

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

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 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	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)

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	2/27/2026 (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)

3. **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)

4. **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.

5. **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”

6. **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

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

	Deadline	Deadline date
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)
- 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)
- 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)
- 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.
- 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”
- REMOVAL OR CONTINUATION OF MOTION by the Moving Party** Tuesday 1 day prior **3/24/2026** (Tuesday)
 - 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

Circuit Court of Alexandria, Virginia

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APRIL 8, 2026 MOTIONS DAY Filing Deadlines

Issued 11/24/2025

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

	Deadline	Deadline date
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 TO COURT’S WEBSITE** Monday 2 days prior **4/6/2026** (Monday)
 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

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MAY 6, 2026 MOTIONS DAY Filing Deadlines

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

Issued 11/24/2025

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

	Deadline	Deadline date
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.)
- 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	4/24/2026 (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)
- 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)
- 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.
- 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”
- COUNSEL or PARTY'S REMOVAL OR CONTINUATION OF MOTION** Tuesday 1 day prior **5/5/2026** (Tuesday)
 - 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

Circuit Court of Alexandria, Virginia

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MAY 27, 2026 MOTIONS DAY Filing Deadlines

Issued 11/24/2025

<p>ORIGINALS are filed in Clerk's office unless otherwise specified</p> <p>MANDATORY COPY of all documents must be delivered to 4th floor drop box</p>	<p>10:00am DOCKET – up to 25 minutes per case; no need to call Judges' Chambers prior to filing documents</p> <p>2:00pm DOCKET – between 25 minutes and 3 hours</p> <p>(a) All counsel and/or pro se parties must agree to 2:00pm</p> <p>(b) Call a law clerk at 703.746.4123 to reserve a 2:00pm slot</p> <p>(c) Then file a praecipe prior to the deadline</p>
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- 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.)
- 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)
- 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)
- 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.
- 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”
- 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
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JUNE 10, 2026 MOTIONS DAY Filing Deadlines

Issued 11/24/2025

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

	Deadline	Deadline date
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.)
- 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)
- 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)
- 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.
- 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”
- 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
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Alexandria, VA 22314-3164
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www.alexandriava.gov/CircuitCourt

JUNE 24, 2026 MOTIONS DAY Filing Deadlines

Issued 11/24/2025

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

	Deadline	Deadline date
A. Praecipe, motion and proposed order	Friday 2.5 weeks prior	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 property 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 4 th floor drop box	Friday 0.5 weeks prior	6/18/2026 (Thursday)
C. GAL Report *Deliver to 4 th 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

Circuit Court of Alexandria, Virginia

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 REBECCA J. WADE
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JULY 8, 2026 MOTIONS DAY Filing Deadlines

Issued & Posted to Website: 3/6/2026

<p>MOTIONS DAY GUIDANCE</p> <p>10:00am DOCKET – up to 25 minutes per case; no need to call Judges’ Chambers prior to filing documents</p> <p>2:00pm DOCKET – between 25 minutes and 3 hours</p> <p>(a) All counsel and/or pro se parties must agree to 2:00pm</p> <p>(b) Call a Judicial Law Clerk (Staff Attorney) at 703.746.4123 to reserve a 2:00pm slot</p> <p>(c) Praecipe must be filed prior to the docketing deadline</p>
<p>FILING GUIDANCE</p> <p>ORIGINALS are filed in Clerk’s office unless otherwise specified</p> <p>MANDATORY COPY of all documents must be delivered to 4th floor drop box</p>

