

VIRGINIA:

IN THE JUVENILE AND DOMESTIC RELATIONS COURT FOR FAIRFAX COUNTY

\_\_\_\_\_  
Petitioner / Commonwealth  
v.

Case No(s): J \_\_\_\_\_ - \_\_\_\_ - \_\_\_\_

\_\_\_\_\_  
Respondent / Defendant

**CALENDAR CONTROL NOTICE**

**PLEASE TAKE NOTICE** that on \_\_\_\_/\_\_\_\_/\_\_\_\_ at 9:00 a.m.  Petitioner / the Commonwealth  Respondent / Defendant will appear to:

request a continuance of the hearing on \_\_\_\_\_, which is currently set for \_\_\_\_/\_\_\_\_/\_\_\_\_ at \_\_\_\_:\_\_\_\_  AM  PM;

request that  the attached motion  \_\_\_\_\_ be set for hearing on a date certain;

consolidate this case with Case No(s) J \_\_\_\_\_ - \_\_\_\_ - \_\_\_\_;

\_\_\_\_\_

The Calendar Control hearing will be heard remotely, via WebEx. During the Calendar Control docket, prior to the case being called, each person expected to attend the remote hearing will be emailed instructions (to join via video) or called (to join via telephone), using the automated Webex system.

The persons expected to attend the remote Calendar Control hearing are:

Petitioner or Counsel for Petitioner / Commonwealth

Respondent / Defendant or Counsel for Respondent / Defendant

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Direct Dial: \_\_\_\_\_

Direct Dial: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Prefer to join by  video  telephone

Prefer to join by  video  telephone

Other Persons (Name, Telephone Number, Email Address, and Preferred Means of Joining the Remote Hearing):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Respectfully submitted,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

Self-Represented  Counsel for the Moving Party

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State Zip Code

(\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Daytime Telephone Number

\_\_\_\_\_  
Email Address

### Certificate of Service

I hereby certify that, on \_\_\_/\_\_\_/\_\_\_, a copy of the foregoing was delivered to all counsel of record, guardians *ad litem*, and self-represented parties by  private process server or  other means of delivery with receipt confirmed by the recipient.

\_\_\_\_\_  
Signature

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### COURT USE ONLY BELOW THIS LINE

The motion is  GRANTED  DENIED and  the above-referenced hearing is continued to / set for \_\_\_/\_\_\_/\_\_\_ at \_\_\_:\_\_\_ M in Courtroom 3. **HOWEVER, UNLESS THIS HEARING IS A CRIMINAL TRIAL, IT WILL BE HEARD REMOTELY, VIA WEBEX.**

The parties are responsible for issuing or re-issuing all necessary subpoenas. Counsel is responsible for notifying his / her client of the hearing date and time.

This is a criminal matter in which the Commonwealth is not involved; the clerk must promptly issue summons to the complaining officer or witness.

ENTERED \_\_\_/\_\_\_/\_\_\_

\_\_\_\_\_  
Judge, Fairfax Co. J&DR District Court

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### Calendar Control Procedures (Revised 8/4/2020)

To provide for the orderly and gradual return to normal operations, the Fairfax County Juvenile and Domestic Relations District Court enacts the following Calendar Control procedures, which may be amended or rescinded by further court action:

- Timing:** Calendar Control matters will be heard remotely, by video conference or telephone, starting at 9:00 a.m. each day. **All persons appearing for Calendar Control must remain available by video or telephone from 9:00 a.m. until their case is called.** Calendar control requests are limited to ten minutes and will be heard on the designated date unless the volume of requests is too high or the judge has another assigned docket. Any requests not heard and completed on the assigned date must be rescheduled by the moving party to another Calendar control date.
- Scope:** The Calendar Control docket is provided to address **non-emergency scheduling issues only.** Only the following matters will be heard on the Calendar Control docket:
  - Continuance requests.
  - Requests to schedule any hearing (including, without limitation, civil and criminal motions, discovery matters, competency hearings, and *pendente lite* motions) for a date certain.
  - Requests to consolidate cases, where a new petition has been filed dealing with the custody, visitation, or support of a child for whom another such petition has already been set for hearing and the two petitions would require the introduction of the same evidence.
- Setting and Notice:** Matters will be placed on the Calendar Control docket by the filing of the foregoing notice by **noon the day before.** All parties and guardians *ad litem* must be given actual notice (e.g., by private process server or delivery in another manner acknowledged by the recipient).
- Amendment.** These procedures may be amended by the Court from time-to-time.