

**MOTION FOR REMOTE HEARING-  
CRIMINAL and CIVIL CASES ONLY**

rev. 02/17/2022

Case No. \_\_\_\_\_

Page: 1 of \_\_\_\_\_

**Arlington County and City of Falls Church General District Court**

- *In a Civil Matter, a Motion for a Remote Hearing does not need to be set for a hearing, however, the Motion must be filed, at least, five (5) business days before the scheduled court date. In a Civil Matter, the Motion will be ruled upon in Chambers.*
- *In a Criminal Matter, a Motion for Remote Hearing must be noticed for a hearing on the Criminal Motion docket at 10:00AM.*
- *It is the responsibility of the requesting party to ensure that all parties and witnesses have the ability to connect in the manner requested.*
- *The requesting party shall provide a Certificate of Service of page 1 of this Motion to the opposing party or counsel.*

**Case Names:**

\_\_\_\_\_  
Petitioner/Plaintiff

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

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Telephone Number

Hearing Date/Time: \_\_\_\_\_

Hearing Type (Ex. Motion to Continue; Civil Return; Trial): \_\_\_\_\_

Remote Mechanism Requested:  Teams  Telephone. A telephone hearing will be scheduled through the Teams Application

Reason for remote hearing request: \_\_\_\_\_

**# of Parties, Attorneys, and Witnesses appearing remotely (Number should correspond with number identified on attached addendum(s):** \_\_\_\_\_

**Evidence to be presented:**  None  Documents  Pictures  Objects \_\_\_\_\_

Any evidence, documents or exhibits to be introduced during a telephone or video hearing shall be exchanged between the parties or their counsel and filed with the court, at least, five (5) business days before the hearing. The exhibits filed with the court shall be filed under seal. The court will unseal and review the exhibit only after it has been admitted into evidence.

**Interpreter/Other Special Needs:**  None  Yes - Language: \_\_\_\_\_

**Requesting Party:** \_\_\_\_\_  Petitioner/Plaintiff  Defendant/Respondent  
 Attorney  Self-represented

COURT USE ONLY

**ORDER**

Granted  Denied  Denied without prejudice: \_\_\_\_\_

Judge \_\_\_\_\_ Entered \_\_\_\_\_

# Contact Information for ALL Remote Participants

**MOTION FOR REMOTE HEARING-Addendum**

Case No. \_\_\_\_\_

Arlington and Falls Church GDC- rev. 02/17/2022

Page: \_\_\_\_ of \_\_\_\_

Witness  Other \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Witness  Other \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Witness  Other \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Witness  Other \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Witness  Other \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Witness  Other \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Witness  Other \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Witness  Other \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_