

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

DECEMBER 10, 2025 MOTIONS DAY

Filing Deadlines Issued 9/15/2025; Format revised on 11/24/2025

ORIGINALS are filed in Clerk's office unless otherwise specified MANDATORY COPY of all documents must be delivered to 4 th floor drop box	10:00am DOCKET – up to 25 minutes per case; no need to call Judges' Chambers prior to filing documents 2:00pm DOCKET – between 25 minutes and 3 hours (a) All counsel and/or pro se parties must agree to 2:00pm (b) Call a law clerk at 703.746.4123 to reserve a 2:00pm slot (c) Then file a praecipe prior to the deadline
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- FIRST MOTION FILED** ("Initiating Motion")

	Deadline	Deadline date
A. Praecipe, motion and proposed order	Friday 2.5 weeks prior	11/21/2025
B. Memoranda/brief in support of initiating motion	Wednesday 2 weeks prior	11/26/2025 12:00pm (Wed.)
Early deadline: Court closes at 12:00pm on 11/26; closed on 11/27 and 11/28		
C. Oppositions or responses to initiating motion	Wednesday 1 week prior	12/3/2025 (Wednesday)
- ADDITIONAL MOTIONS**
Allowed only if a first (initiating) motion has been properly docketed for the same Motions Day

A. Praecipe, motion and proposed order	Friday 1.5 weeks prior	11/26/2025 12:00pm (Wed.)
Early deadline: Court closes at 12:00pm on 11/26; closed on 11/27 and 11/28		
B. Memoranda/brief in support of the additional motion	Wednesday 1 week prior	12/3/2025 (Wednesday)
C. Opposition/response to additional motion	Friday 0.5 weeks prior	12/5/2025 (Friday)
- REMAINING DOCUMENTS for both FIRST AND ADDITIONAL MOTIONS**

A. Proposed order (if not filed with the motion)	Wednesday 1 week prior	12/3/2025 (Wednesday)
B. Evidence/exhibits *Deliver to 4 th floor drop box	Friday 0.5 weeks prior	12/5/2025 (Friday)
C. GAL Report *Deliver to 4 th floor drop box	Friday 0.5 weeks prior	12/5/2025 (Friday)
- MOTIONS DAY MEETING LINKS ARE EMAILED** Monday 2 days prior **12/8/2025** (Monday)
Emailed to all counsel and parties if the email addresses were included on the remote motions day praecipe that was filed with Court to docket the case.
- MEETING LINKS AND DOCKET POSTED** Monday 2 days prior **12/8/2025** (Monday)
TO COURT'S WEBSITE at www.alexandriava.gov/CircuitCourt
> scroll to Section 32: "Meeting Links and Telephone Call-in Numbers for the next Motions Day"
- REMOVAL OR CONTINUATION OF MOTION** Tuesday 1 day prior **12/9/2025** (Tuesday)
by the Moving Party
 - Call a Law Clerk at 703.746.4123 to verbally advise the motion is off
 - Also file a removal or continuation praecipe in the Clerk's office

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DECEMBER 24, 2025

COURT IS CLOSED (City Holiday)

There is no Motions Day on December 24, 2025.

Court is closed on December 24, 2025
December 25, 2025
December 26, 2025.

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JANUARY 14, 2026 MOTIONS DAY

Filing Deadlines Issued 9/15/2025; Format revised on 11/24/2025 (#6 deadline updated)

ORIGINALS are filed in Clerk's office unless otherwise specified

MANDATORY COPY of all documents must be delivered to 4th floor drop box

10:00am DOCKET – up to 25 minutes per case; no need to call Judges' Chambers prior to filing documents

2:00pm DOCKET – between 25 minutes and 3 hours

(a) All counsel and/or pro se parties must agree to 2:00pm

(b) Call a law clerk at 703.746.4123 to reserve a 2:00pm slot

(c) Then file a praecipe prior to the deadline

1. **FIRST MOTION FILED** ("Initiating Motion")

	Deadline	Deadline date
A. Praecipe, motion and proposed order	Friday 2.5 weeks prior	12/23/2025 (Tuesday)
Early deadline: Court is closed on 12/24, 12/25 and 12/26		
B. Memoranda/brief in support of initiating motion	Wednesday 2 weeks prior	12/30/2025 (Wednesday)
C. Oppositions or responses to initiating motion	Wednesday 1 week prior	1/7/2026 (Wednesday)
2. **ADDITIONAL MOTIONS**

Allowed only if a first (initiating) motion has been property docketed for the same Motions Day

A. Praecipe, motion and proposed order	Friday 1.5 weeks prior	1/2/2026 (Friday)
B. Memoranda/brief in support of the additional motion	Wednesday 1 week prior	1/7/2026 (Wednesday)
C. Opposition/response to additional motion	Friday 0.5 weeks prior	1/9/2026 (Friday)
3. **REMAINING DOCUMENTS for both FIRST AND ADDITIONAL MOTIONS**