JULY 8, 2026 Motions Day - Deadlines posted to website on Need to be posted		
Initiating Motion	Motion - initiating	Friday 2.5 weeks prior June 18 Early due to 6/19 holiday
	Memo in support of initiating motion	Wednesday 2 weeks prior June 24
	Opposition/response to initiating motion	Wed., 1 week prior July 1
Additional Motion	Motion – additional motion	Friday 1.5 weeks prior June 26
	Memo in support /additional motion	Wednesday 1 week prior July 1
	Opposition/response / additional motion	Friday 0.5 weeks prior July 2 Early due to 7/3 holiday
Proposed order	Court’s preference: When the motion is filed Final deadline: Wed. 1 week prior	Wednesday 1 week prior July 1
Evidence/exhibits	*Deliver to 4th floor drop box (not Room 307)	Friday 0.5 weeks prior July 2 Early due to 7/3 holiday
GAL report	*Deliver to 4th floor drop box (not Room 307)	Friday 0.5 weeks prior July 2 Early due to 7/3 holiday
Court issues meeting links	Meeting links are emailed to all persons on remote motions day praecipe	2 business days prior July 6
Motions Day Docket and meeting links	Posted to website www.alexandriava.gov/CircuitCourt (scroll to Motions Day sections)	2 business days prior July 6
Removal of motions by counsel	Call a judicial law clerk 703.746.4123	1 day prior July 7

Circuit Court of Alexandria, Virginia

Judges
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www.alexandriava.gov/CircuitCourt

JULY 22, 2026 MOTIONS DAY Filing Deadlines

Issued & Posted to Website: 3/6/2026

<p>MOTIONS DAY GUIDANCE</p> <p>10:00am DOCKET – up to 25 minutes per case; no need to call Judges’ Chambers prior to filing documents</p> <p>2:00pm DOCKET – between 25 minutes and 3 hours</p> <p>(a) All counsel and/or pro se parties must agree to 2:00pm</p> <p>(b) Call a Judicial Law Clerk (Staff Attorney) at 703.746.4123 to reserve a 2:00pm slot</p> <p>(c) Praecipe must be filed prior to the docketing deadline</p>
<p>FILING GUIDANCE</p> <p>ORIGINALS are filed in Clerk’s office unless otherwise specified</p> <p>MANDATORY COPY of all documents must be delivered to 4th floor drop box</p>

JULY 22, 2026 Motions Day - Deadlines posted to website on Need to be posted							
Initiating Motion	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Motion - initiating</td> <td style="width: 60%;">Friday 2.5 weeks prior July 2 Early due to 7/3 holiday</td> </tr> <tr> <td>Memo in support of initiating motion</td> <td>Wednesday 2 weeks prior July 8</td> </tr> <tr> <td>Opposition/response to initiating motion</td> <td>Wed., 1 week prior July 15</td> </tr> </table>	Motion - initiating	Friday 2.5 weeks prior July 2 Early due to 7/3 holiday	Memo in support of initiating motion	Wednesday 2 weeks prior July 8	Opposition/response to initiating motion	Wed., 1 week prior July 15
Motion - initiating	Friday 2.5 weeks prior July 2 Early due to 7/3 holiday						
Memo in support of initiating motion	Wednesday 2 weeks prior July 8						
Opposition/response to initiating motion	Wed., 1 week prior July 15						
Additional Motion	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Motion – additional motion</td> <td style="width: 60%;">Friday 1.5 weeks prior July 10</td> </tr> <tr> <td>Memo in support of additional motion</td> <td>Wednesday 1 week prior July 15</td> </tr> <tr> <td>Opposition/response to additional motion</td> <td>Friday 0.5 weeks prior July 17</td> </tr> </table>	Motion – additional motion	Friday 1.5 weeks prior July 10	Memo in support of additional motion	Wednesday 1 week prior July 15	Opposition/response to additional motion	Friday 0.5 weeks prior July 17
Motion – additional motion	Friday 1.5 weeks prior July 10						
Memo in support of additional motion	Wednesday 1 week prior July 15						
Opposition/response to additional motion	Friday 0.5 weeks prior July 17						
Proposed order	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Court’s preference: When motion is filed</td> <td style="width: 60%;">Wednesday 1 week prior July 15</td> </tr> <tr> <td>Final deadline: Wed. 1 week prior</td> <td></td> </tr> </table>	Court’s preference: When motion is filed	Wednesday 1 week prior July 15	Final deadline: Wed. 1 week prior			
Court’s preference: When motion is filed	Wednesday 1 week prior July 15						
Final deadline: Wed. 1 week prior							
Evidence/exhibits	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">*Deliver to 4th floor drop box (not Room 307)</td> <td style="width: 60%;">Friday 0.5 weeks prior July 17</td> </tr> </table>	*Deliver to 4 th floor drop box (not Room 307)	Friday 0.5 weeks prior July 17				
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Meeting links are emailed to all persons on remote motions day praecipe	2 business days prior July 20						
Motions Day Docket and meeting links	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Posted to website www.alexandriava.gov/CircuitCourt (scroll to Motions Day sections)</td> <td style="width: 60%;">2 business days prior July 20</td> </tr> </table>	Posted to website www.alexandriava.gov/CircuitCourt (scroll to Motions Day sections)	2 business days prior July 20				
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Removal of motions by counsel	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Call a judicial law clerk 703.746.4123</td> <td style="width: 60%;">1 day prior July 21</td> </tr> </table>	Call a judicial law clerk 703.746.4123	1 day prior July 21				
Call a judicial law clerk 703.746.4123	1 day prior July 21						

