

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

JANUARY 13, 2027 MOTIONS DAY (in-person)

Filing Deadlines Posted to website on 10/2/2026

<u>Filing deadlines</u>	<u>Specific deadline</u>	<u>Deadline guidance</u>
(1) Initiating motion		
A. First motion and praecipe filed in the case	December 23 (early/holidays)	(Friday 2.5 weeks prior)
B. Memo in support to initiating motion	December 30	(Wednesday 2 weeks prior)
C. Opposition/response to initiating motion	January 6	(Wednesday 1 week prior)
(2) Additional motion filed after the initiating motion		
A. Additional motion and praecipe	December 30 (early/holidays)	(Friday 1.5 weeks prior)
B. Memo in support of additional motion	January 6	(Wednesday 1 week prior)
C. Opposition/response to additional motion	January 8	(Friday 0.5 weeks prior)
(3) Proposed order	January 6	(Wednesday 1 week prior)
(4) Evidence/exhibits	Bring to the in-person hearing	
(5) GAL Report delivered to 4 th floor drop box	January 8	(Friday 0.5 weeks prior)
(6) Removal of motion from the docket. The moving party calls a Judicial Law Clerk at 703.746.4123 to remove, and then files a praecipe	January 12	(Tuesday 1 business day prior)

Instructions

1. **Motions Day.** Typically the 2nd and 4th Wednesdays of the month. Specific Motions Day dates and filings deadlines are posted to the Court's website at www.alexandriava.gov/CircuitCourt (scroll to "Motions Day" section). The Motions Day schedule may change in May or if a holiday falls on the 2nd or 4th Wednesday of the month (consult the calendar that is posted on the website).
2. **Page limit.** Motions, briefs, memoranda, responses, and oppositions cannot exceed 5 pages total for all documents. (For example, if the moving party files a motion and separate memorandum, the page limit is 5 pages together for both documents.) Documents must be 12-point font, double-spaced on 8.5 x 11 inch paper.
- 3-A. **Scheduling guidance** on **10:00 a.m. Motions Day docket.**
 - (1) **For cases in which argument is anticipated to be 25 minutes or less** for all motions that were properly docketed and noticed in the same case for the same Motions Day ****and**** counsel has complied with the 5-page total page limit for all documents filed for the motions day (see above).
 - (2) **Filing instructions.** (a) File all originals with the Clerk of Circuit Court; (b) provide a copy to opposing counsel or pro se litigant; and (c) deliver a mandatory copy to the 4th floor drop box.
- 3-B. **Scheduling guidance** on **2:00 p.m. Motions Day docket or date-certain.**
 - (1) **For cases in which argument is anticipated to be more than 25 minutes** for all motions that were properly docketed and noticed in the same case for the same Motions Day ****or**** cases in which the 5-page total page limit is exceeded (see above).
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4. **In-Person Motions Day praecipe** shall be used to docket all Motions Day hearings for 10/14/2026 and thereafter. The praecipe also includes the mandatory Rule 4:15(b) certification. Refer to Court's website www.alexandriava.gov/CircuitCourt > scroll to "Motions Day" or "Forms" sections.
5. **Filing Deadlines** for Motions Day are listed above. Filing deadlines for date-certain hearings are the same as Motions Day deadlines (for example, Memo in Support is due 14 days prior to the hearing date). If a filing deadline falls on a holiday or a date on which the Court is closed, the deadline is pushed back one day for each day the Court is closed.

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JANUARY 27, 2027 MOTIONS DAY (in-person) Filing Deadlines Posted to website on 10/2/2026

Filing deadlines	Specific deadline	Deadline guidance
(1) Initiating motion		
A. First motion and praecipe filed in the case	January 8	(Friday 2.5 weeks prior)
B. Memo in support to initiating motion	January 13	(Wednesday 2 weeks prior)
C. Opposition/response to initiating motion	January 20	(Wednesday 1 week prior)
(2) Additional motion filed after the initiating motion		
A. Additional motion and praecipe	January 15	(Friday 1.5 weeks prior)
B. Memo in support of additional motion	January 20	(Wednesday 1 week prior)
C. Opposition/response to additional motion	January 22	(Friday 0.5 weeks prior)
(3) Proposed order	January 20	(Wednesday 1 week prior)
(4) Evidence/exhibits	Bring to the in-person hearing	
(5) GAL Report delivered to 4 th floor drop box	January 22	(Friday 0.5 weeks prior)
(6) Removal of motion from the docket. The moving party calls a Judicial Law Clerk at 703.746.4123 to remove, and then files a praecipe	January 26	(Tuesday 1 business day prior)