A. Proposed order (if not filed with the motion)	Wednesday 1 week prior	1/7/2026 (Wednesday)
B. Evidence/exhibits *Deliver to 4 th floor drop box	Friday 0.5 weeks prior	1/9/2026 (Friday)
C. GAL Report *Deliver to 4 th floor drop box	Friday 0.5 weeks prior	1/9/2026 (Friday)
4. **MOTIONS DAY MEETING LINKS ARE EMAILED** Monday 2 days prior **1/12/2026 (Monday)**

Emailed to all counsel and parties if the email addresses were included on the remote motions day praecipe that was filed with Court to docket the case.
5. **MEETING LINKS AND DOCKET POSTED** Monday 2 days prior **1/12/2026 (Monday)**

TO COURT'S WEBSITE at www.alexandriava.gov/CircuitCourt
> scroll to Section 32: "Meeting Links and Telephone Call-in Numbers for the next Motions Day"
6. **REMOVAL OR CONTINUATION OF MOTION by the Moving Party** Tuesday 1 day prior **1/13/2026 (Tuesday)**
 - (a) **Call a Law Clerk at 703.746.4123** to verbally advise the motion is off
 - (b) Also file a removal or continuation praecipe in the Clerk's office

Circuit Court of Alexandria, Virginia

Judges
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JANUARY 28, 2026 MOTIONS DAY

Filing Deadlines Issued 9/15/2025; Format revised on 11/24/2025

ORIGINALS are filed in Clerk's office unless otherwise specified
MANDATORY COPY of all documents must be delivered to 4th floor drop box

10:00am DOCKET – up to 25 minutes per case; no need to call Judges' Chambers prior to filing documents
2:00pm DOCKET – between 25 minutes and 3 hours
(a) All counsel and/or pro se parties must agree to 2:00pm
(b) Call a law clerk at 703.746.4123 to reserve a 2:00pm slot
(c) Then file a praecipe prior to the deadline

1. **FIRST MOTION FILED** ("Initiating Motion")

	<u>Deadline</u>	<u>Deadline date</u>
A. Praecipe, motion and proposed order	Friday 2.5 weeks prior	1/9/2026 (Friday)
B. Memoranda/brief in support of initiating motion	Wednesday 2 weeks prior	1/14/2026 (Wednesday)
C. Oppositions or responses to initiating motion	Wednesday 1 week prior	1/21/2026 (Wednesday)
2. **ADDITIONAL MOTIONS**

Allowed only if a first (initiating) motion has been property docketed for the same Motions Day

A. Praecipe, motion and proposed order	Friday 1.5 weeks prior	1/16/2026 (Friday)
B. Memoranda/brief in support of the additional motion	Wednesday 1 week prior	1/21/2026 (Wednesday)
C. Opposition/response to additional motion	Friday 0.5 weeks prior	1/23/2026 (Friday)
3. **REMAINING DOCUMENTS for both FIRST AND ADDITIONAL MOTIONS**

A. Proposed order (if not filed with the motion)	Wednesday 1 week prior	1/21/2026 (Wednesday)
B. Evidence/exhibits *Deliver to 4 th floor drop box	Friday 0.5 weeks prior	1/23/2026 (Friday)
C. GAL Report *Deliver to 4 th floor drop box	Friday 0.5 weeks prior	1/23/2026 (Friday)
4. **MOTIONS DAY MEETING LINKS ARE EMAILED** Monday 2 days prior **1/26/2026 (Monday)**

Emailed to all counsel and parties if the email addresses were included on the remote motions day praecipe that was filed with Court to docket the case.
5. **MEETING LINKS AND DOCKET POSTED** Monday 2 days prior **1/26/2026 (Monday)**

TO COURT'S WEBSITE at www.alexandriava.gov/CircuitCourt
> scroll to Section 32: "Meeting Links and Telephone Call-in Numbers for the next Motions Day"
6. **REMOVAL OR CONTINUATION OF MOTION by the Moving Party** Tuesday 1 day prior **1/27/2026 (Tuesday)**
 - (a) **Call a Law Clerk at 703.746.4123** to verbally advise the motion is off
 - (b) Also file a removal or continuation praecipe in the Clerk's office

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FEBRUARY 11, 2026 MOTIONS DAY

Filing Deadlines Issued 9/15/2025; Format revised on 11/24/2025

ORIGINALS are filed in Clerk's office unless otherwise specified MANDATORY COPY of all documents must be delivered to 4 th floor drop box	10:00am DOCKET – up to 25 minutes per case; no need to call Judges' Chambers prior to filing documents 2:00pm DOCKET – between 25 minutes and 3 hours (a) All counsel and/or pro se parties must agree to 2:00pm (b) Call a law clerk at 703.746.4123 to reserve a 2:00pm slot (c) Then file a praecipe prior to the deadline
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1. **FIRST MOTION FILED** ("Initiating Motion")