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 MOTIONS DAY Filing Deadlines

Issued & Posted to Website: 3/6/2026

<p>MOTIONS DAY GUIDANCE</p> <p>10:00am DOCKET – up to 25 minutes per case; no need to call Judges’ Chambers prior to filing documents</p> <p>2:00pm DOCKET – between 25 minutes and 3 hours</p> <p>(a) All counsel and/or pro se parties must agree to 2:00pm</p> <p>(b) Call a Judicial Law Clerk (Staff Attorney) at 703.746.4123 to reserve a 2:00pm slot</p> <p>(c) Praecepte must be filed prior to the docketing deadline</p>
<p>FILING GUIDANCE</p> <p>ORIGINALS are filed in Clerk’s office unless otherwise specified</p> <p>MANDATORY COPY of all documents must be delivered to 4th floor drop box</p>

August 12, 2026 Motions Day - Deadlines posted to website on		Need to be posted
Initiating Motion	Motion - initiating	Friday 2.5 weeks prior July 24
	Memo in support of initiating motion	Wednesday 2 weeks prior July 29
	Opposition/response to initiating motion	Wed., 1 week prior August 5
Additional Motion	Motion – additional motion	Friday 1.5 weeks prior July 31
	Memo in support of additional motion	Wednesday 1 week prior Aug 5
	Opposition/response to additional motion	Friday 0.5 weeks prior Aug 7
Proposed order	Court’s preference: When motion is filed Final deadline: Wed. 1 week prior	Wednesday 1 week prior Aug 5
Evidence/exhibits	*Deliver to 4 th floor drop box (not Room 307)	Friday 0.5 weeks prior Aug 7
GAL report	*Deliver to 4 th floor drop box (not Room 307)	Friday 0.5 weeks prior Aug 7
Court issues meeting links	Meeting links are emailed to all persons on remote motions day praecepte	2 business days prior Aug 10
Motions Day Docket and meeting links	Posted to website www.alexandriava.gov/CircuitCourt (scroll to Motions Day sections)	2 business days prior Aug 10
Removal of motions by counsel	Call a judicial law clerk 703.746.4123	1 day prior Aug 11

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 26, 2026 MOTIONS DAY Filing Deadlines

Issued & Posted to Website: 3/6/2026

<p>MOTIONS DAY GUIDANCE</p> <p>10:00am DOCKET – up to 25 minutes per case; no need to call Judges’ Chambers prior to filing documents</p> <p>2:00pm DOCKET – between 25 minutes and 3 hours</p> <p>(a) All counsel and/or pro se parties must agree to 2:00pm</p> <p>(b) Call a Judicial Law Clerk (Staff Attorney) at 703.746.4123 to reserve a 2:00pm slot</p> <p>(c) Praecipe must be filed prior to the docketing deadline</p>
<p>FILING GUIDANCE</p> <p>ORIGINALS are filed in Clerk’s office unless otherwise specified</p> <p>MANDATORY COPY of all documents must be delivered to 4th floor drop box</p>

