

2024 Calendar Alexandria Circuit Court

Revised 5/22/2024

CLERK OF CIRCUIT COURT 703-746-4044

520 King Street, Room 307 Alexandria, VA 22314
8:00 a.m. to 4:00 p.m.

JUDGES' CHAMBERS 703-746-4123

520 King Street, 4th floor Alexandria, VA 22314
8:30am to 1:00pm / 2:00pm to 4:00pm (Telephone hours)
Website: www.alexandriava.gov/CircuitCourt
Mandatory Chambers' copies: Deliver to drop box on 4th floor next to door

INCLEMENT WEATHER AND EMERGENCY POLICY

- **Circuit Court** will be closed when the City Government (not Alexandria City Public Schools) is closed or when the City Government is two (2) or more hours late in opening due to inclement weather or emergency. Refer to the City's website at www.alexandriava.gov or call the City Employee Hotline at 703-746-4636.
- **Courts IT Office** (policy revised 2/22/2021). The Courts IT office will be open when the City is open or on delayed arrival. Courts IT staff shall follow the City's inclement weather policy and shall report to work if the City is open or on delayed arrival.

2024 COURT HOLIDAYS (updated 5/9/2024)

January 1 (Monday) New Years Day	October 14 (Monday) Indigenous Peoples Day
January 2 (Tuesday) (Courts IT: see note) Supreme Ct of VA holiday	November 5 (Tuesday) (Courts IT: see note) Election Day (state holiday)
January 15 (Monday) M.L. King, Jr.	November 11 (Monday) Veterans Day
February 19 (Monday) George Washington Day	November 27 (Wednesday) * Exception: AJIS/Courts IT does not close early Court closes at 12:00pm
May 13-17 (Monday-Friday) Court is not in session, but Court offices are open Judicial Conference	November 28 (Thursday) Thanksgiving
May 27 (Monday) Memorial Day	November 29 (Friday) City Holiday
June 19 (Wednesday) Juneteenth	December 24 (Tuesday) Christmas Eve (City holiday)
July 4 (Thursday) Independence Day	December 25 (Wednesday) Christmas Day
July 5 (Friday) NEW (Courts IT: see note) Supreme Ct of VA holiday	December 26 (Thurs.) NEW (Courts IT: see note) Supreme Ct of VA holiday
September 2 (Monday) Labor Day	December 31 (Tues.) NEW (Courts IT: see note) Supreme Ct of VA holiday

Note: Courts IT office is open on all days when the City is open.

CRIMINAL CASES

Website: www.alexandriava.gov/CircuitCourt > click on Criminal Local Procedures

Website has detailed instructions on procedures and policies; and available criminal trial dates (updated after every CW Day)

1	COMMONWEALTH DAY at 10:00am – Every Thursday ** Only 1 hour cases may be heard the First Thursday of each month		
	Matters lasting Up to 1 hour time limit	Schedule for First Thursday at 10:00am *First Thursday of month	Only matters lasting up to 1 hour may be scheduled for the First Thursday CW Day docket, when only 1 judge shall have a CW Day docket. Refer to website for guidance.
	Matters lasting Up to 2 hour time limit	Schedule for Regular CW Day docket at 10:00am 2 nd , 3 rd , 4 th , or 5 th Thursday	Matters lasting up to 2 hours may be scheduled on Regular CW Day docket, when 2 judges shall have a CW Day docket.
	Matters lasting Over 2 hours	Schedule for Date certain	For matters lasting 2 hours or longer, docket the case for a CW Day to schedule a date-certain.
	Questions?	Call Judges' Chambers at 703.746.4123	
2024 COMMONWEALTH DAY DATES			
January 11, 18, 25 (2024) (up to 2 hrs) * January 4 (First Thursday; short matters; up to 1 hour; 1 judge docket)	May 9, 23, 30 (2024) (up to 2 hrs) * May 2 (First Thursday; short matters; up to 1 hour; 1 judge docket) *No court on May 16 (Judicial Conf.)	September 12, 19, 26 (2024) (up to 2 hrs) * Sept 5 (First Thursday; short matters; up to 1 hour; 1 judge docket)	
Feb. 8, 15, 22, 29 (2024) (up to 2 hrs) * February 1 (First Thursday; short matters; up to 1 hour; 1 judge docket)	June 13, 20, 27 (2024) (up to 2 hrs) * June 6 (First Thursday; short matters; up to 1 hour; 1 judge docket)	October 10, 17, 24, 31 (2024) (up to 2 hrs) * Oct 3 (First Thursday; short matters; up to 1 hour; 1 judge docket)	
March 14, 21, 28 (2024) (up to 2 hrs) * March 7 (First Thursday; short matters; up to 1 hour; 1 judge docket)	July 11, 18, 25 (2024) (up to 2 hrs) * No First Thursday; July 4 is holiday	November 14, 21 (2024) (up to 2 hrs) * Nov 7 (First Thursday; short matters; up to 1 hour; 1 judge docket) *No court on Nov 28 (Holiday)	
April 11, 18, 25 (2024) (up to 2 hrs) * April 4 (First Thursday; short matters; up to 1 hour; 1 judge docket)	August 8, 15, 22, 29 (2024) (up to 2 hrs) * August 1 (First Thursday; short matters; up to 1 hour; 1 judge docket)	December 12, 19, 26 (2024) (up to 2 hrs) * Dec 5 (First Thursday; short matters; up to 1 hour; 1 judge docket) *No court on Dec. 26 (holiday) NEW	
2	GRAND JURY at 9:00 am (2 nd Monday of the month except for May, when the date may change) 2024 GRAND JURY DATES		
	January 8, 2024 (new)	May 20, 2024 (new) *3 rd Monday	September 9, 2024 (new)
	February 12, 2024	June 10, 2024	October 15, 2024 (Tuesday)
	March 11, 2024 (new)	July 8, 2024 (new)	November 12, 2024 (Tuesday) (new)
	April 8, 2024	August 12, 2024	December 9, 2024
3	TRAFFIC AND MISDEMEANOR APPEALS (“TMAD”) at 9:00 am (3 rd Tuesday of the month) 2024 TMAD dates		
	January 16, 2024 *Docketing deadline: December 1	May 21, 2024 *Docketing deadline: April 5	September 17, 2024 *Docketing deadline: August 6
	February 20, 2024 *Docketing deadline: January 5	June 18, 2024 *Docketing deadline: May 3	October 15, 2024 *Docketing deadline: August 30
	March 19, 2024 *Docketing deadline: February 2	July 16, 2024 *Docketing deadline: May 31	November 19, 2024 *Docketing deadline: Sept 27
	April 16, 2024 *Docketing deadline: March 1	August 20, 2024 *Docketing deadline: July 8	December 17, 2024 *Docketing deadline: Nov 1