	<u>Deadline</u>	<u>Deadline date</u>
A. Praecipe, motion and proposed order	Friday 2.5 weeks prior	1/23/2026 (Friday)
B. Memoranda/brief in support of initiating motion	Wednesday 2 weeks prior	1/28/2026 (Wednesday)
C. Oppositions or responses to initiating motion	Wednesday 1 week prior	2/4/2026 (Wednesday)
2. **ADDITIONAL MOTIONS**
Allowed only if a first (initiating) motion has been property docketed for the same Motions Day

A. Praecipe, motion and proposed order	Friday 1.5 weeks prior	1/30/2026 (Friday)
B. Memoranda/brief in support of the additional motion	Wednesday 1 week prior	2/4/2026 (Wednesday)
C. Opposition/response to additional motion	Friday 0.5 weeks prior	2/6/2026 (Friday)
3. **REMAINING DOCUMENTS for both FIRST AND ADDITIONAL MOTIONS**

A. Proposed order (if not filed with the motion)	Wednesday 1 week prior	2/4/2026 (Wednesday)
B. Evidence/exhibits *Deliver to 4 th floor drop box	Friday 0.5 weeks prior	2/6/2026 (Friday)
C. GAL Report *Deliver to 4 th floor drop box	Friday 0.5 weeks prior	2/6/2026 (Friday)
4. **MOTIONS DAY MEETING LINKS ARE EMAILED** Monday 2 days prior **2/9/2026** (Monday)
Emailed to all counsel and parties if the email addresses were included on the remote motions day praecipe that was filed with Court to docket the case.
5. **MEETING LINKS AND DOCKET POSTED** Monday 2 days prior **2/9/2026** (Monday)
TO COURT'S WEBSITE at www.alexandriava.gov/CircuitCourt
> scroll to Section 32: "Meeting Links and Telephone Call-in Numbers for the next Motions Day"
6. **REMOVAL OR CONTINUATION OF MOTION** Tuesday 1 day prior **2/10/2026** (Tuesday)
by the Moving Party

(a) Call a Law Clerk at 703.746.4123 to verbally advise the motion is off
(b) Also file a removal or continuation praecipe in the Clerk's office

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FEBRUARY 25, 2026 MOTIONS DAY

Filing Deadlines Issued 9/15/2025; Format revised on 11/24/2025

ORIGINALS are filed in Clerk's office unless otherwise specified

MANDATORY COPY of all documents must be delivered to 4th floor drop box

10:00am DOCKET – up to 25 minutes per case; no need to call Judges' Chambers prior to filing documents

2:00pm DOCKET – between 25 minutes and 3 hours

(a) All counsel and/or pro se parties must agree to 2:00pm

(b) Call a law clerk at 703.746.4123 to reserve a 2:00pm slot

(c) Then file a praecipe prior to the deadline

1. **FIRST MOTION FILED** ("Initiating Motion")

	<u>Deadline</u>	<u>Deadline date</u>
A. Praecipe, motion and proposed order	Friday 2.5 weeks prior	2/6/2026 (Friday)
B. Memoranda/brief in support of initiating motion	Wednesday 2 weeks prior	2/11/2026 (Wednesday)
C. Oppositions or responses to initiating motion	Wednesday 1 week prior	2/18/2026 (Wednesday)
2. **ADDITIONAL MOTIONS**

Allowed only if a first (initiating) motion has been property docketed for the same Motions Day

A. Praecipe, motion and proposed order	Friday 1.5 weeks prior	2/13/2026 (Friday)
B. Memoranda/brief in support of the additional motion	Wednesday 1 week prior	2/18/2026 (Wednesday)
C. Opposition/response to additional motion	Friday 0.5 weeks prior	2/20/2026 (Friday)
3. **REMAINING DOCUMENTS for both FIRST AND ADDITIONAL MOTIONS**

A. Proposed order (if not filed with the motion)	Wednesday 1 week prior	2/18/2026 (Wednesday)
B. Evidence/exhibits *Deliver to 4 th floor drop box	Friday 0.5 weeks prior	2/20/2026 (Friday)
C. GAL Report *Deliver to 4 th floor drop box	Friday 0.5 weeks prior	2/20/2026 (Friday)
4. **MOTIONS DAY MEETING LINKS ARE EMAILED** Monday 2 days prior **2/23/2026** (Monday)