August 26, 2026 Motions Day - Deadlines posted to website on		Need to be posted
Initiating Motion	Motion - initiating	Friday 2.5 weeks prior Aug 7
	Memo in support of initiating motion	Wednesday 2 weeks prior Aug 12
	Opposition/response to initiating motion	Wed., 1 week prior Aug 19
Additional Motion	Motion – additional motion	Friday 1.5 weeks prior Aug 14
	Memo in support of additional motion	Wednesday 1 week prior Aug 19
	Opposition/response to additional motion	Friday 0.5 weeks prior Aug 21
Proposed order	Court’s preference: When motion is filed Final deadline: Wed. 1 week prior	Wednesday 1 week prior Aug 19
Evidence/exhibits	*Deliver to 4 th floor drop box (not Room 307)	Friday 0.5 weeks prior Aug 21
GAL report	*Deliver to 4 th floor drop box (not Room 307)	Friday 0.5 weeks prior Aug 21
Court issues meeting links	Meeting links are emailed to all persons on remote motions day praecipe	2 business days prior Aug 24
Motions Day Docket and meeting links	Posted to website www.alexandriava.gov/CircuitCourt (scroll to Motions Day sections)	2 business days prior Aug 24
Removal of motions by counsel	Call a judicial law clerk 703.746.4123	1 day prior Aug 25

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

SEPTEMBER 9, 2026 MOTIONS DAY Filing Deadlines

Issued & Posted to Website: 3/6/2026

<p>MOTIONS DAY GUIDANCE</p> <p>10:00am DOCKET – up to 25 minutes per case; no need to call Judges’ Chambers prior to filing documents</p> <p>2:00pm DOCKET – between 25 minutes and 3 hours</p> <p>(a) All counsel and/or pro se parties must agree to 2:00pm</p> <p>(b) Call a Judicial Law Clerk (Staff Attorney) at 703.746.4123 to reserve a 2:00pm slot</p> <p>(c) Praecipe must be filed prior to the docketing deadline</p>
<p>FILING GUIDANCE</p> <p>ORIGINALS are filed in Clerk’s office unless otherwise specified</p> <p>MANDATORY COPY of all documents must be delivered to 4th floor drop box</p>

September 9, 2026 Motions Day - Deadlines posted to website on		Need to be posted
Initiating Motion	Motion - initiating	Friday 2.5 weeks prior Aug 21
	Memo in support of initiating motion	Wednesday 2 weeks prior Aug 26
	Opposition/response to initiating motion	Wed., 1 week prior Sept 2
Additional Motion	Motion – additional motion	Friday 1.5 weeks prior Aug 28
	Memo in support of additional motion	Wednesday 1 week prior Sept 2
	Opposition/response to additional motion	Friday 0.5 weeks prior Sept 4
Proposed order	Court’s preference: When motion is filed Final deadline: Wed. 1 week prior	Wednesday 1 week prior Sept 2
Evidence/exhibits	*Deliver to 4th floor drop box (not Room 307)	Friday 0.5 weeks prior Sept 4
GAL report	*Deliver to 4th floor drop box (not Room 307)	Friday 0.5 weeks prior Sept 4
Court issues meeting links	Meeting links are emailed to all persons on remote motions day praecipe	2 business days prior Sept 4 Early due to 9/7 holiday
Motions Day Docket and meeting links	Posted to website www.alexandriava.gov/CircuitCourt (scroll to Motions Day sections)	2 business days prior Sept 4 Early due to 9/7 holiday
Removal of motions by counsel	Call a judicial law clerk 703.746.4123	1 day prior Sept 8

Circuit Court of Alexandria, Virginia

Judges
 KATHLEEN M. USTON
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Courthouse
 520 King Street
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 703.746.4123 8:30am to 4:00pm
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SEPTEMBER 23, 2026 MOTIONS DAY Filing Deadlines

