

# Fairfax City General District Court Informational Sheet

## Verify your Mailing Address

Please verify that your mailing address listed on your summons is accurate. All notices sent out from the Clerk's office will be mailed to that address. This is including any update to your court date and time, as well as a final notice of your fines and costs that are due. Please contact the Clerk's office if your address needs to be updated from your summons. We do NOT get address updates from the DMV.

## PrePay your Ticket

Review the information on the reverse side of this sheet to see if your summons is PrePayable. Submit your payment to the court as soon as possible but any time prior to your scheduled court hearing in order to waive your trial. You can either mail in your payment, submit your payment online or call the Clerk's office to pay via phone. Please note that any Credit Card payment will incur a 4% processing fee (which is the only option online and over the phone).

## Request New Court Date

If you are unable to appear in court on your current scheduled hearing date, you may request a continuance of your court date. Your court date will be moved to the officers next scheduled court date. For most cases, the first continuance request can be granted by the clerk's office. However, any subsequent requests and/or any Misdemeanor offense must be approved by a judge. Please contact the clerk's office for further information and to make your request.

## Comply with Law

If you are charged with an offense that can be "Complied with Law", you can submit proof of compliance to the court Prior to your court date to waive the PrePayable fine. You will still owe the \$66 processing fee; however, this will waive your trial and alleviate the need for you to come to court. See the reverse side of this sheet for more information and which charges are applicable to be complied.

## Appear in Court to contest

Your summons has the date your Court hearing is scheduled to be heard. Please review your summons for the date and time you are to appear to contest your summons. You will have the opportunity to plead your case before a judge who will determine the disposition of your case. If you are found Guilty of the charge, the judge will assess your fines and costs (which may differ from the PrePayable amount) in court. You will then have 30 days from that date to pay them in full. *If you are found Not Guilty or if the Judge dismisses your case, you will owe nothing.*

## Plead Guilty or No Contest with explanation without appearing in court

If you are unable to appear in court on your court date and are not contesting your charge, you may submit a written statement to the Clerk's office that will then be attached to your case. On the day of your scheduled court hearing, a judge will consider both the in-person testimony of the police officer and your written statement while arriving at a decision in your case. If you are found guilty, you will have 30 days from your court date to pay the assessed fines and costs.

## COVID-19 Health Guidelines & Requirements while appearing in court *\*This is only while the threat of COVID-19 still exists\**

Please be aware that City Hall staff may institute individual health screenings for those entering into the City Hall building. The screening can & will vary depending on the severity of the infection at the time. This screening is done in order to prevent the unnecessary spread of infection. If you are turned away from entering the building and you are to appear in court, please contact the Clerk's office at 703-385-7866 as soon as possible. We can place a note on your case letting the judge know so they may continue your case or remove any tried in absence fee that may have been assessed on your case.

*Masks **ARE** required to be worn by all persons entering City Hall, at all times. This is for the safety of all individuals that enter the building. These will NOT be provided by City Hall.*

## Appear in Court via WebEx or Phone Conference hearing

*\*This is only while the threat of COVID-19 still exists\**

If you are considered high risk or are taking care of someone who is considered high risk and are unable to appear in court, a WebEx hearing or a Phone Conference call is available on a very limited basis. You will need to contact the Clerk's office for more information and to see if your case is eligible.

Please Check our website at [FairfaxVA.gov/Government/general-district-court](https://www.fairfaxva.gov/Government/general-district-court) for up to date information