Emailed to all counsel and parties if the email addresses were included on the remote motions day praecipe that was filed with Court to docket the case.
5. **MEETING LINKS AND DOCKET POSTED** Monday 2 days prior **2/23/2026** (Monday)

TO COURT'S WEBSITE at www.alexandriava.gov/CircuitCourt
> scroll to Section 32: "Meeting Links and Telephone Call-in Numbers for the next Motions Day"
6. **REMOVAL OR CONTINUATION OF MOTION by the Moving Party** Tuesday 1 day prior **2/24/2026** (Tuesday)
 - (a) Call a Law Clerk at 703.746.4123 to verbally advise the motion is off
 - (b) Also file a removal or continuation praecipe in the Clerk's office

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MARCH 11, 2026 MOTIONS DAY

Filing Deadlines Issued 9/15/2025; Format revised on 11/24/2025

ORIGINALS are filed in Clerk's office unless otherwise specified MANDATORY COPY of all documents must be delivered to 4 th floor drop box	10:00am DOCKET – up to 25 minutes per case; no need to call Judges' Chambers prior to filing documents 2:00pm DOCKET – between 25 minutes and 3 hours (a) All counsel and/or pro se parties must agree to 2:00pm (b) Call a law clerk at 703.746.4123 to reserve a 2:00pm slot (c) Then file a praecipe prior to the deadline
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- FIRST MOTION FILED** ("Initiating Motion")

	Deadline	Deadline date
A. Praecipe, motion and proposed order	Friday 2.5 weeks prior	2/20/2026 (Friday)
B. Memoranda/brief in support of initiating motion	Wednesday 2 weeks prior	2/25/2026 (Wednesday)
C. Oppositions or responses to initiating motion	Wednesday 1 week prior	3/4/2026 (Wednesday)
- ADDITIONAL MOTIONS**
Allowed only if a first (initiating) motion has been property docketed for the same Motions Day

A. Praecipe, motion and proposed order	Friday 1.5 weeks prior	2/27/2026 (Friday)
B. Memoranda/brief in support of the additional motion	Wednesday 1 week prior	3/4/2026 (Wednesday)
C. Opposition/response to additional motion	Friday 0.5 weeks prior	3/6/2026 (Friday)
- REMAINING DOCUMENTS for both FIRST AND ADDITIONAL MOTIONS**

A. Proposed order (if not filed with the motion)	Wednesday 1 week prior	3/4/2026 (Wednesday)
B. Evidence/exhibits *Deliver to 4 th floor drop box	Friday 0.5 weeks prior	3/6/2026 (Friday)
C. GAL Report *Deliver to 4 th floor drop box	Friday 0.5 weeks prior	3/6/2026 (Friday)
- MOTIONS DAY MEETING LINKS ARE EMAILED** Monday 2 days prior **3/9/2026** (Monday)
Emailed to all counsel and parties if the email addresses were included on the remote motions day praecipe that was filed with Court to docket the case.
- MEETING LINKS AND DOCKET POSTED TO COURT'S WEBSITE** Monday 2 days prior **3/9/2026** (Monday)
at www.alexandriava.gov/CircuitCourt
> scroll to Section 32: "Meeting Links and Telephone Call-in Numbers for the next Motions Day"
- REMOVAL OR CONTINUATION OF MOTION by the Moving Party** Tuesday 1 day prior **3/10/2026** (Tuesday)

(a) Call a Law Clerk at 703.746.4123 to verbally advise the motion is off	
(b) Also file a removal or continuation praecipe in the Clerk's office	

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MARCH 25, 2026 MOTIONS DAY

Filing Deadlines Issued 9/15/2025; Format revised on 11/24/2025

ORIGINALS are filed in Clerk's office unless otherwise specified

MANDATORY COPY of all documents must be delivered to 4th floor drop box

10:00am DOCKET – up to 25 minutes per case; no need to call Judges' Chambers prior to filing documents

2:00pm DOCKET – between 25 minutes and 3 hours

(a) All counsel and/or pro se parties must agree to 2:00pm

(b) Call a law clerk at 703.746.4123 to reserve a 2:00pm slot

(c) Then file a praecipe prior to the deadline

1. **FIRST MOTION FILED** ("Initiating Motion")

	<u>Deadline</u>	<u>Deadline date</u>
A. Praecipe, motion and proposed order	Friday 2.5 weeks prior	3/6/2026 (Friday)
B. Memoranda/brief in support of initiating motion	Wednesday 2 weeks prior	3/11/2026 (Wednesday)
C. Oppositions or responses to initiating motion	Wednesday 1 week prior	3/18/2026 (Wednesday)
2. **ADDITIONAL MOTIONS**

Allowed only if a first (initiating) motion has been property docketed for the same Motions Day