Issued & Posted to Website: 3/6/2026

<p>MOTIONS DAY GUIDANCE</p> <p>10:00am DOCKET – up to 25 minutes per case; no need to call Judges’ Chambers prior to filing documents</p> <p>2:00pm DOCKET – between 25 minutes and 3 hours</p> <p>(a) All counsel and/or pro se parties must agree to 2:00pm</p> <p>(b) Call a Judicial Law Clerk (Staff Attorney) at 703.746.4123 to reserve a 2:00pm slot</p> <p>(c) Praecipe must be filed prior to the docketing deadline</p>
<p>FILING GUIDANCE</p> <p>ORIGINALS are filed in Clerk’s office unless otherwise specified</p> <p>MANDATORY COPY of all documents must be delivered to 4th floor drop box</p>

September 23, 2026 Motions Day - Deadlines posted to website on		Need to be posted
Initiating Motion	Motion - initiating	Friday 2.5 weeks prior Sept 4
	Memo in support of initiating motion	Wednesday 2 weeks prior Sept 9
	Opposition/response to initiating motion	Wed., 1 week prior Sept 16
Additional Motion	Motion – additional motion	Friday 1.5 weeks prior Sept 11
	Memo in support of additional motion	Wednesday 1 week prior Sept 16
	Opposition/response to additional motion	Friday 0.5 weeks prior Sept 18
Proposed order	Court’s preference: When motion is filed Final deadline: Wed. 1 week prior	Wednesday 1 week prior Sept 16
Evidence/exhibits	*Deliver to 4th floor drop box (not Room 307)	Friday 0.5 weeks prior Sept 18
GAL report	*Deliver to 4th floor drop box (not Room 307)	Friday 0.5 weeks prior Sept 18
Court issues meeting links	Meeting links are emailed to all persons on remote motions day praecipe	2 business days prior Sept 21
Motions Day Docket and meeting links	Posted to website www.alexandriava.gov/CircuitCourt (scroll to Motions Day sections)	2 business days prior Sept 21
Removal of motions by counsel	Call a judicial law clerk 703.746.4123	1 day prior Sept 22

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

OCTOBER 14, 2026 MOTIONS DAY Filing Deadlines

Issued & Posted to Website: 3/6/2026

<p>MOTIONS DAY GUIDANCE</p> <p>10:00am DOCKET – up to 25 minutes per case; no need to call Judges’ Chambers prior to filing documents</p> <p>2:00pm DOCKET – between 25 minutes and 3 hours</p> <p>(a) All counsel and/or pro se parties must agree to 2:00pm</p> <p>(b) Call a Judicial Law Clerk (Staff Attorney) at 703.746.4123 to reserve a 2:00pm slot</p> <p>(c) Praecipe must be filed prior to the docketing deadline</p>
<p>FILING GUIDANCE</p> <p>ORIGINALS are filed in Clerk’s office unless otherwise specified</p> <p>MANDATORY COPY of all documents must be delivered to 4th floor drop box</p>

October 14, 2026 Motions Day - Deadlines posted to website on Need to be posted		
Initiating Motion	Motion - initiating	Friday 2.5 weeks prior Sept 25
	Memo in support of initiating motion	Wednesday 2 weeks prior Sept 30
	Opposition/response to initiating motion	Wed., 1 week prior Oct 7
Additional Motion	Motion – additional motion	Friday 1.5 weeks prior Oct 2
	Memo in support of additional motion	Wednesday 1 week prior Oct 7
	Opposition/response to additional motion	Friday 0.5 weeks prior Oct 9
Proposed order	Court’s preference: When motion is filed Final deadline: Wed. 1 week prior	Wednesday 1 week prior Oct 7
Evidence/exhibits	*Deliver to 4th floor drop box (not Room 307)	Friday 0.5 weeks prior Oct 9
GAL report	*Deliver to 4th floor drop box (not Room 307)	Friday 0.5 weeks prior Oct 9
Court issues meeting links	Meeting links are emailed to all persons on remote motions day praecipe	2 business days prior Oct 9 Early due to 10/12 holiday
Motions Day Docket and meeting links	Posted to website www.alexandriava.gov/CircuitCourt (scroll to Motions Day sections)	2 business days prior Oct 9 Early due to 10/12 holiday
Removal of motions by counsel	Call a judicial law clerk 703.746.4123	1 day prior Oct 13

