

Circuit Court of Alexandria, Virginia

Judges
KATHLEEN M. USTON
REBECCA J. WADE
HEIDI E. MEINZER



Courthouse
520 King Street
Alexandria, VA 22314-3164
703.746.4123
www.alexandriava.gov/CircuitCourt

JULY 23, 2025 MOTIONS DAY

Filing Deadlines – issued 4/24/2025

*Original documents are filed in the Clerk's office unless otherwise specified
**MANDATORY Judges' Chambers' copy must be delivered to the 4th floor drop box

Guidance	Documents/pleadings	Filing deadline at 4:00 p.m.
On the Friday 2.5 weeks prior	<ul style="list-style-type: none">• Praecept to docket the initiating motion• Proposed orders for the initiating motion	July 7 (Monday) (Court is closed on Friday, 7/4)
On the Friday 1.5 weeks prior	<ul style="list-style-type: none">• Additional motion• Praecept to docket an additional motion• Proposed order for an additional motion	July 11 (Friday)
On the Wednesday 1 week prior	<ul style="list-style-type: none">• Memoranda/briefs• Oppositions/responses• Orders (if not filed when the initiating motion or the additional motion was filed)	July 16 (Wednesday)
On the Friday 0.5 weeks prior	<ul style="list-style-type: none">• Evidence/exhibits• GAL report **Deliver original documents to Judges' Chambers' 4th floor drop box	July 18 (Friday)
2 days prior	<ul style="list-style-type: none">• Court issues the Motions Day docket• Docket is posted to Court's website at www.alexandriava.gov/circuitcourt• Meeting links and emailed by the Court to parties and counsel if email address was included on the Motions Day praecipe	July 21 (Monday)
1 day prior	<ul style="list-style-type: none">• <u>Removal or continuation of a motion.</u> The moving party calls a Circuit Court law clerk at 703.746.4123 and also files a removal praecipe.	July 22 (Tuesday)

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AUGUST 13, 2025 MOTIONS DAY

Filing Deadlines – issued 7/11/2025

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Guidance	Documents/pleadings	Filing deadline at 4:00 p.m.
On the Friday 2.5 weeks prior	<ul style="list-style-type: none">• Praecept to docket the initiating motion• Proposed orders for the initiating motion	July 25 (Friday)
On the Friday 1.5 weeks prior	<ul style="list-style-type: none">• Additional motion• Praecept to docket an additional motion• Proposed order for an additional motion	August 1 (Friday)
On the Wednesday 1 week prior	<ul style="list-style-type: none">• Memoranda/briefs• Oppositions/responses• Orders (if not filed when the initiating motion or the additional motion was filed)	August 6 (Wednesday)
On the Friday 0.5 weeks prior	<ul style="list-style-type: none">• Evidence/exhibits• GAL report **Deliver original documents to Judges' Chambers' 4th floor drop box	August 8 (Friday)
2 days prior	<ul style="list-style-type: none">• Court issues the Motions Day docket• Docket is posted to Court's website at www.alexandriava.gov/circuitcourt• Meeting links and emailed by the Court to parties and counsel if email address was included on the Motions Day praecipe	August 11 (Monday)
1 day prior	<ul style="list-style-type: none">• <u>Removal or continuation of a motion</u>. The moving party calls a Circuit Court law clerk at 703.746.4123 and also files a removal praecipe.	August 12 (Tuesday)

Circuit Court of Alexandria, Virginia

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AUGUST 27, 2025 MOTIONS DAY

Filing Deadlines – issued 7/11/2025

*Original documents are filed in the Clerk's office unless otherwise specified
**MANDATORY Judges' Chambers' copy must be delivered to the 4th floor drop box