A. Praecipe, motion and proposed order	Friday 1.5 weeks prior	3/13/2026 (Friday)
B. Memoranda/brief in support of the additional motion	Wednesday 1 week prior	3/18/2026 (Wednesday)
C. Opposition/response to additional motion	Friday 0.5 weeks prior	3/20/2026 (Friday)
3. **REMAINING DOCUMENTS for both FIRST AND ADDITIONAL MOTIONS**

A. Proposed order (if not filed with the motion)	Wednesday 1 week prior	3/18/2026 (Wednesday)
B. Evidence/exhibits *Deliver to 4 th floor drop box	Friday 0.5 weeks prior	3/20/2026 (Friday)
C. GAL Report *Deliver to 4 th floor drop box	Friday 0.5 weeks prior	3/20/2026 (Friday)
4. **MOTIONS DAY MEETING LINKS ARE EMAILED** Monday 2 days prior **3/23/2026** (Monday)

Emailed to all counsel and parties if the email addresses were included on the remote motions day praecipe that was filed with Court to docket the case.
5. **MEETING LINKS AND DOCKET POSTED** Monday 2 days prior **3/23/2026** (Monday)

TO COURT'S WEBSITE at www.alexandriava.gov/CircuitCourt
> scroll to Section 32: "Meeting Links and Telephone Call-in Numbers for the next Motions Day"
6. **REMOVAL OR CONTINUATION OF MOTION by the Moving Party** Tuesday 1 day prior **3/24/2026** (Tuesday)
 - (a) Call a Law Clerk at 703.746.4123 to verbally advise the motion is off
 - (b) Also file a removal or continuation praecipe in the Clerk's office

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APRIL 8, 2026 MOTIONS DAY

Filing Deadlines Issued 11/24/2025

ORIGINALS are filed in Clerk's office unless otherwise specified

MANDATORY COPY of all documents must be delivered to 4th floor drop box

10:00am DOCKET – up to 25 minutes per case; no need to call Judges' Chambers prior to filing documents

2:00pm DOCKET – between 25 minutes and 3 hours

(a) All counsel and/or pro se parties must agree to 2:00pm

(b) Call a law clerk at 703.746.4123 to reserve a 2:00pm slot

(c) Then file a praecipe prior to the deadline

1. **FIRST MOTION FILED** ("Initiating Motion")

	<u>Deadline</u>	<u>Deadline date</u>
A. Praecipe, motion and proposed order	Friday 2.5 weeks prior	3/20/2026 (Friday)
B. Memoranda/brief in support of initiating motion	Wednesday 2 weeks prior	3/25/2026 (Wednesday)
C. Oppositions or responses to initiating motion	Wednesday 1 week prior	4/1/2026 (Wednesday)
2. **ADDITIONAL MOTIONS**

Allowed only if a first (initiating) motion has been property docketed for the same Motions Day

A. Praecipe, motion and proposed order	Friday 1.5 weeks prior	3/27/2026 (Friday)
B. Memoranda/brief in support of the additional motion	Wednesday 1 week prior	4/1/2026 (Wednesday)
C. Opposition/response to additional motion	Friday 0.5 weeks prior	4/3/2026 (Friday)
3. **REMAINING DOCUMENTS for both FIRST AND ADDITIONAL MOTIONS**

A. Proposed order (if not filed with the motion)	Wednesday 1 week prior	4/1/2026 (Wednesday)
B. Evidence/exhibits *Deliver to 4 th floor drop box	Friday 0.5 weeks prior	4/3/2026 (Friday)
C. GAL Report *Deliver to 4 th floor drop box	Friday 0.5 weeks prior	4/3/2026 (Friday)
4. **MOTIONS DAY MEETING LINKS ARE EMAILED** Monday 2 days prior **4/6/2026** (Monday)

Emailed to all counsel and parties if the email addresses were included on the remote motions day praecipe that was filed with Court to docket the case.
5. **MEETING LINKS AND DOCKET POSTED** Monday 2 days prior **4/6/2026** (Monday)

TO COURT'S WEBSITE at www.alexandriava.gov/CircuitCourt
> scroll to Section 32: "Meeting Links and Telephone Call-in Numbers for the next Motions Day"
6. **COUNSEL or PARTY'S REMOVAL OR CONTINUATION OF MOTION** Tuesday 1 day prior **4/7/2026** (Tuesday)
 - (a) **Call a Law Clerk at 703.746.4123** to verbally advise the motion is off
 - (b) Also file a removal or continuation praecipe in the Clerk's office

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APRIL 22, 2026 MOTIONS DAY

Filing Deadlines Issued 11/24/2025

ORIGINALS are filed in Clerk's office unless otherwise specified

MANDATORY COPY of all documents must be delivered to 4th floor drop box

10:00am DOCKET – up to 25 minutes per case; no need to call Judges' Chambers prior to filing documents

