

Circuit Court of Alexandria, Virginia

Judges
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2025 Circuit Court of Alexandria Calendar – Revised 8/28/2025

Revised 8/28/2025 – to include 12/26/2025 and 12/31/2025 holidays

A. GENERAL INFORMATION

(1) HOLIDAYS and EARLY CLOSURES in 2025

January 1 (Wednesday)	New Year's Day
January 20 (Monday)	M.L. King, Jr. Day and Presidential Inauguration
February 17 (Monday)	George Washington Day
May 12-16 (Monday-Friday)	Judicial Conference (Court is not in session; Court offices are open)
May 26 (Monday)	Memorial Day
June 19 (Thursday)	Juneteenth
July 4 (Friday)	Independence Day
September 1 (Monday)	Labor Day
October 13 (Monday)	Indigenous Peoples Day
November 4 (Tuesday)	Election Day (state holiday)
November 11 (Tuesday)	Veterans Day
November 26 (Wednesday)	Court closes at 12:00 p.m.; Courts IT is open all day
November 27 (Thursday)	Thanksgiving
November 28 (Friday)	City holiday
December 24 (Wednesday)	City holiday
December 25 (Thursday)	Christmas
NEW December 26 (Friday)	Supreme Court of Virginia holiday
NEW December 31 (Wednesday)	Supreme Court of Virginia holiday

(2) INCLEMENT WEATHER AND EMERGENCY CLOSURE POLICY

Circuit Court will be closed when the City Government (not Alexandria City Public Schools) is closed or when the City Government is two (2) or more hours late in opening due to inclement weather or emergency. For updates, refer to the City's website at www.alexandriava.gov or call the City Employee Hotline at 703.746.4636.

QUESTIONS? Call Judges' Chambers at 703.746.4123. Telephone hours are 8:30am to 1:00pm, and 2:00pm to 4:00pm. Closed for lunch from 1:00pm to 2:00pm

WEBSITE Civil and criminal local procedures, including deadlines and available trial dates for criminal trials, are posted on the Court's website at www.alexandriava.gov/CircuitCourt.

B. CIVIL CALENDAR**1. APPEALS - SELECTION OF TRIAL DATE HEARINGS in 2025**

January 13	May 12	September 8
February 10	June 9	October 14 (Tuesday)
March 10	July 14	November 10
April 14	August 11	December 8

Purpose Selection of Circuit Court trial date for appeal cases from GDC and JDR**Location** 4th floor lobby**Date/Time** 9:00 a.m. on the 2nd Monday of the month (unless that date is a holiday).**Process:** GDC or JDR schedules the case for a Selection of Trial Date hearing in Circuit Court.**Prior to selection of trial date hearing.** Counsel and/or pro se litigants may call Judges' Chambers' (703.746.4123) to schedule the trial date and avoid coming to court on the specified date and then file a Uniform Pretrial Scheduling Order in Room 307.**On the date of the selection of trial date hearing.** Counsel and/or pro se litigants attend the hearing in the 4th floor lobby to select a trial date.**2. CIVIL MOTIONS DAYS in 2025**

January 8 and 22	May 7* and 28	September 10
February 12 and 26	June 11 and 25	October 8 and 22
March 12 and 26	July 9 and 23	November 12 and 26 **
April 9 and 23	August 13 and 27	December 10 (Court is closed on 12/24)

*May 7 is the 1st Wednesday of the month

** November 26: Court closes at 12:00pm

Location Remote hearings only (no in-person hearings on Motions Day)**Date** 2nd and 4th Wednesday of the monthRefer to the Court's website at www.alexandriava.gov/CircuitCourt > scroll to "Motions Day" sections for additional information regarding Civil Motions Days, including filing deadlines, meeting links, etc.**3. STATUS CONFERENCES FOR CIVIL CASES in 2025**

(scheduled by the Court to discuss service or set a trial date)

January 13	May 12	September 8
February 10	June 9	October 14 (Tuesday)
March 10	July 14	November 10
April 14	August 11	December 8

Purpose Selection of Circuit Court trial date for appeal cases from GDC and JDR**Date** 2nd Monday of the month (if not a holiday)**Location:** Telephone call only (no in-person hearings)**Process:** The Court mails a Notice of Docket Call to all counsel and/or pro se litigants approximately 3 weeks prior to the court event.**Phone calls only (no in-person hearings).** Counsel and pro se litigants are encouraged to call the Court at 703.746.4123 immediately after receiving the status conference notice to discuss services issues or schedule a trial date.

