



## Circuit Court of Arlington County

1425 North Court House Road  
Arlington, Virginia 22201

WILLIAM T. NEWMAN, JR.  
CHIEF JUDGE

DANIEL S. FIORE, II  
JUDGE

LOUISE M. DIMATTEO  
JUDGE

JUDITH L. WHEAT  
JUDGE

JUDGES RETIRED  
JOANNE F. ALPER  
JAMES F. ALMAND  
BENJAMIN N.A. KENDRICK  
PAUL F. SHERIDAN  
CHARLES H. DUFF  
CHARLES S. RUSSELL  
(JUSTICE RETIRED)

August 23, 2021

The Honorable Paul Ferguson, Clerk of the Circuit Court  
The Arlington County Bar Association  
The General Public

### **Re: In Person and Virtual Hearings in the 17<sup>th</sup> Judicial Circuit Court Court**

As vaccination rates increase but the threat of COVID-19 variants persists, the Courthouse has been closely watching CDC guidelines. In the past few months, the Court has transitioned from almost exclusively virtual hearings to primarily in-person appearances, but with recognition that the pandemic is not over and much of our community remains vulnerable. This letter serves as guidance for how parties may petition for virtual hearings, even as in-person appearances return to the default process

In order for parties to appear virtually, a Motion for Virtual Appearance must be filed 7 days before the hearing date. This filing must be a Motion, not a Notice to Appear Virtually.

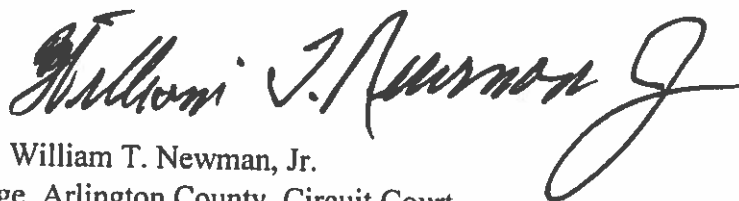
The Motion to Appear Virtually should be submitted either physically to the Clerk's Office or through TrueFiling, and a courtesy copy should be sent to the [cct12.copy@arlingtonva.us](mailto:cct12.copy@arlingtonva.us) address to ensure a timely delivery to Chambers.

The Motion to Appear Virtually will be reviewed and ruled upon by the Judge scheduled to hear the matter. Unless and until the presiding judge grants the motion, the matter will remain as an in-person hearing. A hearing may also be converted *sua sponte* by the presiding judge, without a request from a party. If a hearing will proceed virtually, the presiding judge may determine conditions, procedures and restrictions governing the hearing that will be provided to the parties.

If the Motion to Appear Virtually is granted, parties are instructed to courier any physical exhibits to Chambers by close of business the day before the scheduled hearing, unless you receive instructions from the presiding judge to file exhibits electronically to the Chambers courtesy email address provided above and paper copies.

We thank you for your cooperation as we seek to manage this continuing uncertainty. The Court believes this will be the most effective and organized method to manage its dockets, ensure the efficient delivery of justice, and protect the health and safety of our community.

With kind regards,

A handwritten signature in black ink, reading "William T. Newman, Jr." with a stylized flourish at the end.

William T. Newman, Jr.  
Chief Judge, Arlington County. Circuit Court  
*For the Judges of the Arlington County Circuit Court*