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 8:30am to 4:00pm
www.alexandriava.gov/CircuitCourt

AUGUST 12, 2026 REMOTE MOTIONS DAY

Filing Deadlines Posted to website 7/23/2026

In-Person Motions Day hearings resume on October 14, 2026

INITIATING MOTION (the 1st motion filed; praecipe filed in the case to be heard on a specific Motions Day)	**JULY 24:** Initiating Motion (deadline: Friday 2.5 weeks prior) **JULY 29:** Memo in support (deadline: Wednesday 2 weeks prior) **AUGUST 5:** Opposition/response (deadline: Wednesday 1 week prior)
ADDITIONAL MOTION(S) (all other motions filed; praecipes filed for the same Motions Day after the initiating motion is filed)	**JULY 31:** Additional motion (deadline: Friday 1.5 weeks prior) **AUGUST 5:** Memo in support (deadline: Wednesday 1 week prior) **AUGUST 7:** Opposition/support (deadline: Friday 0.5 weeks prior)
PROPOSED ORDER	**JULY 24 or JULY 31:** When the motion is filed (Court's preference) **AUGUST 5:** Final deadline (Wednesday 1 week prior) **After the hearing**: Follow Judges' instructions
EVIDENCE/EXHIBITS	**AUGUST 7:** Deliver to the 4th floor drop box (Friday 0.5 weeks prior)
GAL REPORT	**AUGUST 7:** Deliver to the 4th floor drop box (Friday 0.5 weeks prior)
MEETING LINKS AND TELEPHONE CALL-IN NUMBER ISSUED by the Court	**AUGUST 10:** (2 business days prior). The court sends an email to all persons whose email addresses were on the remote Motions Day praecipe. →Posted to Court's website alexandriava.gov/CircuitCourt >scroll to Motions Day sections
REMOVAL OF MOTIONS from the docket by the Moving Party	**AUGUST 11:** (1 business day prior). The moving party (the person who scheduled the motion) calls a Judicial Law Clerk (staff attorney) at **703.746.4123** to verbally advise the motion is being removed and then files a removal praecipe in the Clerk's office.

1. **DATES.** Motions Day docket is typically the 2nd and 4th Wednesdays of the month. Specific Motions Day dates are posted to the Court's website. www.alexandriava.gov/CircuitCourt scroll to Motions Day sections
2. **DOCKET.**
   A. **10:00 a.m. remote Motions Day docket. 25 minutes or less for argument** on all motions in the case that were properly docketed and noticed in the same case for the same remote Motions Day. **CANNOT EXCEED PAGE LIMIT** (effective with the 4/22/2026 Motions Day and thereafter): **All motions, briefs, memorandums, responses, and oppositions cannot exceed the 5-page limit (total for all documents).** The documents must be in 12-point font, double-spaced on 8.5x11 inch paper. (For example, if the moving party files a motion and separate memorandum, the page limit is 5 pages together for both documents.)
   B. **2:00 p.m. remote motions day docket or in-person date certain**. **25 minutes or longer for argument** on all motions in the case that were properly docketed and noticed in the same case for the same remote Motions Day **or cases in which the page limit was exceeded** (see above). After filing the motion, Counsel shall call a court administrator at 703.746.4123 together on the same telephone conference call to obtain a hearing date and time. Counsel shall then file a praecipe for the 2:00 p.m. remote motions day or in-person date-certain hearing.
3. **FILING INSTRUCTIONS.**
   A. ORIGINALS (except evidence/exhibits) are filed in Room 307. Evidence/exhibits to 4th floor drop box (see above).
   B. Copy provided to opposing party (or counsel).
   C. **Mandatory copy delivered to 4th floor drop box when the Motions Day documents are filed.**
4. **PRAECIPE.** Effective with the 4/22/2026 Motions Day and thereafter: The praecipe used to docket the motion shall include the mandatory Rule 4:15(b) certification. A revised praecipe with the mandatory certification is available on the Clerk's website www.alexandriava.gov/CircuitCourt scroll to Motions Day sections.
5. **FILING DEADLINES**
   A. Remote Motions Day hearings (see above).
   B. Date certain in-person hearings are the same as Motions Day deadlines (i.e., brief/memo in support is due 14 days prior to the hearing; response/opposition is due 7 days prior to the hearing, etc.).
6. **HOLIDAYS** If a deadline falls on a holiday, the deadline is pushed back one day for each day the Court is closed. Court holidays are posted on the Court's website > Calendars.