2:00pm DOCKET – between 25 minutes and 3 hours

(a) All counsel and/or pro se parties must agree to 2:00pm

(b) Call a law clerk at 703.746.4123 to reserve a 2:00pm slot

(c) Then file a praecipe prior to the deadline

1. **FIRST MOTION FILED** ("Initiating Motion")

	Deadline	Deadline date
A. Praecipe, motion and proposed order	Friday 2.5 weeks prior	4/3/2026 (Friday)
B. Memoranda/brief in support of initiating motion	Wednesday 2 weeks prior	4/8/2026 (Wednesday)
C. Oppositions or responses to initiating motion	Wednesday 1 week prior	4/15/2026 (Wednesday)
2. **ADDITIONAL MOTIONS**

Allowed only if a first (initiating) motion has been property docketed for the same Motions Day

A. Praecipe, motion and proposed order	Friday 1.5 weeks prior	4/10/2026 (Friday)
B. Memoranda/brief in support of the additional motion	Wednesday 1 week prior	4/15/2026 (Wednesday)
C. Opposition/response to additional motion	Friday 0.5 weeks prior	4/17/2026 (Friday)
3. **REMAINING DOCUMENTS for both FIRST AND ADDITIONAL MOTIONS**

A. Proposed order (if not filed with the motion)	Wednesday 1 week prior	4/15/2026 (Wednesday)
B. Evidence/exhibits *Deliver to 4 th floor drop box	Friday 0.5 weeks prior	4/17/2026 (Friday)
C. GAL Report *Deliver to 4 th floor drop box	Friday 0.5 weeks prior	4/17/2026 (Friday)
4. **MOTIONS DAY MEETING LINKS ARE EMAILED** Monday 2 days prior **4/20/2026** (Monday)

Emailed to all counsel and parties if the email addresses were included on the remote motions day praecipe that was filed with Court to docket the case.
5. **MEETING LINKS AND DOCKET POSTED** Monday 2 days prior **4/20/2026** (Monday)

TO COURT'S WEBSITE at www.alexandriava.gov/CircuitCourt
> scroll to Section 32: "Meeting Links and Telephone Call-in Numbers for the next Motions Day"
6. **COUNSEL or PARTY'S REMOVAL OR CONTINUATION OF MOTION** Tuesday 1 day prior **4/21/2026** (Tuesday)

(a) Call a Law Clerk at 703.746.4123 to verbally advise the motion is off
(b) Also file a removal or continuation praecipe in the Clerk's office

Circuit Court of Alexandria, Virginia

Judges
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703.746.4123 8:30am to 4:00pm
www.alexandriava.gov/CircuitCourt

MAY 6, 2026 MOTIONS DAY

This Motions Day is early (1st Wednesday of the month) due to the Judicial Conference

Filing Deadlines Issued 11/24/2025

ORIGINALS are filed in Clerk's office unless otherwise specified

MANDATORY COPY of all documents must be delivered to 4th floor drop box

10:00am DOCKET – up to 25 minutes per case; no need to call Judges' Chambers prior to filing documents

2:00pm DOCKET – between 25 minutes and 3 hours

(a) All counsel and/or pro se parties must agree to 2:00pm

(b) Call a law clerk at 703.746.4123 to reserve a 2:00pm slot

(c) Then file a praecipe prior to the deadline

1. **FIRST MOTION FILED** ("Initiating Motion")

	<u>Deadline</u>	<u>Deadline date</u>
A. Praecipe, motion and proposed order	Friday 2.5 weeks prior	4/17/2026 (Friday)
B. Memoranda/brief in support of initiating motion	Wednesday 2 weeks prior	4/22/2026 (Wed.)
C. Oppositions or responses to initiating motion	Wednesday 1 week prior	4/29/2026 (Wed.)
2. **ADDITIONAL MOTIONS**

Allowed only if a first (initiating) motion has been properly docketed for the same Motions Day

A. Praecipe, motion and proposed order	Friday 1.5 weeks prior	4/24/2026 (Friday)
B. Memoranda/brief in support of the additional motion	Wednesday 1 week prior	4/29/2026 (Wednesday)
C. Opposition/response to additional motion	Friday 0.5 weeks prior	5/1/2026 (Friday)
3. **REMAINING DOCUMENTS for both FIRST AND ADDITIONAL MOTIONS**

A. Proposed order (if not filed with the motion)	Wednesday 1 week prior	4/29/2026 (Wednesday)
B. Evidence/exhibits *Deliver to 4 th floor drop box	Friday 0.5 weeks prior	5/1/2026 (Friday)
C. GAL Report *Deliver to 4 th floor drop box	Friday 0.5 weeks prior	5/1/2026 (Friday)
4. **MOTIONS DAY MEETING LINKS ARE EMAILED** Monday 2 days prior **5/4/2026 (Monday)**

