

# REQUEST FOR REMOTE APPEARANCE

Alexandria Juvenile and Domestic Relations District Court

**INSTRUCTIONS:** Complete and submit this form to the Clerk's Office. Remote appearance is not guaranteed and requires court approval. DO NOT use this form to request remote appearance for defendants, accused juveniles, or witnesses in criminal or delinquency cases. For additional information see the JDR Court's Policy on Remote Appearances available at: [www.alexandriava.gov/JDRCourt](http://www.alexandriava.gov/JDRCourt)

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## SECTION 1 — Case & Hearing Information

Case Name/In Re: \_\_\_\_\_ Case Number(s): \_\_\_\_\_

Hearing Date: \_\_\_\_\_ Time: \_\_\_\_\_ Type: \_\_\_\_\_

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## SECTION 2 — Person Submitting this Request

Full Name: \_\_\_\_\_

Role:  Petitioner  Respondent  Parent  Attorney  GAL  Witness  Other \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

If Attorney, Client/Ward Represented: \_\_\_\_\_

I am the person who will appear remotely:  YES  NO **(if NO fill out Section 3 below)**

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## SECTION 3 — Person Appearing Remotely

Full Name: \_\_\_\_\_

Role:  Petitioner  Respondent  Parent  Attorney  GAL  Witness  Other \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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## SECTION 4 — Technology & Participation

Internet Access:  Yes  No Camera/Microphone:  Yes  No Private Location:  Yes  No

Interpretation Need:  No  Yes: Language: \_\_\_\_\_

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## SECTION 5 — Reason for Request (attach additional pages if necessary)

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**SECTION 6 — Certification.** Notice of this request  has not been given  has been given to the opposing party or counsel by  email  fax  other: \_\_\_\_\_

This request is  agreed  not agreed  no reply  unknown. I understand remote appearance requires court approval; I must appear in person unless approved otherwise; and I must comply with all courtroom rules and instructions. **See additional instructions on the reverse.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## SECTION 7 — COURT USE ONLY

Judicial Decision:  GRANTED  DENIED: \_\_\_\_\_

JUDGE: \_\_\_\_\_ Date: \_\_\_\_\_

Clerk Processing:  Remote Hearing Created  Email invitations sent Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

## REMOTE APPEARANCE INSTRUCTIONS AND IMPORTANT NOTICES

If your request to appear remotely is approved, you will receive an email from:

[Do Not Reply@vacourts.gov](mailto:Do_Not_Reply@vacourts.gov)

with the subject line:

**“Virginia Court Hearing Notice”**

This email will contain your meeting invitation and connection information. If you do not see the email, check your spam, junk, clutter, or quarantine folders., or call the JDR Court Clerk’s Office at (703) 746-4141.

### BEFORE YOUR HEARING

- Join the meeting at least **5 minutes before** the scheduled hearing time.
- After joining, you must wait patiently until the judge admits you into the hearing.
- Ensure your device is charged and connected to reliable internet service.
- Test your camera and microphone before the hearing begins.

### REQUIRED COURTROOM CONDUCT

A remote hearing is an official court proceeding. You must conduct yourself as though physically present in the courtroom. You must:

- Appear from a quiet, private location free from interruptions or distractions.
- Dress appropriately for court.
- Keep your microphone muted unless speaking.
- Follow all instructions given by the judge or court staff.

### RECORDING AND PRIVACY

- **No audio recording, video recording, screenshots, livestreaming, broadcasting, or photographing of the hearing is permitted without express permission from the judge.**
- No person may be present in the room with you or listening during the hearing unless:
  - the Court has been informed in advance; and
  - the judge expressly permits that person’s presence.

**FAILURE TO COMPLY WITH THESE REQUIREMENTS MAY RESULT IN TERMINATION OF YOUR REMOTE APPEARANCE, CONTEMPT PROCEEDINGS, OR OTHER SANCTIONS ORDERED BY THE COURT, WHICH COULD INCLUDE INCARCERATION IN JAIL OR A FINE FOR CONTEMPT.**

### IMPORTANT

Submission of a request for remote appearance does **NOT** excuse an in-person appearance unless and until the Court grants the request. If your request is denied, you are required to appear in person as scheduled.

For additional information consult the Court’s Policy on Remote Appearance, available at [www.alexandriava.gov/jdrcourt](http://www.alexandriava.gov/jdrcourt)