

**MOTION FOR REMOTE HEARING<sup>†</sup>**

Case No. \_\_\_\_\_

Current Hearing Date \_\_\_\_\_ Time \_\_\_\_\_

Hearing Type \_\_\_\_\_

**LOUDOUN COUNTY GENERAL DISTRICT COURT**

**48 hour (2 business day) advance notice required. The requesting party/witness is responsible to provide and certify NOTICE of this Motion to all other parties/counsel and to ensure ability to connect as requested.**

**Case Names:**

_____	v.	_____
Petitioner / Plaintiff		Defendant / Respondent
_____		_____
Address		Address
_____		_____
Address		Address
_____		_____
Telephone Number / Fax / E-Mail		Telephone Number / Fax / E-Mail

**Remote Access Mechanism Requested:**  Telephone (audio only)  Webex (computer/video)  Polycom

**Name of Requesting Person:** \_\_\_\_\_  
 Attorney  Self-Represented  Petitioner / Plaintiff  Defendant / Respondent

**Reason for remote hearing request:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Witness(es) appearing remotely?**  Yes  No Name(s): \_\_\_\_\_

**Party(s) appearing remotely?**  Yes  No Name(s): \_\_\_\_\_

**Counsel appearing remotely?**  Yes  No Name(s): \_\_\_\_\_

**Evidence presented remotely?**  None  Documents  Pictures  Other \_\_\_\_\_

**Interpreter / Other Special Needs?**  None  Yes – explain: \_\_\_\_\_

\*All necessary contact information must be provided by requesting party (see p.2). Unless otherwise indicated: The court will initiate all telephone calls, Webex invitations, or Polycom invitations. Telephone hearings will be initiated by the court at end of a docket unless one or more parties is personally present in court.\*

COURT USE ONLY

**ORDER**

Granted  Denied  Timeframe: \_\_\_\_\_

\_\_\_\_\_

**Date** \_\_\_\_\_ **Judge** \_\_\_\_\_

Party advised?  Yes - Initials: \_\_\_\_\_ Date: \_\_\_\_\_ Invitation Sent?  Yes - Initials: \_\_\_\_\_ Date: \_\_\_\_\_

# Contact Information for ALL Remote Participants

**MOTION FOR REMOTE HEARING-Addendum**

Case No. \_\_\_\_\_

Page: \_\_\_\_ of \_\_\_\_

Witness    Other \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Witness    Other \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Witness    Other \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Witness    Other \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Witness    Other \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

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Phone \_\_\_\_\_

Email \_\_\_\_\_

Witness    Other \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Witness    Other \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Witness    Other \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

**CONFIDENTIAL INFORMATION – PLACE IN SEALED ENVELOPE**

## Certificate of Service

I, \_\_\_\_\_, hereby certify that on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, this Motion For Remote Hearing was transmitted to all counsel and /or parties in this case as detailed and specified below:

hand delivery,  mail,  fax,  email  
(indicate all methods used)

hand delivery,  mail,  fax,  email  
(indicate all methods used)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Email

\_\_\_\_\_  
Email

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Telephone Number

VSB # \_\_\_\_\_