

VIRGINIA:

IN THE JUVENILE AND DOMESTIC RELATIONS DISTRICT COURT FOR FAIRFAX COUNTY

IN RE: _____

Case No: JJ _____
JJ _____
JJ _____

PETITIONER/Commonwealth

Case No: JA _____
JA _____
JA _____

v.

RESPONDENT/Defendant

REQUEST FOR EMERGENCY HEARING (01/01/26)

Title of Motion: _____

Moving Party: ___ Petitioner; ___ Respondent; ___ Guardian ad Litem

Interpreter Needed for Motion? ___ No ___ Yes Language: _____

Name and Address of parties to be served: _____

Underlying petition filed on _____, 20__

Signature of Moving Party/Counsel

Name & Address of Moving Party/Counsel

Phone Number _____

Email address _____

Date _____

Bar Number _____

ORDER

THIS MATTER CAME BEFORE THE COURT for administrative review of the Motion for Emergency Hearing, and after considering the allegations contained in the motion, the Court finds that

_____ The motion alleges an emergency. It is ordered that an emergency hearing shall be docketed as soon as possible.

_____ The motion does not allege an emergency. It is ordered that the request for an emergency hearing is denied. (See reverse side of this form for additional instructions about how to schedule your motion for a non-emergency hearing).

_____ Clerk shall docket motions to enjoin relocation for hearing on an available Wednesday Motion's Docket, not less than 14 days but not greater than 30 days from the date of this Order. To the extent available, Clerk shall set the matter on the designated trial judge's motion's docket within the timeline prescribed.

ENTERED this _____, day of _____, 20__

EMERGENCY MOTION PROCEDURE

- (A) Emergency Motion: A party or guardian ad litem who filed a petition with this court and believes that ***current*** circumstances present ***imminent and substantial physical and/or psychological harm*** to a child, may file a motion describing the emergency with the clerk's office. A "Request for Emergency Hearing," must be filed along with the motion. The clerk will forward the motion and Request to a judge for review. If the judge determines that a potential emergency exists, the clerk's office will schedule a hearing for the emergency motion on the first available date and time.
- (B) Request for Emergency Hearing Denied: If a judge reviews the motion and determines that it does not allege an emergency, the judge will deny the request for an emergency hearing. In this event, a party may elect to request a non-emergency hearing regarding the motion. If the hearing will take thirty (30) minutes or less and does not involve custody, the hearing can be scheduled on the Wednesday Motions docket by filing a yellow "Wednesday Motions Day - Praecipe/Notice." If the hearing will take more than thirty (30) minutes or the motion is about child custody, the parties, (and/or their attorneys), should file a Calendar Control Notice to appear before the Calendar Control judge and schedule a hearing.
- (C) Service: After filing the Request for Emergency Hearing, the party must arrange for copies of the ***documents filed*** to be "served" upon all other attorney(s) and opposing parties, (except if the other parties' address is confidential), pursuant to the Code of Virginia and the Rules of the Supreme Court of Virginia. There are several methods of service, including (1) service by the sheriff, (2) mailing, (3) facsimile, (4) electronic mail (if the opposing party/attorney authorized service by electronic mail in writing), (5) publication or (6) delivery by private process service. You may consult an attorney or the Self-Help Resource Center, (located in the Fairfax County Courthouse Library, 4110 Chain Bridge Road, Fairfax, VA 22030, on the first floor of the courthouse), with questions about which form of service is appropriate. ***Please note that the opposing party and attorneys cannot be served by text message or telephone call.***