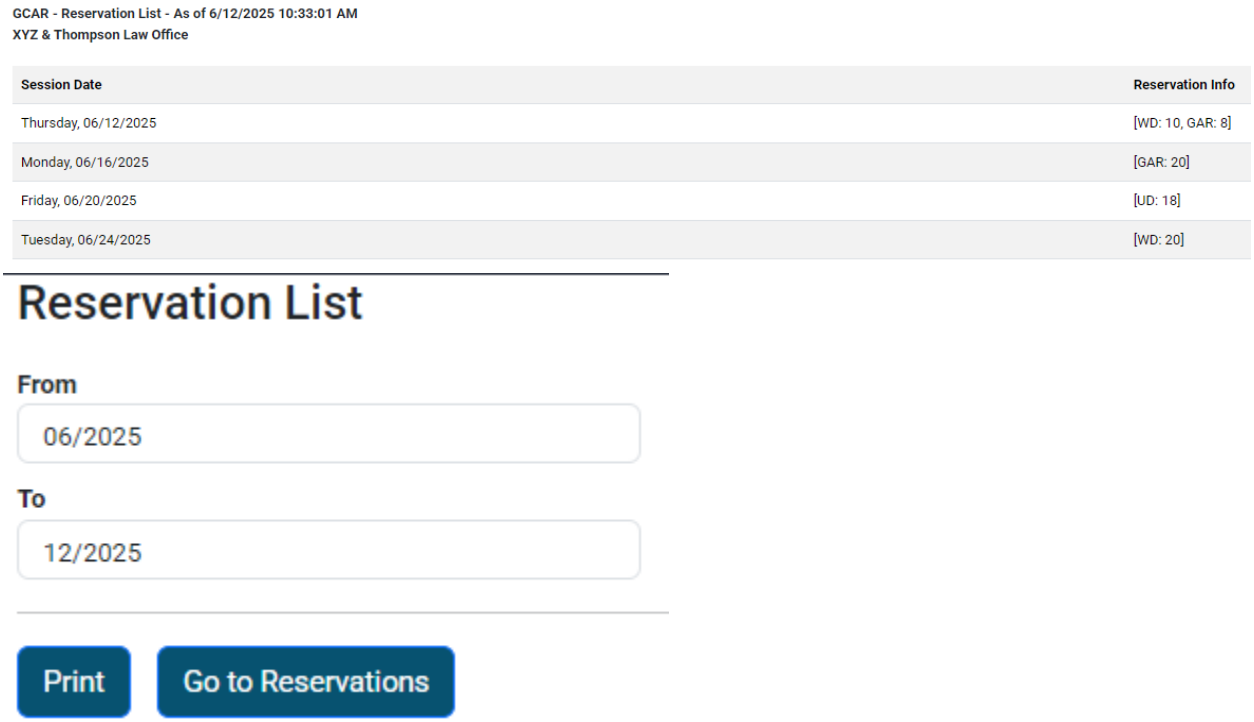


Viewing Your Reservations

To view your reservations, first select the “Menu” button in the navigation bar, then select the “Reservation List” button.



From here you will be able to view any Reservations made under your firm, up to 6 months in the future (select the “From” and “To” boxes to change the date range).

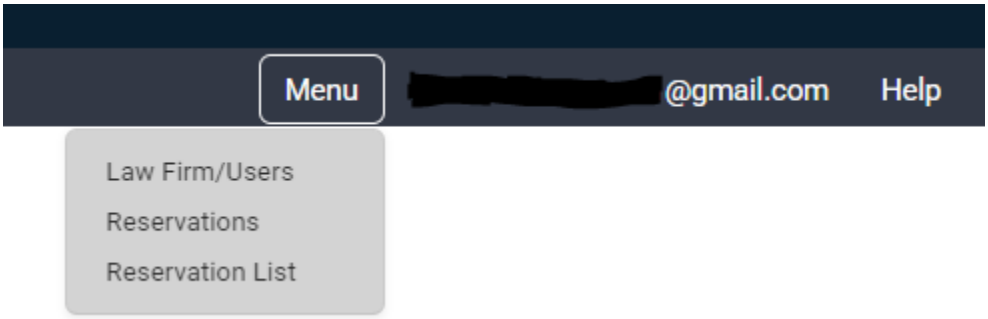


You are unable to delete reservations, but you may choose to add onto existing reservations, provided they do not go over the cap set on your firm.

