

**PROCEDURES FOR  
STATUS CONFERENCE AND  
SELECTION OF TRIAL DATES IN APPEAL CASES**

**DATE OF STATUS CONFERENCE: JUNE 12, 2023, at 9:00 a.m.**

**Circuit Court Judges' Chambers 703-746-4123**

**\*\* You may call the Court ANYTIME between now and the date of the Status Conference \*\*  
Telephones are answered: 8:30 a.m. to 1:00 p.m., then again from 2:00 p.m. to 4:00 p.m.**

**Telephone Calls Only - No in-person hearings. DO NOT COME TO THE COURTHOUSE.**

- A. **Read this entire notice.**
- B. Call the Court (703-746-4123) to either (1) discuss service in the case; or (2) set a trial date.
- C. You may call the Court **ANYTIME** between now and the date of the Status Conference at 9:00 a.m.  
*Please do not wait until the last minute. The telephones get busier the closer we get to the status conference. The telephones will be VERY BUSY on the Status Conference day, so call as soon as possible.*
1. Cases without good service – Counsel or pro se litigant must call the Court to discuss the status of the case and why service has not been requested. ***Your case may be dismissed if you do not call Judges' Chambers by the deadline.***
2. Setting Trial Dates – For all cases, including those cases involving pro se litigants
- (a) If counsel and/or pro se litigants ARE communicating.  
All counsel and/or pro se litigants MUST communicate with each other to agree on a trial date and/or exchange availability for trial.
- (1) **Preferred Method** – Counsel call Judges' Chambers **together on a conference call** to set the trial date.
- (2) **Least preferred method** - One person (preferably counsel) calls the Court to set the trial date. That person obtains available trial dates, communicates with the other counsel/party, and then calls Judges' Chambers ***again*** to reserve the trial date. Deadline for calling the Court to reserve the trial date is listed below.  
\*\* Trial dates go quickly. If counsel does not call back quickly (on the same day), the trial date may have been given to another case and would no longer be available for your case.
- (3) **When a trial date is set** - Counsel and/or pro se litigants shall submit a fully endorsed Uniform Pretrial Scheduling Order to the Court.
- (b) If counsel and/or pro se litigants ARE NOT communicating.
- (1) **Required Method** - All counsel and/or pro se litigants call the Court on a conference call together to set the trial date prior to the deadline (see below).
- (2) **When a trial date is set** - Counsel and/or pro se litigants shall submit a fully endorsed Uniform Pretrial Scheduling Order to the Court.
3. Uniform Pretrial Scheduling Order - If a trial date is set, counsel and/or pro se litigants are encouraged to submit a Uniform Pretrial Scheduling Order immediately after securing the trial date. The order is on the Circuit Court's website at [www.alexandriava.gov/CircuitCourt](http://www.alexandriava.gov/CircuitCourt) (scroll down to Forms).
- (a) Counsel should submit the order within two (2) weeks.
- (b) If the Court does not receive an agreed Uniform Pretrial Scheduling Order immediately after the Status Conference/Selection of Trial Date, the Court will prepare the Uniform Pretrial Scheduling Order in accordance with Rule 1:18 of the Rules of the Supreme Court.
- D. **DO NOT COME TO THE COURTHOUSE. Telephone calls only.**
- E. ***Your case may be dismissed if you do not call Judges' Chambers by the deadline.***