

MEMORANDUM

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

FROM: Arlington General District Court; Judicial Chambers

**SUBJECT: TRAFFIC COURT; NON-JAILABLE INFRACTIONS;
 COURTROOM 3C**

This memorandum is to advise legal professionals and other interested members of the community about specific procedures in traffic/infraction offenses, Courtroom 3C.

I. Courtroom 3C Offenses

All non-jailable traffic offenses, non-jailable infractions, and other traffic offenses (whether jailable or non-jailable) in which the Commonwealth Attorney's Office will NOT be entering an appearance are processed for disposition in Courtroom 3C. If an offense is scheduled in Courtroom 3C but the Commonwealth Attorney's Office has indicated an intention to enter an appearance, the Defendant will be arraigned and the matter continued to a date on the criminal, Courtroom 3B docket.

II. First Request to Continue a Courtroom 3C Offense

A Request to Continue an offense scheduled for trial in Courtroom 3C that has not previously been continued by a defendant ('First Continuance Request') should NOT be set for hearing. A First Continuance Request will be granted for Courtroom 3C offenses, and a new trial date will be scheduled on the officer's available court date. If the First Continuance Request is being filed through the E-Filing portal, the request must be submitted, at least, two (2) business days before the court date to allow time for the GDC Clerk's Office to process the E-filing.

III. Second or Subsequent Motion to Continue a Courtroom 3C Offense

Counsel or a defendant may file a second or subsequent Motion to Continue and request to have it set for a motion hearing Monday – Friday at 10:00AM to be heard in courtroom 3B. When no motion hearing date is selected or requested, the Court will consider and rule on the Motion to Continue at the regularly scheduled court date. It is within the Court's discretion to grant or deny a second or subsequent Motion to Continue. If the Motion to Continue is being filed through the E-Filing portal, the Motion must be submitted, at least, two (2) business days before the court date to allow time for the GDC Clerk's Office to process the E-filing before the court date.