Guidance	Documents/pleadings	Filing deadline at 4:00 p.m.
On the Friday 2.5 weeks prior	<ul style="list-style-type: none">• Praecept to docket the initiating motion• Proposed orders for the initiating motion	August 8 (Friday)
On the Friday 1.5 weeks prior	<ul style="list-style-type: none">• Additional motion• Praecept to docket an additional motion• Proposed order for an additional motion	August 15 (Friday)
On the Wednesday 1 week prior	<ul style="list-style-type: none">• Memoranda/briefs• Oppositions/responses• Orders (if not filed when the initiating motion or the additional motion was filed)	August 20 (Wednesday)
On the Friday 0.5 weeks prior	<ul style="list-style-type: none">• Evidence/exhibits• GAL report **Deliver original documents to Judges' Chambers' 4th floor drop box	August 22 (Friday)
2 days prior	<ul style="list-style-type: none">• Court issues the Motions Day docket• Docket is posted to Court's website at www.alexandriava.gov/circuitcourt• Meeting links and emailed by the Court to parties and counsel if email address was included on the Motions Day praecipe	August 25 (Monday)
1 day prior	<ul style="list-style-type: none">• <u>Removal or continuation of a motion</u>. The moving party calls a Circuit Court law clerk at 703.746.4123 and also files a removal praecipe.	August 26 (Tuesday)

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SEPTEMBER 10, 2025 MOTIONS DAY

Filing Deadlines – issued 7/11/2025

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Guidance	Documents/pleadings	Filing deadline at 4:00 p.m.
On the Friday 2.5 weeks prior	<ul style="list-style-type: none">• Praeipse to docket the initiating motion• Proposed orders for the initiating motion	August 22 (Friday)
On the Friday 1.5 weeks prior	<ul style="list-style-type: none">• Additional motion• Praeipse to docket an additional motion• Proposed order for an additional motion	August 29 (Friday)
On the Wednesday 1 week prior	<ul style="list-style-type: none">• Memoranda/briefs• Oppositions/responses• Orders (if not filed when the initiating motion or the additional motion was filed)	September 3 (Wednesday)
On the Friday 0.5 weeks prior	<ul style="list-style-type: none">• Evidence/exhibits• GAL report **Deliver original documents to Judges' Chambers' 4th floor drop box	September 5 (Friday)
2 days prior	<ul style="list-style-type: none">• Court issues the Motions Day docket• Docket is posted to Court's website at www.alexandriava.gov/circuitcourt• Meeting links and emailed by the Court to parties and counsel if email address was included on the Motions Day praecipec	September 8 (Monday)
1 day prior	<ul style="list-style-type: none">• <u>Removal or continuation of a motion</u>. The moving party calls a Circuit Court law clerk at 703.746.4123 and also files a removal praecipec.	September 9 (Tuesday)

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SEPTEMBER 24, 2025 MOTIONS DAY

Filing Deadlines – issued 7/11/2025

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Guidance	Documents/pleadings	Filing deadline at 4:00 p.m.
On the Friday 2.5 weeks prior	<ul style="list-style-type: none">• Praecept to docket the initiating motion• Proposed orders for the initiating motion	September 5 (Friday)
On the Friday 1.5 weeks prior	<ul style="list-style-type: none">• Additional motion• Praecept to docket an additional motion• Proposed order for an additional motion	September 12 (Friday)
On the Wednesday 1 week prior	<ul style="list-style-type: none">• Memoranda/briefs• Oppositions/responses• Orders (if not filed when the initiating motion or the additional motion was filed)	September 17 (Wednesday)
On the Friday 0.5 weeks prior	<ul style="list-style-type: none">• Evidence/exhibits• GAL report **Deliver original documents to Judges' Chambers' 4th floor drop box	September 19 (Friday)
2 days prior	<ul style="list-style-type: none">• Court issues the Motions Day docket• Docket is posted to Court's website at www.alexandriava.gov/circuitcourt• Meeting links and emailed by the Court to parties and counsel if email address was included on the Motions Day praecipe	September 22 (Monday)
1 day prior	<ul style="list-style-type: none">• <u>Removal or continuation of a motion</u>. The moving party calls a Circuit Court law clerk at 703.746.4123 and also files a removal praecipe.	September 23 (Tuesday)