Circuit Court of Alexandria, Virginia

Judges
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 REBECCA J. WADE
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Courthouse
 520 King Street
 Alexandria, VA 22314-3164
 703.746.4123 8:30am to 4:00pm
www.alexandriava.gov/CircuitCourt

OCTOBER 28, 2026 MOTIONS DAY Filing Deadlines

Issued & Posted to Website: 3/6/2026

<p>MOTIONS DAY GUIDANCE</p> <p>10:00am DOCKET – up to 25 minutes per case; no need to call Judges’ Chambers prior to filing documents</p> <p>2:00pm DOCKET – between 25 minutes and 3 hours</p> <p>(a) All counsel and/or pro se parties must agree to 2:00pm</p> <p>(b) Call a Judicial Law Clerk (Staff Attorney) at 703.746.4123 to reserve a 2:00pm slot</p> <p>(c) Praecipe must be filed prior to the docketing deadline</p>
<p>FILING GUIDANCE</p> <p>ORIGINALS are filed in Clerk’s office unless otherwise specified</p> <p>MANDATORY COPY of all documents must be delivered to 4th floor drop box</p>

October 28, 2026 Motions Day - Deadlines posted to website on Need to be posted		
Initiating Motion	Motion - initiating	Friday 2.5 weeks prior Oct 9
	Memo in support of initiating motion	Wednesday 2 weeks prior Oct 14
	Opposition/response to initiating motion	Wed., 1 week prior Oct 21
Additional Motion	Motion – additional motion	Friday 1.5 weeks prior Oct 16
	Memo in support of additional motion	Wednesday 1 week prior Oct 21
	Opposition/response to additional motion	Friday 0.5 weeks prior Oct 23
Proposed order	Court’s preference: When motion is filed Final deadline: Wed. 1 week prior	Wednesday 1 week prior Oct 21
Evidence/exhibits	*Deliver to 4th floor drop box (not Room 307)	Friday 0.5 weeks prior Oct 23
GAL report	*Deliver to 4th floor drop box (not Room 307)	Friday 0.5 weeks prior Oct 23
Court issues meeting links	Meeting links are emailed to all persons on remote motions day praecipe	2 business days prior Oct 26
Motions Day Docket and meeting links	Posted to website www.alexandriava.gov/CircuitCourt (scroll to Motions Day sections)	2 business days prior Oct 26
Removal of motions by counsel	Call a judicial law clerk 703.746.4123	1 day prior Oct 27

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

NOVEMBER 4, 2026 MOTIONS DAY Filing Deadlines

This motions day is early because November 11, 2026 is a holiday

Issued & Posted to Website: 3/6/2026

<p>MOTIONS DAY GUIDANCE</p> <p>10:00am DOCKET – up to 25 minutes per case; no need to call Judges’ Chambers prior to filing documents</p> <p>2:00pm DOCKET – between 25 minutes and 3 hours</p> <p>(a) All counsel and/or pro se parties must agree to 2:00pm</p> <p>(b) Call a Judicial Law Clerk (Staff Attorney) at 703.746.4123 to reserve a 2:00pm slot</p> <p>(c) Praecipe must be filed prior to the docketing deadline</p>
<p>FILING GUIDANCE</p> <p>ORIGINALS are filed in Clerk’s office unless otherwise specified</p> <p>MANDATORY COPY of all documents must be delivered to 4th floor drop box</p>

