

**VIRGINIA:
IN THE JUVENILE AND DOMESTIC RELATIONS DISTRICT COURT OF
LOUDOUN COUNTY**

In re: _____
Case name

J _____
Case number

Request for Webex Appearance

Webex appearance request while under the Covid-19 Judicial Emergency.

- 1. Requests must be filed with the Clerk's Office at least 24 hours prior to the scheduled hearing.**
- 2. Request must contain the name, email address and phone number of each person requesting to appear by Webex. This includes any witnesses you plan to call.**
- 3. Requests must certify that a copy of the request was provided to all parties and counsel at least 24 hours prior to the scheduling of the hearing. Certification can be hand delivered, faxed or emailed.**

Name, Email Address and Telephone number.

1. _____
2. _____
3. _____
4. _____
5. _____

The following information must be completed. If pertinent information such as phone numbers and e-mail addresses are not provided the court may not consider your request.

I, _____, certify that I have hand delivered, faxed or emailed this request to counsel and/or pro see parties in this case on _____ (Date).

Signature

() _____
Telephone #

Printed Name

E-mail address

Address

**Courts fax number
(703) 771-5039**

**VIRGINIA:
IN THE JUVENILE AND DOMESTIC RELATIONS DISTRICT COURT OF
LOUDOUN COUNTY**

In re: _____
Case name

J _____
Case number

Request for Telephonic Appearance

Please explain below the reason (s) for your request.

The following information must be completed. If pertinent information such as phone numbers and e-mail addresses are not provided the court may not consider your request. The court will contact you prior to the hearing to notify you of the status of your request and with further instructions. If your request has been denied you are required to appear in court pursuant to the previous summons served.

Signature

() _____
Telephone #

Printed Name

E-mail address

Address

**Courts fax number
(703) 771-5039**

Clerk's Office Use

Request is () granted () denied _____ Judge

Requested party notified on: _____ By: _____ Deputy Clerk