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OCTOBER 8, 2025 MOTIONS DAY

Filing Deadlines – issued 7/11/2025

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Guidance	Documents/pleadings	Filing deadline at 4:00 p.m.
On the Friday 2.5 weeks prior	<ul style="list-style-type: none">• Praecept to docket the initiating motion• Proposed orders for the initiating motion	September 19 (Friday)
On the Friday 1.5 weeks prior	<ul style="list-style-type: none">• Additional motion• Praecept to docket an additional motion• Proposed order for an additional motion	September 26 (Friday)
On the Wednesday 1 week prior	<ul style="list-style-type: none">• Memoranda/briefs• Oppositions/responses• Orders (if not filed when the initiating motion or the additional motion was filed)	October 1 (Wednesday)
On the Friday 0.5 weeks prior	<ul style="list-style-type: none">• Evidence/exhibits• GAL report **Deliver original documents to Judges' Chambers' 4th floor drop box	October 3 (Friday)
2 days prior	<ul style="list-style-type: none">• Court issues the Motions Day docket• Docket is posted to Court's website at www.alexandriava.gov/circuitcourt• Meeting links and emailed by the Court to parties and counsel if email address was included on the Motions Day praecipe	October 6 (Monday)
1 day prior	<ul style="list-style-type: none">• <u>Removal or continuation of a motion</u>. The moving party calls a Circuit Court law clerk at 703.746.4123 and also files a removal praecipe.	October 7 (Tuesday)

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OCTOBER 22, 2025 MOTIONS DAY

Filing Deadlines – issued 7/11/2025

*Original documents are filed in the Clerk's office unless otherwise specified
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Guidance	Documents/pleadings	Filing deadline at 4:00 p.m.
On the Friday 2.5 weeks prior	<ul style="list-style-type: none">• Praeipse to docket the initiating motion• Proposed orders for the initiating motion	October 3 (Friday)
On the Friday 1.5 weeks prior	<ul style="list-style-type: none">• Additional motion• Praeipse to docket an additional motion• Proposed order for an additional motion	October 10 (Friday)
On the Wednesday 1 week prior	<ul style="list-style-type: none">• Memoranda/briefs• Oppositions/responses• Orders (if not filed when the initiating motion or the additional motion was filed)	October 15 (Wednesday)
On the Friday 0.5 weeks prior	<ul style="list-style-type: none">• Evidence/exhibits• GAL report **Deliver original documents to Judges' Chambers' 4th floor drop box	October 17 (Friday)
2 days prior	<ul style="list-style-type: none">• Court issues the Motions Day docket• Docket is posted to Court's website at www.alexandriava.gov/circuitcourt• Meeting links and emailed by the Court to parties and counsel if email address was included on the Motions Day praecipec	October 20 (Monday)
1 day prior	<ul style="list-style-type: none">• <u>Removal or continuation of a motion</u>. The moving party calls a Circuit Court law clerk at 703.746.4123 and also files a removal praecipec.	October 21 (Tuesday)

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NOVEMBER 12, 2025 MOTIONS DAY

Filing Deadlines – issued 7/11/2025

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**MANDATORY Judges' Chambers' copy must be delivered to the 4th floor drop box

Guidance	Documents/pleadings	Filing deadline at 4:00 p.m.
On the Friday 2.5 weeks prior	<ul style="list-style-type: none">• Praecept to docket the initiating motion• Proposed orders for the initiating motion	October 24 (Friday)
On the Friday 1.5 weeks prior	<ul style="list-style-type: none">• Additional motion• Praecept to docket an additional motion• Proposed order for an additional motion	October 31 (Friday)
On the Wednesday 1 week prior	<ul style="list-style-type: none">• Memoranda/briefs• Oppositions/responses• Orders (if not filed when the initiating motion or the additional motion was filed)	November 5 (Wednesday)
On the Friday 0.5 weeks prior	<ul style="list-style-type: none">• Evidence/exhibits• GAL report **Deliver original documents to Judges' Chambers' 4th floor drop box	November 7 (Friday)
2 days prior	<ul style="list-style-type: none">• Court issues the Motions Day docket• Docket is posted to Court's website at www.alexandriava.gov/circuitcourt• Meeting links and emailed by the Court to parties and counsel if email address was included on the Motions Day praecipe	November 10 (Monday)
1 day prior	<ul style="list-style-type: none">• <u>Removal or continuation of a motion.</u> The moving party calls a Circuit Court law clerk at 703.746.4123 and also files a removal praecipe.	November 10 (Monday) (Court is closed on Tuesday, November 11)