<p>November 4, 2026 Motions Day - Deadlines posted to website on Need to be posted</p> <p>Motions Day is early due to 11/11 holiday</p>		
Initiating Motion	Motion - initiating	Friday 2.5 weeks prior Oct 16
	Memo in support of initiating motion	Wednesday 2 weeks prior Oct 21
	Opposition/response to initiating motion	Wed., 1 week prior Oct 28
Additional Motion	Motion – additional motion	Friday 1.5 weeks prior Oct 23
	Memo in support of additional motion	Wednesday 1 week prior Oct 28
	Opposition/response to additional motion	Friday 0.5 weeks prior Oct 30
Proposed order	Court’s preference: When motion is filed Final deadline: Wed. 1 week prior	Wednesday 1 week prior Oct 28
Evidence/exhibits	*Deliver to 4th floor drop box (not Room 307)	Friday 0.5 weeks prior Oct 30
GAL report	*Deliver to 4th floor drop box (not Room 307)	Friday 0.5 weeks prior Oct 30
Court issues meeting links	Meeting links are emailed to all persons on remote motions day praecipe	2 business days prior Oct 30 Early due to 11/3 Election Day holiday
Motions Day Docket and meeting links	Posted to website www.alexandriava.gov/CircuitCourt (scroll to Motions Day sections)	2 business days prior Oct 30 Early due to 11/3 Election Day holiday
Removal of motions by counsel	Call a judicial law clerk 703.746.4123	1 day prior Nov 2 Early due to 11/3 Election Day holiday

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

NOVEMBER 25, 2026 MOTIONS DAY Filing Deadlines COURT CLOSSES AT 12:00pm on 11/25/2026 (no 2:00pm docket)

Issued & Posted to Website: 3/6/2026

<p>MOTIONS DAY GUIDANCE</p> <p>10:00am DOCKET – up to 25 minutes per case; no need to call Judges’ Chambers prior to filing documents</p> <p>2:00pm DOCKET – between 25 minutes and 3 hours</p> <p>(a) All counsel and/or pro se parties must agree to 2:00pm</p> <p>(b) Call a Judicial Law Clerk (Staff Attorney) at 703.746.4123 to reserve a 2:00pm slot</p> <p>(c) Praecipe must be filed prior to the docketing deadline</p>
<p>FILING GUIDANCE</p> <p>ORIGINALS are filed in Clerk’s office unless otherwise specified</p> <p>MANDATORY COPY of all documents must be delivered to 4th floor drop box</p>

<p>November 25, 2026 Motions Day - Deadlines posted to website on Need to be posted</p> <p>Court closes at 12:00pm</p>		
Initiating Motion	Motion - initiating	Friday 2.5 weeks prior Nov 6
	Memo in support of initiating motion	Wednesday 2 weeks prior Nov 10 Early due to 11/11 holiday
	Opposition/response to initiating motion	Wed., 1 week prior Nov 18
Additional Motion	Motion – additional motion	Friday 1.5 weeks prior Nov 13
	Memo in support of additional motion	Wednesday 1 week prior Nov 18
	Opposition/response to additional motion	Friday 0.5 weeks prior Nov 20
Proposed order	Court’s preference: When motion is filed Final deadline: Wed. 1 week prior	Wednesday 1 week prior Nov 18
Evidence/exhibits	*Deliver to 4th floor drop box (not Room 307)	Friday 0.5 weeks prior Nov 20
GAL report	*Deliver to 4th floor drop box (not Room 307)	Friday 0.5 weeks prior Nov 20
Court issues meeting links	Meeting links are emailed to all persons on remote motions day praecipe	2 business days prior Nov 23
Motions Day Docket and meeting links	Posted to website www.alexandriava.gov/CircuitCourt (scroll to Motions Day sections)	2 business days prior Nov 23
Removal of motions by counsel	Call a judicial law clerk 703.746.4123	1 day prior Nov 24

Circuit Court of Alexandria, Virginia

Judges
 KATHLEEN M. USTON
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Courthouse
 520 King Street
 Alexandria, VA 22314-3164
 703.746.4123 8:30am to 4:00pm
www.alexandriava.gov/CircuitCourt

DECEMBER 9, 2026 MOTIONS DAY Filing Deadlines

Issued & Posted to Website: 3/6/2026

<p>MOTIONS DAY GUIDANCE</p> <p>10:00am DOCKET – up to 25 minutes per case; no need to call Judges’ Chambers prior to filing documents</p> <p>2:00pm DOCKET – between 25 minutes and 3 hours</p> <p>(a) All counsel and/or pro se parties must agree to 2:00pm</p> <p>(b) Call a Judicial Law Clerk (Staff Attorney) at 703.746.4123 to reserve a 2:00pm slot</p> <p>(c) Praecepte must be filed prior to the docketing deadline</p>
<p>FILING GUIDANCE</p> <p>ORIGINALS are filed in Clerk’s office unless otherwise specified</p> <p>MANDATORY COPY of all documents must be delivered to 4th floor drop box</p>

