

ALEXANDRIA CIRCUIT COURT 2023

POSTED 10/7/2022

CLERK OF CIRCUIT COURT 703-746-4044
520 King Street, Room 307 Alexandria, VA 22314
8:00 a.m. to 4:00 p.m.

JUDGES' CHAMBERS 703-746-4123
520 King Street, 4th floor Alexandria, VA 22314
Drop box on 4th floor (next to door)

CELL PHONE AND ELECTRONIC EQUIPMENT - By order dated 9/18/2017, cell phones and electronic devices are prohibited inside the Alexandria Courthouse without court authorization except for law enforcement personnel, attorneys with a Bar card, media, and courthouse staff. Cell phone lockers cost a quarter (\$.25) and are available in the courthouse vestibule. Individuals who need their phones/devices for evidence or any other purpose in court must request permission from the judge prior to entering the courthouse. Permission may be granted by the judge on a case-by-case basis.

INCLEMENT WEATHER AND EMERGENCY CLOSURE POLICY - Circuit Court will be closed when the City Government (not the City schools) is closed or when the City Government is two (2) or more hours late in opening due to inclement weather or emergency. Refer to www.alexandriava.gov or call 703-746-4636 (City Employee Hotline). Circuit Court IT follows the City's inclement weather policy (not the Court's), and will be open when the City is open.

CRIMINAL CALENDAR

Criminal Local Procedures (scheduling guidance) – see Court's website at www.alexandriava.gov/CircuitCourt > Criminal.
Questions?? Call Judges' Chambers 703.746.4123.

COMMONWEALTH DAY - Thursdays at 10:00 a.m.

FIRST THURSDAY One judge. 1 hour time limit. See website for scheduling guidance.	ALL OTHER THURSDAYS Two or Three Judges 2 hours or less time limit. Over 2 hours? Schedule date certain.
January 5 (1 st Thursday)	January 12, 19, 26
February 2 (1 st Thursday)	February 9, 16, 23
March 2 (1 st Thursday)	March 9, 16, 23, 30
April 6 (1 st Thursday)	April 13, 20, 27
May 4 (1 st Thursday)	May 11, 25
No court on 5/18	No court on 5/18
June 1 (1 st Thursday)	June 8, 15, 22, 29
July 6 (1 st Thursday)	July 13, 20, 27
August 3 (1 st Thursday)	August 10, 17, 24, 31
September 7 (1 st Thursday)	September 14, 21, 28
October 5 (1 st Thursday)	October 12, 19, 26
November 2 (1 st Thursday)	November 9, 16, 30
No court on 11/23 (Holiday)	No court on 11/23 (Holiday)
December 7 (1 st Thursday)	December 14, 21, 28

GRAND JURY 3 rd Monday of month at 9:00 a.m.	TMAD - TRAFFIC & MISDEMEANOR APPEALS DOCKET 3 rd Tuesday at 9:00 a.m.
	<i>Jury cut-off</i>
January 9 GJ NEW	January 17 TMAD 12/6/22
February 13 GJ	February 21 TMAD 1/9/23
March 13 GJ NEW	March 21 TMAD 2/6/23
April 10 GJ	April 18 TMAD 3/6/23
May 8 GJ NEW	May 23 (4 th Tues.) TMAD 4/10/23
June 12 GJ	June 20 TMAD 5/8/23
July 10 GJ NEW	July 18 TMAD 6/5/23
August 14 GJ	August 15 TMAD 7/3/23
Sept 11 GJ NEW	September 19 TMAD 8/9/23
Oct 10 (Tues.) GJ	October 17 TMAD 9/4/23
Nov 13 GJ NEW	November 21 TMAD 10/11/23
December 11 GJ	December 19 TMAD 11/13/23

HOLIDAYS - 2023

January 2 New Year's Day (observed)
January 16 M.L. King, Jr.
February 20 George Washington Day
May 15-19 Judicial Conf (court not in session)
May 29 Memorial Day
June 19 Juneteenth (observed)
July 4 Independence Day
September 4 Labor Day
October 9 Indigenous Peoples Day

CIVIL CALENDAR

Civil Local Procedures (scheduling guidance) – see Court's website at www.alexandriava.gov/CircuitCourt.
Questions?? Call Judges' Chambers 703.746.4123.

CIVIL MOTIONS DAY- 2nd & 4th Wednesdays at 10:00 and 2:00

REMOTE HEARING ONLY until further notice (No in-person hearings)

- (1) A remote praecipe is required (available on website)
- (2) Motions Day instructions at www.alexandriava.gov/CircuitCourt
- (3) 10:00 a.m. docket: Cases lasting up to 25 minutes.
- (4) 2:00 p.m. docket: Cases lasting more than 25 minutes but less than 2 hours. Limited availability. Call Law Clerk to reserve a spot, then file a praecipe to docket the case.
- (5) Filing Deadline are 2.5 weeks prior to Motions Day (see website for specific deadlines).

January 11, 25	May 10, 24	September 13, 27
February 8, 22	June 14, 28	October 11, 25
March 8, 22	July 12, 26	November 8, 22 *
		11/22 Court closes at 12pm; No 2:00pm docket
April 12, 26	August 9, 23	December 13, 27

SETTING CIVIL TRIAL DATES To set a civil trial date, call Judges' Chambers, or follow the Term Day or Motions Day instructions..

1. **Term Day** - Instructions are on website. To set the trial date, either (a) call Judges' Chambers together on the same telephone call prior to the date of the Term Day, or (b) appear in the 4th floor lobby at 9:00 a.m.
2. **Motions Day** - see above section and website.
3. **Status Conferences** (scheduled by the Court)- Held by telephone only until further notice. After receiving Status Conference notice, counsel and pro se litigants should call Judges' Chambers together on the same telephone call at 703-746-4123.
4. **Appeals from GDC and JDR** (scheduled by the Court). Notice of Appeal includes the "first return" date, held in person in the 4th floor lobby. If the appeal is continued for a future set date, the Court mails a Status Conference notice to counsel and/or pro se litigants. Follow Status Conference instructions above.

Status Conf 9am	Set date: GDC and JDR appeals 9am	Term Day 9am
January 9	January 9	January 9
February 13	February 13	----
March 13	March 13	March 13
April 10	April 10	----
May 8	May 8	May 8
June 12	June 12	---
July 10	July 10	July 10
August 14	August 14	---
Sept 11	Sept 11	Sept 11
Oct 10 (Tues.)	Oct 10 (Tues.)	---
November 13	November 13	November 13
December 11	December 11	---

November 7 Election Day (state holiday)
November 10 Veterans' Day (court closed)
November 22 Court closes at 12:00 p.m.
November 23 Thanksgiving
November 24 City Holiday
December 22 Christmas Eve observed (City)
December 25 Christmas Day