

HEARING REQUEST FORM FOR DUTY JUDGE MOTION DOCKET
(Revised 3/30/2021 - Refer to Online Manual for further questions regarding Duty Judge Motion Docket)

All Duty Judge Motion Docket hearings will be "In-Person." All parties/counsel must be present in court. A WebEx Hearing may be requested but a WebEx hearing **REQUIRES THE DUTY JUDGE'S APPROVAL**.

NAME OF CASE: _____ v. _____
OR IN RE: _____
CASE NO.: CL ____ - _____

List all counsel of record & Email - Email Addresses are required for ALL participants.

Plaintiff Atty: _____	Email: _____
Plaintiff Atty: _____	Email: _____
Defense Atty: _____	Email: _____
Defense Atty: _____	Email: _____
GAL: _____	Email: _____
Pro Se Party: _____	Email: _____
COURT REPORTER'S EMAIL (if parties are using court reporter): _____	

List of Motions to be heard. Please be specific	Party who filed Motion

ORAL ARGUMENT ONLY OR EVIDENCE TO BE PRESENTED. EXHIBITS MUST BE FILED IN ADVANCE IN THE CLERK'S OFFICE.

Name of Person Submitting this Request: _____ Phone Number: _____
Email Address: _____ Date Request Submitted: _____

REQUESTED HEARING DATE & TIME This date & time <u>must</u> be agreed to by all counsel and any pro se parties.	LENGTH OF HEARING Not to exceed one hour.
_____/_____/_____ @ _____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	<input type="checkbox"/> 30 Minutes <input type="checkbox"/> 1 Hour

Check if applicable: Requesting that above hearing be by WebEx for the following reason(s): Reason(s) must be set forth below

Duty Judge: WebEx hearing Approved OR Not Approved for WebEx hearing and this matter will be set for an "In Person" hearing.

Duty Judge: _____

SUBMIT COMPLETED FORM TO: dutyjudg@vbgov.com

FOR COURT USE ONLY

Date: _____ In person hearing set or WebEx hearing set _____ Judges' Staff