December 9, 2026 Motions Day - Deadlines posted to website on Need to be posted		
Initiating Motion	Motion - initiating	Friday 2.5 weeks prior Nov 20
	Memo in support of initiating motion	Wednesday 2 weeks prior Nov 25 By 12:00pm (Court closes at 12pm)
	Opposition/response to initiating motion	Wed., 1 week prior Dec 2
Additional Motion	Motion – additional motion	Friday 1.5 weeks prior Nov 25 12:00pm Early due to Thanksgiving holiday (Court closes at 12pm)
	Memo in support of additional motion	Wed., 1 week prior Dec 2
	Opposition/response to additional motion	Friday 0.5 weeks prior Dec 4
Proposed order	Court’s preference: When motion is filed Final deadline: Wed. 1 week prior	Wednesday 1 week prior Dec 2
Evidence/exhibits	*Deliver to 4th floor drop box (not Room 307)	Friday 0.5 weeks prior Dec 4
GAL report	*Deliver to 4th floor drop box (not Room 307)	Friday 0.5 weeks prior Dec 4
Court issues meeting links	Meeting links are emailed to all persons on remote motions day praecipe	2 business days prior Dec 7
Motions Day Docket and meeting links	Posted to website www.alexandriava.gov/CircuitCourt (scroll to Motions Day sections)	2 business days prior Dec 7
Removal of motions by counsel	Call a judicial law clerk 703.746.4123	1 day prior Dec 8

Circuit Court of Alexandria, Virginia

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



Courthouse
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 Alexandria, VA 22314-3164
 703.746.4123 8:30am to 4:00pm
www.alexandriava.gov/CircuitCourt

DECEMBER 23, 2026 MOTIONS DAY Filing Deadlines

No 2:00pm docket on December 23, 2026

Issued & Posted to Website: 3/6/2026

<p>MOTIONS DAY GUIDANCE</p> <p>10:00am DOCKET – up to 25 minutes per case; no need to call Judges’ Chambers prior to filing documents</p> <p>2:00pm DOCKET – between 25 minutes and 3 hours</p> <p>(a) All counsel and/or pro se parties must agree to 2:00pm</p> <p>(b) Call a Judicial Law Clerk (Staff Attorney) at 703.746.4123 to reserve a 2:00pm slot</p> <p>(c) Praecipe must be filed prior to the docketing deadline</p>
<p>FILING GUIDANCE</p> <p>ORIGINALS are filed in Clerk’s office unless otherwise specified</p> <p>MANDATORY COPY of all documents must be delivered to 4th floor drop box</p>

December 23, 2026 Motions Day - Deadlines posted to website on		Need to be posted
Initiating Motion	Motion - initiating	Friday 2.5 weeks prior Dec 4
	Memo in support of initiating motion	Wednesday 2 weeks prior Dec 9
	Opposition/response to initiating motion	Wed., 1 week prior Dec 16
Additional Motion	Motion – additional motion	Friday 1.5 weeks prior Dec 11
	Memo in support of additional motion	Wed., 1 week prior Dec 16
	Opposition/response to additional motion	Friday 0.5 weeks prior Dec 18
Proposed order	Court’s preference: When motion is filed Final deadline: Wed. 1 week prior	Wednesday 1 week prior Dec 16
Evidence/exhibits	*Deliver to 4 th floor drop box (not Room 307)	Friday 0.5 weeks prior Dec 18
GAL report	*Deliver to 4 th floor drop box (not Room 307)	Friday 0.5 weeks prior Dec 18
Court issues meeting links	Meeting links are emailed to all persons on remote motions day praecipe	2 business days prior Dec 21
Motions Day Docket and meeting links	Posted to website www.alexandriava.gov/CircuitCourt (scroll to Motions Day sections)	2 business days prior Dec 21
Removal of motions by counsel	Call a judicial law clerk 703.746.4123	1 day prior Dec 22