

REQUEST FOR PHONE HEARING – 2A

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

Case No. _____

_____ v. / in re: _____
Petitioner/Plaintiff/Commonwealth Defendant/Respondent

Hearing Date Information: This case is set to be heard on: _____ at _____ AM/PM in Courtroom 2A.

Who is appearing by phone? _____, Petitioner/Plaintiff/Commonwealth
 Defendant/Respondent
 Attorney
 Witness

Phone Number to call: _____

Reason for remote hearing by phone request: _____

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

REQUEST FOR PHONE HEARING POLICIES AND PROCEDURES

- 1) A Request for Phone Hearing must be filled out **in its entirety** and filed with the Clerk’s Office 4 business days before the court date using this form. Requests may be filed in the Clerk’s Office, or by email to GDCMail@fairfaxcounty.gov.
- 2) Requests may only be filed for the following hearing types:
 - a. First return hearings in Courtroom 2A (Only when the party appearing by phone has 5 or fewer cases on the docket)
 - b. Non-contested motions in Courtroom 2A (Only with a letter or order filed indicating that the other party agrees to the remote appearance).
- 3) For teleconferences, the Court will call a participant at the number provided in the Motion directly from the courtroom. The participant must be available to answer the call when the court places the call. The Court cannot predict at what point in the docket the case will be heard, so the participant must remain available to take the call for the duration of the docket, which generally runs from 10AM to 1PM.