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

DATE OF STATUS CONFERENCE: OCTOBER 13, 2026 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., and 2:00 p.m. to 4:00 p.m.

A. **Read this entire notice**.

B. Call Judges' Chambers (703-746-4123) to either (1) discuss service in the case; or (2) set a trial date. **DO NOT COME TO THE COURTHOUSE FOR STATUS CONFERENCE**.

C. You may call the Court **ANYTIME** between now and the date of the Status Conference.
************ ***Please do not wait until the day of Status Conference. The telephones are VERY BUSY on the morning of Status Conference.*** **************

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.

2. Setting Trial Dates – For all cases, including those cases involving pro se litigants:

   All counsel and/or pro se litigants MUST communicate with each other to agree on a trial date and/or exchange availability for trial and MUST be on the conference call to set the trial date. If you are unable to agree on a trial date, the case may be set on the Civil Motions Day docket. Information about scheduling a case for Motions Day is available on the website at www.alexandriava.gov/CircuitCourt (scroll to Motions Day)

3. Uniform Pretrial Scheduling Order – Once a trial date is set, counsel and/or pro se litigants are to prepare and file 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 (scroll down to Forms).
   (a) The proposed Uniform Pretrial Scheduling Order must be endorsed by all counsel and/or pro se litigants and should be submitted 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. ***Your case may be discontinued if you do not call Judges' Chambers by the Status Conference date.***