Emailed to all counsel and parties if the email addresses were included on the remote motions day praecipe that was filed with Court to docket the case.
5. **MEETING LINKS AND DOCKET POSTED** Monday 2 days prior **5/4/2026 (Monday)**

TO COURT'S WEBSITE at www.alexandriava.gov/CircuitCourt
> scroll to Section 32: "Meeting Links and Telephone Call-in Numbers for the next Motions Day"
6. **COUNSEL or PARTY'S REMOVAL OR CONTINUATION OF MOTION** Tuesday 1 day prior **5/5/2026 (Tuesday)**

(a) **Call a Law Clerk at 703.746.4123** to verbally advise the motion is off
(b) Also file a removal or continuation praecipe in the Clerk's office

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

MAY 27, 2026 MOTIONS DAY

Filing Deadlines Issued 11/24/2025

ORIGINALS are filed in Clerk's office unless otherwise specified

MANDATORY COPY of all documents must be delivered to 4th floor drop box

10:00am DOCKET – up to 25 minutes per case; no need to call Judges' Chambers prior to filing documents

2:00pm DOCKET – between 25 minutes and 3 hours

(a) All counsel and/or pro se parties must agree to 2:00pm

(b) Call a law clerk at 703.746.4123 to reserve a 2:00pm slot

(c) Then file a praecipe prior to the deadline

1. **FIRST MOTION FILED** ("Initiating Motion")

	Deadline	Deadline date
A. Praecipe, motion and proposed order	Friday 2.5 weeks prior	5/8/2026 (Friday)
B. Memoranda/brief in support of initiating motion	Wednesday 2 weeks prior	5/13/2026 (Wed.)
C. Oppositions or responses to initiating motion	Wednesday 1 week prior	5/20/2026 (Wed.)
2. **ADDITIONAL MOTIONS**

Allowed only if a first (initiating) motion has been property docketed for the same Motions Day

A. Praecipe, motion and proposed order	Friday 1.5 weeks prior	5/15/2026 (Friday)
B. Memoranda/brief in support of the additional motion	Wednesday 1 week prior	5/20/2026 (Wednesday)
C. Opposition/response to additional motion	Friday 0.5 weeks prior	5/22/2026 (Friday)
3. **REMAINING DOCUMENTS for both FIRST AND ADDITIONAL MOTIONS**

A. Proposed order (if not filed with the motion)	Wednesday 1 week prior	5/20/2026 (Wednesday)
B. Evidence/exhibits *Deliver to 4 th floor drop box	Friday 0.5 weeks prior	5/22/2026 (Friday)
C. GAL Report *Deliver to 4 th floor drop box	Friday 0.5 weeks prior	5/22/2026 (Friday)
4. **MOTIONS DAY MEETING LINKS ARE EMAILED** Monday 2 days prior **5/22/2026 (Friday)**

Emailed to all counsel and parties if the email addresses were included **Early deadline due to 5/25 holiday** on the remote motions day praecipe that was filed with Court to docket the case.
5. **MEETING LINKS AND DOCKET POSTED** Monday 2 days prior **5/22/2026 (Friday)**

TO COURT'S WEBSITE at www.alexandriava.gov/CircuitCourt **Early deadline due to 5/25 holiday**
> scroll to Section 32: "Meeting Links and Telephone Call-in Numbers for the next Motions Day"
6. **COUNSEL or PARTY'S REMOVAL OR CONTINUATION OF MOTION** Tuesday 1 day prior **5/26/2026 (Tuesday)**

(a) **Call a Law Clerk at 703.746.4123** to verbally advise the motion is off
(b) Also file a removal or continuation praecipe in the Clerk's office

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

JUNE 10, 2026 MOTIONS DAY

Filing Deadlines Issued 11/24/2025

ORIGINALS are filed in Clerk's office unless otherwise specified

MANDATORY COPY of all documents must be delivered to 4th floor drop box

10:00am DOCKET – up to 25 minutes per case; no need to call Judges' Chambers prior to filing documents

2:00pm DOCKET – between 25 minutes and 3 hours

(a) All counsel and/or pro se parties must agree to 2:00pm

(b) Call a law clerk at 703.746.4123 to reserve a 2:00pm slot

(c) Then file a praecipe prior to the deadline

1. **FIRST MOTION FILED** ("Initiating Motion")

	<u>Deadline</u>	<u>Deadline date</u>
A. Praecipe, motion and proposed order	Friday 2.5 weeks prior	5/22/2026 (Friday)
B. Memoranda/brief in support of initiating motion	Wednesday 2 weeks prior	5/27/2026 (Wed.)
C. Oppositions or responses to initiating motion	Wednesday 1 week prior	6/3/2026 (Wed.)
2. **ADDITIONAL MOTIONS**