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AUGUST 26, 2026 REMOTE MOTIONS DAY

Filing Deadlines Posted to website 7/23/2026

In-Person Motions Day hearings resume on October 14, 2026

INITIATING MOTION (the 1st motion filed; praecipe filed in the case to be heard on a specific Motions Day)	**AUGUST 7:** Initiating Motion (deadline: Friday 2.5 weeks prior) **AUGUST 12:** Memo in support (deadline: Wednesday 2 weeks prior) **AUGUST 19:** Opposition/response (deadline: Wednesday 1 week prior)
ADDITIONAL MOTION(S) (all other motions filed; praecipes filed for the same Motions Day after the initiating motion is filed)	**AUGUST 14:** Additional motion (deadline: Friday 1.5 weeks prior) **AUGUST 19:** Memo in support (deadline: Wednesday 1 week prior) **AUGUST 21:** Opposition/support (deadline: Friday 0.5 weeks prior)
PROPOSED ORDER	**AUGUST 7 or AUGUST 14:** When the motion is filed (Court's preference) **AUGUST 19:** Final deadline (Wednesday 1 week prior) **After the hearing**: Follow Judges' instructions
EVIDENCE/EXHIBITS	**AUGUST 21:** Deliver to the 4th floor drop box (Friday 0.5 weeks prior)
GAL REPORT	**AUGUST 21:** Deliver to the 4th floor drop box (Friday 0.5 weeks prior)
MEETING LINKS AND TELEPHONE CALL-IN NUMBER ISSUED by the Court	**AUGUST 24:** (2 business days prior). The court sends an email to all persons whose email addresses were on the remote Motions Day praecipe. →Posted to Court's website alexandriava.gov/CircuitCourt >scroll to Motions Day sections
REMOVAL OF MOTIONS from the docket by the Moving Party	**AUGUST 25:** (1 business day prior). The moving party (the person who scheduled the motion) calls a Judicial Law Clerk (staff attorney) at **703.746.4123** to verbally advise the motion is being removed and then files a removal praecipe in the Clerk's office.

1. **DATES.** Motions Day docket is typically the 2nd and 4th Wednesdays of the month. Specific Motions Day dates are posted to the Court's website. www.alexandriava.gov/CircuitCourt scroll to Motions Day sections
2. **DOCKET.**
   A. **10:00 a.m. remote Motions Day docket. 25 minutes or less for argument** on all motions in the case that were properly docketed and noticed in the same case for the same remote Motions Day. **CANNOT EXCEED PAGE LIMIT** (effective with the 4/22/2026 Motions Day and thereafter): **All motions, briefs, memorandums, responses, and oppositions cannot exceed the 5-page limit (total for all documents).** The documents must be in 12-point font, double-spaced on 8.5x11 inch paper. (For example, if the moving party files a motion and separate memorandum, the page limit is 5 pages together for both documents.)
   B. **2:00 p.m. remote motions day docket or in-person date certain**. **25 minutes or longer for argument** on all motions in the case that were properly docketed and noticed in the same case for the same remote Motions Day **or cases in which the page limit was exceeded** (see above). After filing the motion, Counsel shall call a court administrator at 703.746.4123 together on the same telephone conference call to obtain a hearing date and time. Counsel shall then file a praecipe for the 2:00 p.m. remote motions day or in-person date-certain hearing.
3. **FILING INSTRUCTIONS.**
   A. ORIGINALS (except evidence/exhibits) are filed in Room 307. Evidence/exhibits to 4th floor drop box (see above).
   B. Copy provided to opposing party (or counsel).
   C. **Mandatory copy delivered to 4th floor drop box when the Motions Day documents are filed.**
4. **PRAECIPE.** Effective with the 4/22/2026 Motions Day and thereafter: The praecipe used to docket the motion shall include the mandatory Rule 4:15(b) certification. A revised praecipe with the mandatory certification is available on the Clerk's website www.alexandriava.gov/CircuitCourt scroll to Motions Day sections.
5. **FILING DEADLINES**
   A. Remote Motions Day hearings (see above).
   B. Date certain in-person hearings are the same as Motions Day deadlines (i.e., brief/memo in support is due 14 days prior to the hearing; response/opposition is due 7 days prior to the hearing, etc.).
6. **HOLIDAYS** If a deadline falls on a holiday, the deadline is pushed back one day for each day the Court is closed. Court holidays are posted on the Court's website > Calendars.

