

March 16, 2020

To: The Honorable Lisa A. Mayne,  
Chief Judge, Fairfax County General District Court  
The Honorable Todd G. Petit,  
Chief Judge, Fairfax County Juvenile & Domestic Relations Court  
The Honorable John T. Frey, Clerk of the Circuit Court  
The Honorable Stephen Descano, Commonwealth's Attorney  
The Honorable Stacey A. Kincaid, Sheriff  
Dawn Butorac, Esq., Public Defenders Office  
The Fairfax Bar Association  
The General Public

**UPDATED AND AMENDED**

**MEMORANDUM**

**COVID-19 CONTINGENCY/ACTION PLAN**

**FAIRFAX COUNTY CIRCUIT COURT ORDERED PROCEDURES**

Consistent with the Chief Justice of the Supreme Court of Virginia's order Declaring a Judicial Emergency, and the Circuit Court of Fairfax County's Pandemic Policy Procedures the following are the Circuit Court's revised procedures **effective March 17, 2020** until further notice or revision:

- I. For the next thirty (30) days, the Circuit Court will only be hearing criminal arraignments; criminal bond motions and criminal and civil emergency motions as outlined below.

**A. CIVIL:**

1. All civil jury trials are suspended for the next thirty (30) days through April 17, 2020. These cases will be set for status/term day on May 26, 2020 at 10:00 a.m., unless the parties agree to appear telephonically and set a new trial date in calendar control.
2. All civil bench trials are suspended for the next thirty (30) days. These cases will be set for status/term day on May 26, 2020 at 10:00 a.m., unless the

parties agree to appear telephonically and set a new trial date in calendar control.

3. All Friday Motions Practice are suspended through April 17, 2020, except those emergency matters set by calendar control order.
4. All calendar control matters are to be heard telephonically.
5. The current civil term day docket is continued from March 21, 2020 to May 26, 2020 at 10:00 a.m.

**B. CRIMINAL:**

1. All criminal trials, both jury and bench, are suspended for the next thirty (30) days through April 17, 2020. These cases will be set for status on the criminal term day docket on May 21, 2020 at 10:00 a.m., unless the parties agree to appear telephonically and set a new trial date in calendar control.
2. All criminal motions are suspended through April 17, 2020, with the exception of bond motions and arraignments which will be heard on a daily basis.
3. The criminal term day set for Thursday March 19, 2020 will go forward as to matters that were indicted by the Grand Jury sitting on March 16, 2020. Counsel may appear by telephone, and the newly indicted Defendants need not appear in person if they have counsel.
4. Parties having emergency matters may appear telephonically in calendar control for a judge's ruling.

**Emergency matters include but are not limited to:**

Quarantine or isolation matters  
Arraignments  
Bail Review  
Protective Order Cases  
Emergency Child Custody and Protection Cases  
Civil Commitment Hearings.