



ARLINGTON COUNTY GENERAL DISTRICT COURT

COURTHOUSE
1425 N. COURTHOUSE ROAD, SUITE 12200
ARLINGTON, VIRGINIA 22201
(703) 228-4490

Chief Judge
Jason S. Rucker

Judges
Daniel T. Lopez
R. Frances O'Brien

Judges Retired
Dorothy H. Clarke
Karen A. Henenberg
Thomas J. Kelley, Jr.
Richard J. McCue

April 8, 2021

MEMORANDUM

TO: Arlington Practitioners, Legal Professionals, Litigants, and Interested Parties

FROM: Arlington General District Court; Judicial Chambers

A handwritten signature in blue ink, appearing to be "J S Rucker", with a horizontal line underneath.

SUBJECT: **CRIMINAL, TRAFFIC, AND CIVIL PROCEEDINGS**

This memorandum is to advise legal professionals and other interested members of the community information about specific procedures in criminal, traffic, and civil proceedings.

I. Criminal Matters.

- A. The Court may set an Administrative Hearing (A/H Date) to review compliance with general good behavior. The matter will be set in the system on the 4th Wednesday of the month following a term of general good behavior so that the Commonwealth Attorney's Office can run record checks to confirm compliance with general good behavior. Defendants, attorneys, or any other interested parties are not to appear at the A/H Date. The A/H Date is only set in the system so that a record check can be completed. If there is a violation of the terms of general good behavior, the Commonwealth will request a Rule to Show Cause or a Capias.
- B. Generally, all motions involving a defendant that is in-custody must be filed by 3:15 p.m. the day prior to the scheduled motion. This filing deadline for in-custody defendants is necessary so that the Sheriff's Department has notice and an opportunity to prepare and arrange for an in-custody defendant's appearance.

An exception to this general rule exists in cases requiring an emergency motion. If an emergency exists for an in-custody defendant, Counsel may file the emergency motion before 8:30 a.m. and have the matter added to the 10:00 a.m. motions docket that same day. At the time of the hearing, the Court will ascertain if Defendant's appearance is waived by Counsel. If Defendant's appearance is

not waived by counsel, the Court will require a proffer of the facts warranting the emergency nature of the motion and, if necessary and resources are available, arrange for defendant's appearance after the proffer.

II. Traffic Matters and Second or Subsequent Motions to Continue

In circumstances where a traffic case has previously been continued by a Defendant, Counsel or Defendant may file a second or subsequent Motion to Continue, in writing, and have it ruled upon in Judicial Chambers prior to the scheduled court date. Alternatively, Counsel or Defendant may file a second or subsequent Motion to Continue and have it set on the 10:00 a.m. motions docket in courtroom 3B.

If no written motion is filed and/or no motion hearing is scheduled, any second or subsequent Motion to Continue a traffic matter will be considered and ruled upon on the scheduled trial date.

III. Civil Matters and Use of Courtroom 3A

The Arlington County General District Court will use Courtroom 3A as the main civil courtroom for civil proceedings. Courtroom 3A has been updated with integrated technology improvements and the use of 3A will allow litigants to use the new equipment to display and introduce electronic evidence.

Exceptions may arise when a civil docket will need to be moved to another courtroom. Exceptions may include when Courtroom 3A is scheduled for use during two criminal dockets (Complex Misdemeanor Days) and/or a Tuesday Sentencing Docket when the electronic video equipment in 3A is needed for an in-custody criminal defendant. If an exception arises, postings will be made and/or the dockets will be updated to reflect a change of courtroom.

Thursday, 2PM, civil motions dockets will be heard in Courtroom 3D.