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SEPTEMBER 9, 2026 REMOTE MOTIONS DAY

Filing Deadlines Posted to website 7/23/2026

In-Person Motions Day hearings resume on October 14, 2026

INITIATING MOTION (the 1st motion filed; praecipe filed in the case to be heard on a specific Motions Day)	**AUGUST 21:** Initiating Motion (deadline: Friday 2.5 weeks prior) **AUGUST 26:** Memo in support (deadline: Wednesday 2 weeks prior) **SEPTEMBER 2:** Opposition/response (deadline: Wednesday 1 week prior)
ADDITIONAL MOTION(S) (all other motions filed; praecipes filed for the same Motions Day after the initiating motion is filed)	**AUGUST 28:** Additional motion (deadline: Friday 1.5 weeks prior) **SEPTEMBER 2:** Memo in support (deadline: Wednesday 1 week prior) **SEPTEMBER 4:** Opposition/support (deadline: Friday 0.5 weeks prior)
PROPOSED ORDER	**AUGUST 21 or AUGUST 28:** When the motion is filed (Court's preference) **SEPTEMBER 2:** Final deadline (Wednesday 1 week prior) **After the hearing**: Follow Judges' instructions
EVIDENCE/EXHIBITS *Early due to 9/7 holiday	**SEPTEMBER 4:** Deliver to the 4th floor drop box (Friday 0.5 weeks prior)
GAL REPORT *Early due to 9/7 holiday	**SEPTEMBER 4:** Deliver to the 4th floor drop box (Friday 0.5 weeks prior)
MEETING LINKS AND TELEPHONE CALL-IN NUMBER ISSUED by the Court	**SEPTEMBER 4:** (2 business days prior). The court sends an email to all persons whose email addresses were on the remote Motions Day praecipe. →Posted to Court's website alexandriava.gov/CircuitCourt >scroll to Motions Day sections
REMOVAL OF MOTIONS from the docket by the Moving Party	**SEPTEMBER 8:** (1 business day prior). The moving party (the person who scheduled the motion) calls a Judicial Law Clerk (staff attorney) at **703.746.4123** to verbally advise the motion is being removed and then files a removal praecipe in the Clerk's office.

1. **DATES.** Motions Day docket is typically the 2nd and 4th Wednesdays of the month. Specific Motions Day dates are posted to the Court's website. www.alexandriava.gov/CircuitCourt scroll to Motions Day sections
2. **DOCKET.**
   A. **10:00 a.m. remote Motions Day docket. 25 minutes or less for argument** on all motions in the case that were properly docketed and noticed in the same case for the same remote Motions Day. **CANNOT EXCEED PAGE LIMIT** (effective with the 4/22/2026 Motions Day and thereafter): **All motions, briefs, memorandums, responses, and oppositions cannot exceed the 5-page limit (total for all documents).** The documents must be in 12-point font, double-spaced on 8.5x11 inch paper. (For example, if the moving party files a motion and separate memorandum, the page limit is 5 pages together for both documents.)
   B. **2:00 p.m. remote motions day docket or in-person date certain**. **25 minutes or longer for argument** on all motions in the case that were properly docketed and noticed in the same case for the same remote Motions Day **or cases in which the page limit was exceeded** (see above). After filing the motion, Counsel shall call a court administrator at 703.746.4123 together on the same telephone conference call to obtain a hearing date and time. Counsel shall then file a praecipe for the 2:00 p.m. remote motions day or in-person date-certain hearing.
3. **FILING INSTRUCTIONS.**
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   B. Copy provided to opposing party (or counsel).
   C. **Mandatory copy delivered to 4th floor drop box when the Motions Day documents are filed.**
4. **PRAECIPE.** Effective with the 4/22/2026 Motions Day and thereafter: The praecipe used to docket the motion shall include the mandatory Rule 4:15(b) certification. A revised praecipe with the mandatory certification is available on the Clerk's website www.alexandriava.gov/CircuitCourt scroll to Motions Day sections.
5. **FILING DEADLINES**
   A. Remote Motions Day hearings (see above).
   B. Date certain in-person hearings are the same as Motions Day deadlines (i.e., brief/memo in support is due 14 days prior to the hearing; response/opposition is due 7 days prior to the hearing, etc.).
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SEPTEMBER 23, 2026 REMOTE MOTIONS DAY