4. TERM DAY HEARINGS in 2025

January 13	May 12	September 8
March 10	July 14	November 10

Purpose Selection of a Circuit Court trial date.

Date/Time 9:00 a.m. on the 2nd Monday of the month (unless that date is a holiday)

Location 4th floor lobby

Filing/docketing deadline: Wednesday on the week prior to the Term Day.

Process: The Plaintiff or Defendant files a Term Day Praecipe with the court on or before the deadline. Refer to the Court's website > scroll to "Term Day".

Prior to selection of trial date hearing. Counsel and/or pro se litigants are encouraged to call Judges' Chambers' (703.746.4123) to schedule the trial date and avoid coming to court on the specified date and then file a Uniform Pretrial Scheduling Order in Room 307.

On the date of the Term Day hearing. Counsel and/or pro se litigants attend the hearing in the 4th floor lobby to select a trial date.

5. UNCONTESTED 9:00 A.M. DOCKET in 2025

January 10 and 24	May 9 and 30	September 12 and 26
February 14 and 28	June 13 and 27	October 10 and 24
March 14 and 28	July 11 and 25	November 14 (Court is closed on 11/28)
April 11 and 25	August 15 and 29	December 12 (Court is closed on 12/26)

Purpose: Only certain types of uncontested cases may be scheduled on this docket such as appointment of guardian; divorce hearings to provide oral testimony; garnishments; infant settlement hearings; Special Immigrant Juvenile Status ("SIJS") appeals and wrongful death hearings.

Date/Time 9:00 a.m. once or twice a month (see dates above)

Location 4th floor courtroom (the docket will be posted on the 4th floor)

Filing/docketing deadline: On the Thursday approximately 3 weeks prior to the hearing date.

File all required documents in Room 307, and then call Judges' Chambers (703.746.4123) to schedule the trial date. Additional guidance and specific deadlines are posted on the Court's website > scroll to "Uncontested 9:00 a.m. docket".

C. CRIMINAL CALENDAR

1. **Regular CW Day docket in 2025**

January 9, 16, 23, 30
February 13, 20, 27
March 13, 20, 27
April 10, 17, 24
May 8, 22, 29 (Court is closed on May 15)
June 12, 26 (Court is closed on June 19)
July 10, 17, 24, 31
August 14, 21, 28
September 11, 18, 25
October 9, 16, 23, 30
November 13, 20 (Court is closed on Nov. 27)
December 11, 18 (Court is closed on Dec. 25)

Purpose: All substantive and non-substantive matters lasting **two hours or less**; two or three judges are typically assigned to the docket. **Matters lasting over 2 hours** shall be docketed for a set-date to schedule a date-certain.

Date/Time 10:00 a.m. on the 2nd, 3rd, 4th, and 5th (if there is a 5th) Thursday of each month

Location 4th floor courtrooms

Filing/docketing deadline: Friday on the week prior at 12:00pm for the initial docket.
Tuesday at 1:00pm for the Final docket.

2. **First Thursday CW Day docket in 2025**

January 2
February 6
March 6
April 3
May 1 (Court is closed on May 15)
June 5 (Court is closed on June 19)
July 3
August 7
September 4
October 2
November 6 (Court is closed on Nov. 27)
December 4 (Court is closed on Dec. 25)

Purpose: **Time sensitive and non-substantive matters only**; limited to one hour or less; only 1 judge assigned for the First Thursday docket.

Date/Time 10:00 a.m. on the First Thursday of each month

Location 4th floor courtrooms

Filing/docketing deadline: Friday on the week prior at 12:00pm for the initial docket.
Tuesday at 1:00pm for the Final docket.

3. GRAND JURY DATES in 2025 *denotes new Grand Jury

January 13 *	July 14 *
February 10	August 11
March 10 *	September 8 *
April 14	October 14 (Tuesday)
May 19 * (3 rd Monday)	November 10 *
June 9	December 8

Date/Time 9:00 a.m. on the 2nd Monday of the month except if that date is a holiday or the judges are away for the May Judicial Conference.

Location 4th floor courtroom

4. TRAFFIC AND MISDEMEANOR APPEAL DATES ("TMAD") in 2025

January 21	July 15
February 18	August 19
March 18	September 16
April 15	October 21
May 20	November 18
June 17	December 16

Location 4th floor courtrooms

Date/Time 9:00 a.m. on the 3rd Tuesday of the month except if that date is a holiday.

Filing/docketing deadline for JURY TRIALS: Six (6) weeks prior to the TMAD date.

Filing/docketing deadline for all other: Thursday on the week prior at 12:00 pm (there is only one TMAD docket published).