

MEMORANDUM

TO: Arlington Practitioners, Legal Professionals, Litigants, and Interested Parties

FROM: Arlington General District Court; Judicial Chambers

**SUBJECT: CASE SETTING, RETURN DOCKET, and
WRITTEN MOTION REQUIRED TO CONTINUE A CIVIL TRIAL DATE**

I. Case Setting and First Return

A. Counsel and/or litigants may NOT telephone, email, and/or contact the clerk's office to request that matters be set for pretrial conference, subsequent return, and/or trial without appearing in Court at the return docket. Counsel and/or parties to civil matters shall be present in Court when the civil return docket is called. Counsel or a party may make representations about agreed upon dates at the return docket without the need for all participants to be present.

B. Counsel and/or parties may appear by video at the return docket provided a proper request for virtual hearing has been submitted.

II. Procedure to Continue a Civil Trial Date.

A. A motion to continue a civil trial must be written and filed in the clerk's office at least ten (10) days prior to trial or, in the event of an emergency, as far in advance of trial as reasonably possible. All motions will be set on the Thursday motion's docket at 2:00 p.m. with proper notice to opposing counsel and/or parties. If the motion to continue is unopposed, counsel or a party may make that representation at the motion hearing without the need for all participants to be present. At the motion hearing, the requesting party should have available dates to provide the Court if the motion to continue is granted.

B. Counsel and/or parties may appear by video at the motion to continue hearing provided a proper request for virtual hearing has been submitted.

C. The Court favorably views motions to continue a trial date made in advance of the scheduled trial date. A continuance request made on the day of trial will only be granted in the Court's discretion for good cause shown. If a request to continue is made on the day of trial, counsel or the requesting party must be prepared to provide the Court with the grounds that constitute good cause for the continuance.