

## ***REQUEST FOR CONCILIATION***

If you are in the process of filing, have filed, or need to respond to a motion on the Friday Motions Day docket in the Circuit Court, and you would like to have a volunteer attorney-conciliator discuss the motion with you and the opposing party in an attempt to resolve it prior to going to court on Friday, complete the following form and email it to [ffxconciliation@aol.com](mailto:ffxconciliation@aol.com) or fax a copy to:

**Conciliation Coordinator  
Fairfax Bar Association  
Facsimile: (703) 273-1274  
E-mail: [ffxconciliation@aol.com](mailto:ffxconciliation@aol.com)**

Case Name: \_\_\_\_\_ Case No. \_\_\_\_\_

vs. \_\_\_\_\_

Party requesting conciliation:  
(please indicate if you are an attorney): \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Best Time to Contact You: \_\_\_\_\_

Name/Title of your Motion: \_\_\_\_\_

Is this a domestic relations/divorce/family law case?  Yes  No

Have you told the opposing party you are requesting conciliation?  Yes  No  
*(It is recommended that you contact the opposing party prior to submitting this conciliation request.)*

Name of Opposing Party or Attorney: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Have you used a Fairfax Bar Association conciliator before?  Yes  No

*Conciliation is a service of the Fairfax Bar Association in cooperation with the Judges of the Fairfax Circuit Court. All conciliators are local attorneys who volunteer their time. Conciliation is not mandatory nor are results of conciliation binding unless submitted as an Agreed Order and signed by a Judge. Conciliation is available to all parties with motions before the Court, including parties represented by attorneys. Conciliation is most often used in domestic relations cases and in discovery disputes. Conciliators are also available at the Court on Motions Days.*

**For more information, please contact the Conciliation Program:**

**[ffxconciliation@aol.com](mailto:ffxconciliation@aol.com)**

**Phone: (703) 627-1228**