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NOVEMBER 26, 2025 MOTIONS DAY

Filing Deadlines – issued 7/11/2025

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NO 2:00 p.m. DOCKET ON WEDNESDAY, NOVEMBER 26, 2025
(Court closes at 12:00 p.m.)

Guidance	Documents/pleadings	Filing deadline at 4:00 p.m.
On the Friday 2.5 weeks prior	<ul style="list-style-type: none">• Praecept to docket the initiating motion• Proposed orders for the initiating motion	November 7 (Friday)
On the Friday 1.5 weeks prior	<ul style="list-style-type: none">• Additional motion• Praecept to docket an additional motion• Proposed order for an additional motion	November 14 (Friday)
On the Wednesday 1 week prior	<ul style="list-style-type: none">• Memoranda/briefs• Oppositions/responses• Orders (if not filed when the initiating motion or the additional motion was filed)	November 19 (Wednesday)
On the Friday 0.5 weeks prior	<ul style="list-style-type: none">• Evidence/exhibits• GAL report **Deliver original documents to Judges' Chambers' 4th floor drop box	November 21 (Friday)
2 days prior	<ul style="list-style-type: none">• Court issues the Motions Day docket• Docket is posted to Court's website at www.alexandriava.gov/circuitcourt• Meeting links and emailed by the Court to parties and counsel if email address was included on the Motions Day praecipe	November 24 (Monday)
1 day prior	<ul style="list-style-type: none">• <u>Removal or continuation of a motion.</u> The moving party calls a Circuit Court law clerk at 703.746.4123 and also files a removal praecipe.	November 25 (Tuesday)

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DECEMBER 10, 2025 MOTIONS DAY

Filing Deadlines – issued 7/11/2025

*Original documents are filed in the Clerk's office unless otherwise specified
**MANDATORY Judges' Chambers' copy must be delivered to the 4th floor drop box

Guidance	Documents/pleadings	Filing deadline at 4:00 p.m.
On the Friday 2.5 weeks prior	<ul style="list-style-type: none">• Praecept to docket the initiating motion• Proposed orders for the initiating motion	November 21 (Friday)
On the Friday 1.5 weeks prior	<ul style="list-style-type: none">• Additional motion• Praecept to docket an additional motion• Proposed order for an additional motion	December 1 (Monday) (Court is closed on Friday, November 28)
On the Wednesday 1 week prior	<ul style="list-style-type: none">• Memoranda/briefs• Oppositions/responses• Orders (if not filed when the initiating motion or the additional motion was filed)	December 3 (Wednesday)
On the Friday 0.5 weeks prior	<ul style="list-style-type: none">• Evidence/exhibits• GAL report **Deliver original documents to Judges' Chambers' 4th floor drop box	December 5 (Friday)
2 days prior	<ul style="list-style-type: none">• Court issues the Motions Day docket• Docket is posted to Court's website at www.alexandriava.gov/circuitcourt• Meeting links and emailed by the Court to parties and counsel if email address was included on the Motions Day praecipe	December 8 (Monday)
1 day prior	<ul style="list-style-type: none">• <u>Removal or continuation of a motion</u>. The moving party calls a Circuit Court law clerk at 703.746.4123 and also files a removal praecipe.	December 9 (Tuesday)

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DECEMBER 24, 2025

There is no Motions Day on December 24, 2025
(Court is closed).