

NEW FAIRFAX CIRCUIT COURT PROCEDURES

PRE-TRIAL 10-DAY FILING NOTICE (Effective May 15, 2009)

The Fairfax Circuit Court has developed a new form to be attached to pleadings that are filed within 10 days of the trial date in order to expedite the processing of these pleadings. The Pre-Trial 10-Day Filing Notice should be completed and printed on dark pink/fuchsia paper and be attached to the front of the pleadings to alert the Clerk's Office to expedite the processing of the pleadings.

This form should be used with the following pleadings:

- Trial Memoranda
- Objections to Witness Lists
- Objections to Exhibit Lists
- Motions in *Limine* (Note: Motion set for day of trial cannot require argument exceeding 5 minutes. Absent leave of court, any motion in *limine* requiring more than 5 minutes must be noticed and heard before the day of the trial)

Any pleadings filed with this form attached must be filed in accordance with filing deadlines set by Order of this Court. Additionally, this form is not to be used for any pleadings filed for the Motions' Docket.

The Expedited Trial Pleading Filing Form can be found on the internet at: <http://www.fairfaxcounty.gov/courts/circuit/>, or is available in the Civil Division of the Clerk's Office.

PLEADINGS TO INCLUDE NEXT HEARING DATE IN STYLE OF CASE (Effective May 15, 2009)

The Fairfax Circuit Court requests that all pleadings (except for Motions' Day Praecipis and Response Forms) filed with the Clerk's Office include the next hearing date in the style of the case under the case number. Including the next hearing date will assist in the timely processing of all papers and help to ensure that all pleadings are placed in the file before the next court date.

VIRGINIA: IN THE CIRCUIT COURT OF FAIRFAX COUNTY

Plaintiff

vs.

Civil Action No. CL _____ - _____
Next Hearing Date: _____
(If different from trial date)

Defendant

Trial Date: _____

**NOTICE TO CLERK OF FILING
OF PLEADING WITHIN
10 DAYS OF TRIAL**

Filing Party: _____

Filed by: _____
Signature

Printed Name

Note: Pleadings filed with this form must be filed in accordance with filing deadlines set by any order of this Court in this case.