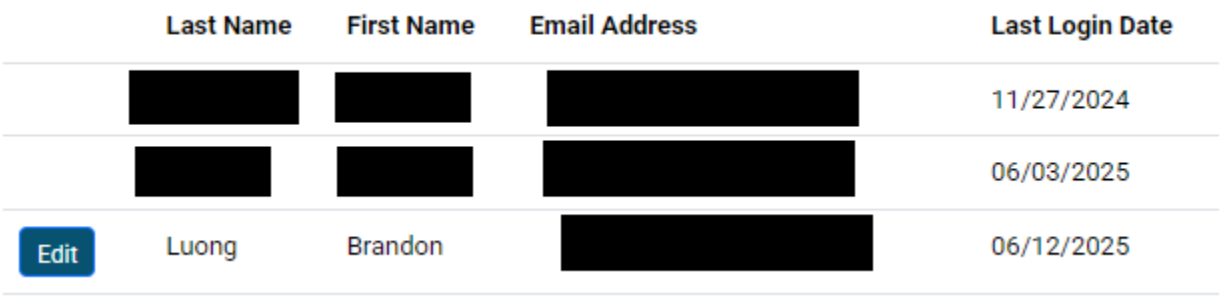
Adding/Changing a Law Firm

To add a law firm as a law firm user, you must either create one while creating a new user or change the law firm associated with your account. Refer to the previous section for assistance

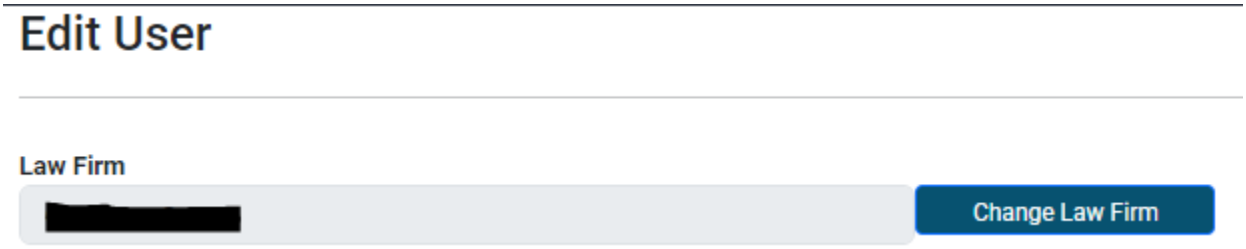
in creating a new user. To change your law firm, first select the “Menu” button in the navigation bar, then select the “Law Firm/Users” button.

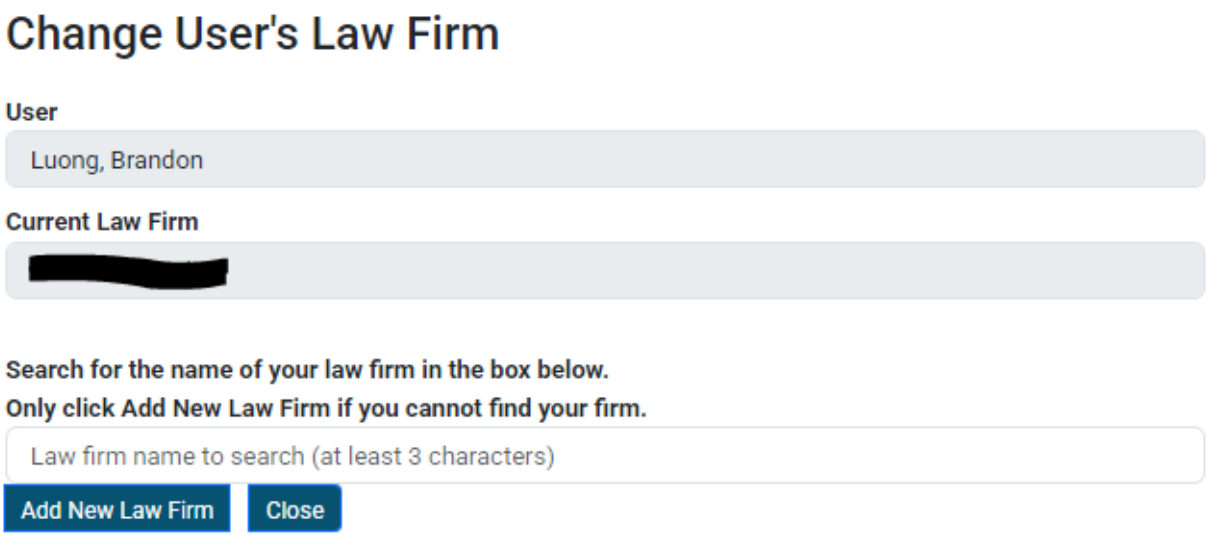


Find your name in the list of employees at the bottom of the screen and select the “Edit” button.



You may then select the “Change Law Firm” button and either select an existing firm or add a new one, prompting you to fill out the relevant information.





Frequently Asked Questions (FAQ)

I'd like to remove a reservation; how do I do that?

At this time, you are unable to remove a reservation. Please contact the admins if you believe you made an error in creating a reservation.

I need to have my firm and account removed from the system!

Please send a message to GDCMail@fairfaxcounty.gov with the relevant information (name, email address, law firm name).