



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)

March 15, 2020

To: The Honorable Francis O'Brien,
Chief Judge, Arlington County General District Court
The Honorable George D. Varoutsos,
Chief Judge, Arlington County Juvenile & Domestic Relations Court
The Honorable Paul Ferguson, Clerk of the Circuit Court
The Honorable Parisa Deghani-Tafti, Commonwealth's Attorney
The Honorable Beth Arthur, Sheriff
The Arlington Bar Association

UPDATED AND AMENDED

MEMORANDUM

COVID-19 Contingency or Action Plan

Arlington Circuit Court Ordered Procedures

The following are the Court's revisions as of March 15, 2020 for procedures regarding the current Coronavirus COVID-19 outbreak, until further notice or revision. The terms of the Court's March 13, 2020 remain in effect, with these additions. Parties shall refer to both versions for completeness.

- A. All criminal matters currently on the Court's docket through March 31, 2020, except for arraignments and bond motions, are converted to status as follows:
 - i. All matters currently set the week of March 16, 2020 are removed from the Court's docket and witnesses are released from subpoena. These cases

are reset to the Court's docket of April 15, 2020, at 9:30 a.m. for status or to be set for hearing.

- ii. All matters currently set the week of March 23, 2020 are removed from the Court's docket and witnesses are released from subpoena. These cases are reset to the Court's docket of April 16, 2020, at 9:30 a.m. for status or to be set for hearing.
- iii. Arraignments and bond motions currently on the docket will remain and may otherwise be added to the Court's docket. Counsel may request to appear telephonically.
- iv. Emergency motions must be filed with the Clerk of Court with a copy to chambers via email cct12.copy@arlingtonva.us properly detailed for the court to determine whether to docket the matter.
- v. All other criminal motions shall not be set prior to April 1, 2020.
- vi. All Friday sentencing dockets are cancelled through March 31, 2020.

B. All civil matters on the Court's Monday through Thursday dockets through March 31, 2020 are converted to status, except as provided hereinafter, as follows:

- i. All matters currently set the week of March 16, 2020 are removed from the Court's docket and witnesses are released from subpoena. These cases are reset to the Court's docket of April 15, 2020, at 10:00 a.m. for status or to be set for hearing.
- ii. All matters currently set the week of March 23, 2020 are removed from the Court's docket and witnesses are released from subpoena. These cases are reset to the Court's docket of April 16, 2020, at 10:00 a.m. for status or to be set for hearing.
- iii. Motions currently set on the Court's Monday through Thursday docket through March 31, 2020 will remain on the docket. Either party may request it be removed by detailed written motion filed with the Clerk of Court with a copy to chambers via email cct12.copy@arlingtonva.us. The Court will rule on the papers.
- iv. Emergency motions properly detailed may be filed in accordance with the 17th Cir. R.P. with a copy to chambers via email cct12.copy@arlingtonva.us. The Court will determine whether to docket the matter.
- v. Friday civil motions will remain on the docket and may be added or removed consistent with the 17th Cir. R.P. Parties may request the Court to appear telephonically.

C. Should a party believe any matter must be heard by the Court prior to April 1, 2020 the emergency motion procedure should be followed.

D. Nothing herein changes any statutory or rule-based filing deadlines. All parties are strongly encouraged to use the e-filing system in place by the Clerk of the Circuit Court.