

CALENDAR CONTROL & CONTINUANCE
POLICY & PROCEDURES

POLICY

The Judges of the Fairfax County Circuit Court believe that the maintenance of strict calendar control leads to a more expeditious and efficient administration of justice. As a result, once a case has been set for trial, a continuance of that trial date will be granted only for good cause.

AVAILABILITY OF DATES

The Court is constantly reviewing the status of the docket to determine if new dates can be added to the list of dates available for scheduling before the Calendar Control Judge. However, the resolution of a case which is scheduled to be heard on a future date does not necessarily mean that another case can be docketed for that date because the Court assumes that most cases will be settled and the docket is arranged accordingly. Priority for available court dates is given to cases that are being scheduled for trial for the first time over cases which are being continued and rescheduled for hearing by the Calendar Control Judge.

DOMESTIC CASE DATE CERTAIN

All divorce cases are placed in the tracking program. You should contact one of the clerks in the Differentiated Case Tracking Program (DCTP) Domestic Track by calling 703-246-2880 to obtain a scheduling conference date.

To schedule any **post** divorce evidentiary motions taking more than 30 minutes, please direct your phone calls to the "Date Certain Clerk" at 703-246-2221.

To obtain a hearing date for contested custody and visitation cases, you should call 703-246-4934 and ask to speak to the "Mediation Clerk".

CALENDAR CONTROL TIME AVAILABILITY:

The Judges rotate the position on a bi-weekly basis. On most days, two judges will be presiding over Calendar Control matters.

The Calendar Control Judges are available between 8:30 a.m. and 9:30 a.m. each day to hear continuance requests and emergency matters. Anybody wishing to appear before the Calendar Control Judge **must** check-in with the receptionist in Judges' Chambers by 9:00 a.m. If you have any questions relating to Calendar Control, contact Judges Chambers at 703-246-2221.

The Calendar Control Judge will not entertain motions that can and should be noticed for a Friday Motions Docket. The Calendar Control Judge schedules matters for hearings rather than conducts the hearing itself.

PROCEDURES FOR REQUESTING CONTINUANCES & SETTING DATES FOR CERTAIN HEARINGS

The Calendar Control Judge hears requests for continuances, date certain for particular hearings and true emergency matters. Other motions should be noticed for a Friday motions day and should not be presented in the limited time available to the Calendar Control Judge each morning. Absent extraordinary circumstances, the Calendar Control Judge does **not** enter orders during Calendar Control. Orders should be filed in the Clerk's Office for routing as a daily order, with the file, to a Judge.

All requests for continuance of a trial or for the setting of a date certain for a motion or other hearing must be directed to the Calendar Control Judge.

The party requesting the continuance must make arrangements with the opposing side to meet in Judges' chambers to see the Calendar Control Judge. If the opposing side is not cooperative, written notice must be sent stating what date and time they will be appearing before the Calendar Control Judge and the reason for the appearance.

When the moving party arrives in Chambers, counsel or pro se party must complete the Request for Continuance in **black** ink, and should inform the receptionist at the desk that all counsel or parties are present to see the Calendar Control Judge and the continuance form has been completed.

If the opposing side agrees with the continuance request, they may endorse the Request for Continuance form and the moving party would be able to appear before the Calendar Control Judge without the opposing side appearing. The fact that all counsel of record or pro se parties have endorsed the form and that only one attorney is appearing does not in any way improve the chance that the continuance will be granted. The continuance will only be granted for **good cause shown**.

APPEARANCE BEFORE CALENDAR CONTROL BY TELEPHONE:

Parties may also appear before the Calendar Control Judge by telephone. The telephone number is (703) 246-2221. Judges' chambers cannot set-up the conference call for Calendar Control. It is the responsibility of the party requesting the continuance to arrange the conference call between themselves, the opposing side, and the Calendar Control Judge.