Filing Deadlines Posted to website 7/23/2026

In-Person Motions Day hearings resume on October 14, 2026

INITIATING MOTION (the 1st motion filed; praecipe filed in the case to be heard on a specific Motions Day)	**SEPTEMBER 4:** Initiating Motion (deadline: Friday 2.5 weeks prior) **SEPTEMBER 9:** Memo in support (deadline: Wednesday 2 weeks prior) **SEPTEMBER 16:** Opposition/response (deadline: Wednesday 1 week prior)
ADDITIONAL MOTION(S) (all other motions filed; praecipes filed for the same Motions Day after the initiating motion is filed)	**SEPTEMBER 11:** Additional motion (deadline: Friday 1.5 weeks prior) **SEPTEMBER 16:** Memo in support (deadline: Wednesday 1 week prior) **SEPTEMBER 18:** Opposition/support (deadline: Friday 0.5 weeks prior)
PROPOSED ORDER	**SEPT. 4 or SEPT. 11:** When the motion is filed (Court's preference) **SEPTEMBER 16:** Final deadline (Wednesday 1 week prior) **After the hearing**: Follow Judges' instructions
EVIDENCE/EXHIBITS	**SEPTEMBER 18:** Deliver to the 4th floor drop box (Friday 0.5 weeks prior)
GAL REPORT	**SEPTEMBER 18:** Deliver to the 4th floor drop box (Friday 0.5 weeks prior)
MEETING LINKS AND TELEPHONE CALL-IN NUMBER ISSUED by the Court	**SEPTEMBER 21:** (2 business days prior). The court sends an email to all persons whose email addresses were on the remote Motions Day praecipe. →Posted to Court's website alexandriava.gov/CircuitCourt >scroll to Motions Day sections
REMOVAL OF MOTIONS from the docket by the Moving Party	**SEPTEMBER 22:** (1 business day prior). The moving party (the person who scheduled the motion) calls a Judicial Law Clerk (staff attorney) at **703.746.4123** to verbally advise the motion is being removed and then files a removal praecipe in the Clerk's office.

1. **DATES.** Motions Day docket is typically the 2nd and 4th Wednesdays of the month. Specific Motions Day dates are posted to the Court's website. www.alexandriava.gov/CircuitCourt scroll to Motions Day sections
2. **DOCKET.**
   A. **10:00 a.m. remote Motions Day docket. 25 minutes or less for argument** on all motions in the case that were properly docketed and noticed in the same case for the same remote Motions Day. **CANNOT EXCEED PAGE LIMIT** (effective with the 4/22/2026 Motions Day and thereafter): **All motions, briefs, memorandums, responses, and oppositions cannot exceed the 5-page limit (total for all documents).** The documents must be in 12-point font, double-spaced on 8.5x11 inch paper. (For example, if the moving party files a motion and separate memorandum, the page limit is 5 pages together for both documents.)
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3. **FILING INSTRUCTIONS.**
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5. **FILING DEADLINES**
   A. Remote Motions Day hearings (see above).
   B. Date certain in-person hearings are the same as Motions Day deadlines (i.e., brief/memo in support is due 14 days prior to the hearing; response/opposition is due 7 days prior to the hearing, etc.).
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MOTIONS DAY FILING DEADLINES

Effective October 14, 2026 and thereafter

All Motions Day hearings will be held in-person