

## Inside Chambers – Tips on Practicing in the Alexandria Circuit Court

### Clerk of the Circuit Court - Tips

- Please listen to our instructions and suggestions, we are trying to help you!
- Ask questions if anything is unclear, getting it right up-front saves time and effort later.
- Don't assume, especially based on other jurisdictions.
- Check our webpage for current information. <https://www.alexandriava.gov/ClerkOfCourt>, or the Court's webpage: <https://www.alexandriava.gov/CircuitCourt>.

### Basics / Miscellaneous

1. All pleadings need to be signed.
2. Paper clip originals of pleadings to be filed, staple copies to be date stamped and returned.
3. Include coversheet only when filing new cases, even if they are being mailed.
4. Ensure current contact information is on the coversheet.
5. If attorneys move to different practices, please send us a praeipie or letter with your new practice and address.
6. Motions Day pleadings are due 2 ½ weeks ahead. Please let us know when filing (sticky note or tell us) and we will give it priority processing.
7. Provide motions and proposed Orders for Commonwealth Day by 4 p.m. on Wednesdays.
8. Vital Records is limiting our supply of VS4 forms so we cannot hand out as many VS4 forms to attorneys and the public as we did previously. You may contact vital records to order your own VS4 forms at [VitalRec\\_supplies@vdh.virginia.gov](mailto:VitalRec_supplies@vdh.virginia.gov).
9. Probate actions continue to be virtual, but we will arrange for you to pick up the materials in person at our office if you wish.

### Exhibits

10. Do not include proposed orders as an exhibit if you would like the order to be signed by a Judge.
11. Please label Exhibits on the top right-hand corner.
12. Exhibit binders should go to chambers, or with you to trial, not to the Clerk's office. Only the Exhibit List should be filed with the scheduling order, not the exhibits themselves.

### Appeals

13. Appeals from the lower courts, both civil and criminal, are sent to us no sooner than 10 days from the date of the final order by the lower court. We will process the appeals as soon as possible after we receive them. Please be patient.
14. All notices of appeals to the higher courts must be submitted in writing, within 30 days of the final order being entered in the case.

### Land Records

15. Always provide a return envelope with the correct full address for all documents. Often, the courier or examiner will not know the correct address, resulting in the original items being lost by the post office or delayed when they are returned to our office.
16. Provide a return address on the first page of all documents submitted.
17. Copy requests are accepted by phone, mail, and email but the most efficient is by email to [land.records@alexandriava.gov](mailto:land.records@alexandriava.gov).