Allowed only if a first (initiating) motion has been property docketed for the same Motions Day

A. Praecipe, motion and proposed order	Friday 1.5 weeks prior	5/29/2026 (Friday)
B. Memoranda/brief in support of the additional motion	Wednesday 1 week prior	6/3/2026 (Wednesday)
C. Opposition/response to additional motion	Friday 0.5 weeks prior	6/5/2026 (Friday)
3. **REMAINING DOCUMENTS for both FIRST AND ADDITIONAL MOTIONS**

A. Proposed order (if not filed with the motion)	Wednesday 1 week prior	6/3/2026 (Wednesday)
B. Evidence/exhibits *Deliver to 4 th floor drop box	Friday 0.5 weeks prior	6/5/2026 (Friday)
C. GAL Report *Deliver to 4 th floor drop box	Friday 0.5 weeks prior	6/5/2026 (Friday)
4. **MOTIONS DAY MEETING LINKS ARE EMAILED** Monday 2 days prior **6/8/2026 (Monday)**

Emailed to all counsel and parties if the email addresses were included on the remote motions day praecipe that was filed with Court to docket the case.
5. **MEETING LINKS AND DOCKET POSTED** Monday 2 days prior **6/8/2026 (Monday)**

TO COURT'S WEBSITE at www.alexandriava.gov/CircuitCourt
> scroll to Section 32: "Meeting Links and Telephone Call-in Numbers for the next Motions Day"
6. **COUNSEL or PARTY'S REMOVAL OR CONTINUATION OF MOTION** Tuesday 1 day prior **6/9/2026 (Tuesday)**

(a) **Call a Law Clerk at 703.746.4123** to verbally advise the motion is off
(b) Also file a removal or continuation praecipe in the Clerk's office

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

JUNE 24, 2026 MOTIONS DAY

Filing Deadlines Issued 11/24/2025

ORIGINALS are filed in Clerk's office unless otherwise specified

MANDATORY COPY of all documents must be delivered to 4th floor drop box

10:00am DOCKET – up to 25 minutes per case; no need to call Judges' Chambers prior to filing documents

2:00pm DOCKET – between 25 minutes and 3 hours

(a) All counsel and/or pro se parties must agree to 2:00pm

(b) Call a law clerk at 703.746.4123 to reserve a 2:00pm slot

(c) Then file a praecipe prior to the deadline

1. **FIRST MOTION FILED** ("Initiating Motion")

A. Praecipe, motion and proposed order

Deadline

Friday 2.5 weeks prior

Deadline date

6/5/2026 (Friday)

B. Memoranda/brief in support of initiating motion

Wednesday 2 weeks prior

6/10/2026 (Wed.)

C. Oppositions or responses to initiating motion

Wednesday 1 week prior

6/17/2026 (Wed.)

2. **ADDITIONAL MOTIONS**

Allowed only if a first (initiating) motion has been properly docketed for the same Motions Day

A. Praecipe, motion and proposed order

Friday 1.5 weeks prior

6/12/2026 (Friday)

B. Memoranda/brief in support of the additional motion

Wednesday 1 week prior

6/17/2026 (Wednesday)

C. Opposition/response to additional motion

Friday 0.5 weeks prior

6/18/2026 (Thursday)

Early deadline due to 6/19 holiday

3. **REMAINING DOCUMENTS for both FIRST AND ADDITIONAL MOTIONS**

A. Proposed order (if not filed with the motion)

Wednesday 1 week prior

6/17/2026 (Wednesday)

B. Evidence/exhibits *Deliver to 4th floor drop box

Friday 0.5 weeks prior

6/18/2026 (Thursday)

C. GAL Report *Deliver to 4th floor drop box

Friday 0.5 weeks prior

6/18/2026 (Thursday)

3. **REMAINING DOCUMENTS for both FIRST AND ADDITIONAL MOTIONS**

4. **MOTIONS DAY MEETING LINKS ARE EMAILED**

Monday 2 days prior

6/22/2026 (Monday)

Emailed to all counsel and parties if the email addresses were included on the remote motions day praecipe that was filed with Court to docket the case.

5. **MEETING LINKS AND DOCKET POSTED**

Monday 2 days prior

6/22/2026 (Monday)

TO COURT'S WEBSITE at www.alexandriava.gov/CircuitCourt

> scroll to Section 32: "Meeting Links and Telephone Call-in Numbers for the next Motions Day"

6. **COUNSEL or PARTY'S REMOVAL OR CONTINUATION OF MOTION**

Tuesday 1 day prior

6/23/2026 (Tuesday)

(a) **Call a Law Clerk at 703.746.4123** to verbally advise the motion is off

(b) Also file a removal or continuation praecipe in the Clerk's office