

## Fairfax County Court Information Line 703- 691-7320

The Information Line can help you determine which court you need, give you important specific information about your case, and transfer you to a clerk during court business hours.

For example, you can call the Court's Information Line for:


- Directions to the Courts
- Description of each Court
- Traffic tickets and fines
- Specific information on your case such as:
  - upcoming court date
  - case disposition
  - appeal information
- Continuance requests
- Court interpreters
- Marriage Licenses
- Divorces
- Juvenile matters
- Protective Orders
- Driver's Licenses for Juveniles
- Passports
- Probate (Wills)
- Other Court Services


All this plus more, and it's easy to use.


- Just dial **703-691-7320**
- Follow the directions from a touch-tone phone.
- We've even included short-cuts to enable you to get to your information faster.


## How to Use the Information Line


*If you are calling from a touch-tone phone, there is a wealth of information available to you 24 hours a day, 7 days a week. Listen at your convenience.*

 You will be asked to select from various menus by pressing a corresponding number on your touch-tone phone.

 A menu will give you options to select additional menus, listen to procedural information, obtain information about a specific case, or be connected to the next available court clerk.

 For quick and easy access to specific sections, we have included short-cuts for each of the Courts in this pamphlet.

 The short-cuts tell you the appropriate sequence of numbers to press to reach your destination. For example, to prepay a traffic ticket by phone you would press **2312**. To access specific information on an existing Circuit Court civil case, press **311**.

 Remember to pause between each number so the system doesn't confuse **12** for 12.

 Within any of the menus, press:

Ø (zero) to reach a clerk

# to repeat menu options

\*to return to a previous menu.

## CIRCUIT COURT

### JUDGES CHAMBERS:

Press **3,7**

### CIVIL: Press 3,1

- 1- Information about an existing case\*
- 2- Service information
- 3- Continuance information
- 4- New case filing information
- 5- Request copies
- 0- Staff

### CRIMINAL: Press 3,2

- 1- Information about an existing case\*
- 2- Service information
- 3- Continuance information
- 4- Court costs/fines
- 5- Request copies
- 0- Staff

### TRAFFIC APPEALS: Press 3,3

### LAND RECORDS: Press 3,4

### PUBLIC SERVICE: Press 3,6

- 1- Marriage License information
- 2- Notary information
- 3- Probate (wills)
- 4- Passport
- 5- Trade names/Financing Statements

*\*To access information on an existing case, you must supply :*

- the Court's case number, or
- the CCRE, or
- the police summons number.

## GENERAL DISTRICT COURT

### TRAFFIC: Press ②,③

1- **Information on an existing case\***  
(Enter case # & info, then press:)

- 1- *Fine amount due*
- 2- *Pay the fine by credit card*
- 3- *Upcoming hearings*
- 4- *Attorney of record on a case*
- 5- *Case disposition*

- 2- *How to request a continuance*
- 3- *Need for an attorney*
- 4- *How to Appeal*
- 5- *How to file a motion*

**For general information on prepayable fine amounts, call the Traffic Prepayment recording at 246-2364.**

### CIVIL: Press ④,①

1- **Information on an existing case\***

- 1-*Upcoming court dates*
- 2-*Required due dates*
- 3-*Case disposition*

- 2- *How to file a new case*
- 3- *Fees required*
- 4- *Need for an attorney*
- 5- *How to request a continuance*
- 6- *How to Appeal*

### SMALL CLAIMS: Press ④,②

1- **Information on an existing case\***

- 1-*Upcoming court dates*
- 2-*Required due dates*
- 3-*Case disposition*

### CRIMINAL: Press ④,③

1- **Information on an existing case\***

- 1-*Upcoming hearings*
- 2-*Attorney of record on a case*
- 3-*Case Disposition*

- 2- *How to request a continuance*
- 3- *Need for an attorney*

- 4- *How to appeal*
- 5- *How to file a motion*

### GDC COURT SERVICES: Press ④,⑤

- 1- *Request a court appointed attorney*
- 2- *Supervised Release Program*
- 3- *Court Probation*
- 4- *Request an interpreter*

**\*To access information on an existing case, you must supply :**

- *the Court's case number, or*
- *the CCRE, or*
- *the police summons number*

## JUVENILE & DOMESTIC RELATIONS DISTRICT COURT

### J&DR COURT: Press ⑤

- 1- *Juvenile intake services*
- 2- *Domestic Relations services*
  - 1-*Support, Custody, Visitation*
  - 5-*Protective Orders*
  - 7-*Adult Probation*
- 3- *Clerk's Office*
  - 1-*Payment of fines & costs*
  - 2-*Continuances*
  - 3-*Information on schedule of hearings*
    - 3-*Witness & document subpoenas*
    - 4-*Request court appointed attorney*
    - 5-*Request an interpreter*
  - 4-*Driver's Licenses for juveniles*
  - 5-*Copies of court records*
- 4- *Juvenile probation services*
- 5- *Other Services (Parole, Family Counseling, Community Service)*
- 6- *Judges' Chambers*
- 7- *Director of Court Services*

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# Fairfax County Court Information Line

# 691-7320

Circuit Court

General District Court

Juvenile & Domestic  
Relations  
District Court

[www.co.fairfax.va.us/courts](http://www.co.fairfax.va.us/courts)

TDD-703-934-1296

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