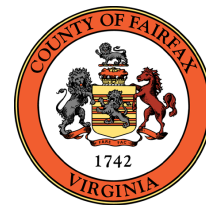




John H. Rust, Jr.  
Commissioner of Accounts

COMMONWEALTH OF VIRGINIA  
CIRCUIT COURT OF FAIRFAX COUNTY  
OFFICE OF THE COMMISSIONER OF ACCOUNTS  
4084 University Drive, Suite 102  
Fairfax, Virginia 22030  
703-667-4900



Joseph A. Barsanti  
Deputy Commissioner

## COMMISSIONER OF ACCOUNTS OFFICE PROCEDURE CHANGES IN RESPONSE TO COVID-19

Consistent with the Chief Justice of the Supreme Court of Virginia's Order Declaring a Judicial Emergency and the Pandemic Policy Procedures that the Circuit Court of Fairfax County has adopted, the Commissioner of Accounts Office has implemented the following revised procedures effective March 17, 2020 until further notice or revision:

- The office is closed to general public access. Filings can be made by mail or dropped off in the depository in the hallway outside of the Commissioner's office. The due date of all filings continues as determined under existing law. If a fiduciary requires an extension of time to file, please contact our office at the above telephone number.
- For the duration of this medical emergency, your commissioner will hold no hearings where fiduciaries and other witnesses must appear in person. With consent from all parties, your commissioner may hold hearings via telephone or Skype. The commissioner's office is working to develop the capability to conduct hearings via videoconferencing. If all parties do not consent to such alternative conduct of hearings, your commissioner will continue the hearing to a later date after the conclusion of the medical emergency. If you have not been contacted within three days before your hearing, please call the office to inquire as to the status.
- The Fairfax Circuit Court has suspended all Friday motions through April 17, 2020. The cases this office has scheduled on or before April 17, 2020 will be continued to a later date. This office will send notices to the affected parties. If you have not been contacted within three days before your hearing, please call the office to inquire as to the status.
- In-person public outreach meetings scheduled for March 26<sup>th</sup> and April 2<sup>nd</sup> are cancelled. On March 26, 2020 at 7:00 pm, your commissioner will host an interactive webinar in lieu of the in-person outreach meeting, via ZOOM. This is the first attempt to host a webinar, so please be patient. Questions may be posted using the CHAT option once the webinar begins. Please go to <https://zoom.us/j/343606612> to join the meeting on the evening of March 26<sup>th</sup> at 7:00 pm. On April 2, 2020 at 2:00 pm, your commissioner will host a daytime public outreach webinar, via ZOOM. Please go to <https://zoom.us/j/512036968> to join the meeting on April 2<sup>nd</sup> at 2:00 pm. See brief instructions on next page.
- If fiduciaries have questions or need to discuss correspondence received from one of our auditors working on your file, please contact the auditor via email or telephone.

Please continue to refer to our website at [fairfaxcommissionerofaccounts.org](http://fairfaxcommissionerofaccounts.org) for information and any further updates of procedural changes. This notice will be revised as changes occur.

## INSTRUCTIONS FOR VIRTUAL PUBLIC OUTREACH MEETINGS

### Via Zoom:

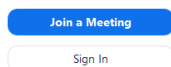
Before joining a Zoom meeting on a computer or mobile device, you can download the Zoom app. Otherwise, you will be prompted to download and install Zoom when you click a join link.

If you are joining via telephone for the audio, you will need to dial in on one of the teleconferencing numbers provided in the invite once you are in Zoom.



1. Open the Zoom desktop client.
2. Join a meeting using one of these methods:
  - Click **Join a Meeting** if you want to join without signing in.

zoom



- Sign in to Zoom then click **Join**.



Join

3. Enter the [meeting ID](#) number and your display name.
  - If you're signed in, change your name if you don't want your [default name](#) to appear.
  - If you're not signed in, enter a display name.
4. Select if you would like to connect audio and/or video and click **Join**.

### Via GlobalMeet:

For those fiduciaries who would prefer to attend the meeting via phone and not use the Zoom app, you may do so by calling toll free at 800-216-0770. The Guest Passcode is 641414#.