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FEBRUARY 10, 2027 MOTIONS DAY (in-person)

Filing Deadlines Posted to website on 10/2/2026

<u>Filing deadlines</u>	<u>Specific deadline</u>	<u>Deadline guidance</u>
(1) Initiating motion		
A. First motion and praecipe filed in the case	January 22	(Friday 2.5 weeks prior)
B. Memo in support to initiating motion	January 27	(Wednesday 2 weeks prior)
C. Opposition/response to initiating motion	February 3	(Wednesday 1 week prior)
(2) Additional motion filed after the initiating motion		
A. Additional motion and praecipe	January 29	(Friday 1.5 weeks prior)
B. Memo in support of additional motion	February 3	(Wednesday 1 week prior)
C. Opposition/response to additional motion	February 5	(Friday 0.5 weeks prior)
(3) Proposed order	February 3	(Wednesday 1 week prior)
(4) Evidence/exhibits	Bring to the in-person hearing	
(5) GAL Report delivered to 4 th floor drop box	February 5	(Friday 0.5 weeks prior)
(6) Removal of motion from the docket.	February 9	(Tuesday 1 business day prior)
The moving party calls a Judicial Law Clerk at 703.746.4123 to remove, and then files a praecipe		

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FEBRUARY 24, 2027 MOTIONS DAY (in-person)

Filing Deadlines Posted to website on 10/2/2026

<u>Filing deadlines</u>	<u>Specific deadline</u>	<u>Deadline guidance</u>
(1) Initiating motion		
A. First motion and praecipe filed in the case	February 5	(Friday 2.5 weeks prior)
B. Memo in support to initiating motion	February 10	(Wednesday 2 weeks prior)
C. Opposition/response to initiating motion	February 17	(Wednesday 1 week prior)
(2) Additional motion filed after the initiating motion		
A. Additional motion and praecipe	February 12	(Friday 1.5 weeks prior)
B. Memo in support of additional motion	February 17	(Wednesday 1 week prior)
C. Opposition/response to additional motion	February 19	(Friday 0.5 weeks prior)
(3) Proposed order	February 17	(Wednesday 1 week prior)
(4) Evidence/exhibits	Bring to the in-person hearing	
(5) GAL Report delivered to 4 th floor drop box	February 19	(Friday 0.5 weeks prior)
(6) Removal of motion from the docket. The moving party calls a Judicial Law Clerk at 703.746.4123 to remove, and then files a praecipe	February 23	(Tuesday 1 business day prior)

Instructions

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MARCH 10, 2027 MOTIONS DAY (in-person) **Filing Deadlines** Posted to website on 10/2/2026

<u>Filing deadlines</u>	<u>Specific deadline</u>	<u>Deadline guidance</u>
(1) Initiating motion		
A. First motion and praecipe filed in the case	February 19	(Friday 2.5 weeks prior)
B. Memo in support to initiating motion	February 24	(Wednesday 2 weeks prior)
C. Opposition/response to initiating motion	March 3	(Wednesday 1 week prior)
(2) Additional motion filed after the initiating motion		
A. Additional motion and praecipe	February 26	(Friday 1.5 weeks prior)
B. Memo in support of additional motion	March 3	(Wednesday 1 week prior)
C. Opposition/response to additional motion	March 5	(Friday 0.5 weeks prior)
(3) Proposed order	March 3	(Wednesday 1 week prior)
(4) Evidence/exhibits	Bring to the in-person hearing	
(5) GAL Report delivered to 4 th floor drop box	March 5	(Friday 0.5 weeks prior)
(6) Removal of motion from the docket. The moving party calls a Judicial Law Clerk at 703.746.4123 to remove, and then files a praecipe	March 9	(Tuesday 1 business day prior)

Instructions

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Filing deadlines	Specific deadline	Deadline guidance
(1) Initiating motion		
A. First motion and praecipe filed in the case	March 5	(Friday 2.5 weeks prior)
B. Memo in support to initiating motion	March 10	(Wednesday 2 weeks prior)
C. Opposition/response to initiating motion	March 17	(Wednesday 1 week prior)
(2) Additional motion filed after the initiating motion		
A. Additional motion and praecipe	March 12	(Friday 1.5 weeks prior)
B. Memo in support of additional motion	March 17	(Wednesday 1 week prior)
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