

MOTION FOR CIVIL VIDEO HEARING

Fairfax County General District Court – rev. 8/29/2022

Case No. _____

REQUIRED INFORMATION:

 Petitioner/Plaintiff/Commonwealth

 Address

 Email Address

 Phone #

 Defendant/Respondent

 Address

 Email Address

 Phone #

Trial Date Information: This case is set to be heard on: _____ at _____ AM/PM in Courtroom _____

Motion In Open Court: To be heard on _____
This motion must be heard on the Wednesday Motions Docket at 1PM in Courtroom 2A at least 7 days prior to the trial date and must be accompanied by a Notice of Hearing with Certificate of Service to all parties. Additionally, the filing must comply with all other deadlines and procedures for Civil Motions.

Reason for remote hearing/trial request: _____

Who is requesting to appear by video?
 Please list them below, including their relation to the case (witness or party).

BY SIGNING THIS FORM, YOU ARE CERTIFYING THAT YOU HAVE READ AND HAVE COMPLIED/WILL COMPLY WITH THE VIDEO HEARING POLICIES AND PROCEDURES ON PAGE TWO.

Requesting Party: _____, Petitioner/Plaintiff Defendant/Respondent
 Attorney Self-Represented

ORDER

Granted Denied Other _____

Any and all documents and exhibits to be presented as evidence in the party’s case in chief must be provided to all parties, counsel, and the Court at least two (2) business days prior to the scheduled proceeding with a certificate of delivery. The copies to the Court must be filed in the Clerk’s office in hard copy. The Court will not accept these documents and exhibits via email and is not responsible for providing the documents and exhibits to the other parties. In the event of technical issues preventing display of documents to or from the remote parties, these hard copies are expected to be available for all to reference.

Judge _____ Entered _____

Meeting Information

Meeting address: _____@fairfaxgov.webex.com Host code: _____

MOTION FOR CIVIL HEARING BY VIDEO POLICIES AND PROCEDURES

Motions for remote appearance by video must be heard in open court on the Wednesday Motions Docket at least 7 business days before the trial date. All standard deadlines and notice requirements for motions on the Wednesday Motions Docket must be followed.

This form is only to be used for the remote appearance of witnesses or parties in civil trials.

Effective August X, 2022, the following procedures shall be utilized:

- 1) A Motion for Civil Video Hearing must be filled out **in its entirety** and filed with the Clerk's Office using this form and within the deadlines set forth above. Motions may be filed in the Clerk's Office, or by email to GDCMail@fairfaxcounty.gov.
- 2) Motions to appear remotely **must** contain the name, email address, and telephone number of all parties to the case, or the attorney, if represented by counsel. If such pertinent information is not provided, the Court may deny your Motion.
- 3) If the Motion for Civil Video Hearing – Witness is granted, the Court will send an invitation in advance of the hearing with the date and time of the hearing to the email address/addresses for the two main parties of the case, as indicated at the top of this form. **It is the responsibility of those recipients to forward the email to any other parties who need to receive it.** Parties are responsible for joining the hearing at the appointed time.
- 4) The named parties, or their attorney, on this form are responsible for forwarding the video hearing invitation and ensuring that all participants have the available technology, internet connection quality, and appropriate environment to attend a hearing by Webex.
- 5) **Any and all documents and exhibits to be presented as evidence in the party's case in chief must** be provided to all parties, counsel and the Court at least two (2) business days prior to the scheduled proceeding with a certificate of delivery. The copies to the Court must be filed in the Clerk's office in hard copy. The Court will not accept these documents and exhibits via email and is not responsible for providing the documents and exhibits to the other parties. In the event of technical issues preventing display of documents to or from the remote parties, these hard copies are expected to be available for all to reference.

The Court recommends the following to ensure a successful trial experience:

- Use a wired connection, if possible. If that is not available, use Wi-Fi. Use 3G/4G only if no other option is available.
- Use a headset or earbuds, rather than a laptop microphone.
- Remember: You are attending a court proceeding. Please ensure your dress is professional and your environment is free of distractions. Appearing by Webex is equivalent to being in the courtroom. Courtroom decorum is expected by the Court.

You are responsible for ensuring all technology compatibility and setup to ensure a successful appearance, except for the creation and scheduling of the Webex room that the GDC IT department performs. If you plan on using in-courtroom equipment, it is recommended that you schedule a time to perform testing to ensure all of your equipment works by emailing GDC-HelpDesk@fairfaxcounty.gov. You can go to Webex.com/test-meeting.html to test your ability to connect to Webex meetings.