CIVIL CASES

Website: www.alexandriava.gov/CircuitCourt > scroll down for Civil Local Procedures

Website has detailed instructions on Court's procedures and policies, including remote Motions Day instructions

4	MOTIONS DAY *Remote until further notice; no in-person hearings on M.D. 2 nd and 4 th Wednesdays of the month (except for May, when the dates may change or a M.D. may be eliminated)																																									
Docket of cases scheduled	Each judge's docket is posted to website two (2) business days prior to the M.D. hearings.																																									
Deadline to notice cases	Filing deadline for initial motions is 2.5 weeks prior to the Motions Day. Specific deadlines are posted on the Court's website.																																									
Instructions	Refer to Court's website for detailed Motions Day instructions.																																									
Meeting Links	Meeting links for Motions Day are emailed to counsel and parties listed on the remote MD praecipe that was filed with the Court; the meeting links are also posted to the Court's website 2 business days prior to the M.D.																																									
Praecipe for Remote M.D.	Only the REMOTE motions day praecipe will be accepted. The remote M.D. praecipe is available on the website.																																									
Telephone Call-In Number	The telephone call-in number is posted to the website (see Meeting links).																																									
Time limit: 10:00 a.m. M.D. hearings	25 minute time limit per case for all scheduled motions. No need to call a Law Clerk prior to filing the motion, remote Motions Day praecipe, etc. Remote Motions day praecipe is on Court's website.																																									
Time limit: 2:00 p.m. M.D. hearings	2 hour time limit per case for all scheduled motions. Mandatory instructions to schedule 2:00pm hearing: Counsel or pro se litigant shall call a law clerk to reserve a spot on the 2:00 p.m. Motions Day docket (then file a praecipe prior to the deadline).																																									
2024 MOTIONS DAY DATES																																										
January 10 and 24 (2024)	May 8 and 22 (2024)	September 11 and 25 (2024)																																								
February 14 and 28 (2024)	June 12 and 26 (2024)	October 9 and 23 (2024)																																								
March 13 and 27 (2024)	July 10 and 24 (2024)	November 13 and 27 (2024) * Nov 27: No 2pm docket; Court closes at 12pm																																								
April 10 and 24 (2024)	August 14 and 28 (2024)	December 11 (2024) * No Court on December 25 (Holiday)																																								
5	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 33%; padding: 5px;"><u>Selection of Trial Date For GDC and JDR Appeals</u> 9:00am / 4th floor lobby First return scheduled by GDC or JDR clerk (the date is included on the Notice of Appeal)</th> <th style="width: 33%; padding: 5px;"><u>Status Conference Scheduled by the Court</u> 9:00am / By telephone only To 703.746.4123</th> <th style="width: 33%; padding: 5px;"><u>Term Day Scheduled by counsel or Pro se litigant</u> 9:00am / 4th floor lobby</th> </tr> <tr><td style="padding: 5px;">January 8, 2024</td><td style="padding: 5px;">January 8, 2024</td><td style="padding: 5px;">January 8, 2024</td></tr> <tr><td style="padding: 5px;">February 12, 2024</td><td style="padding: 5px;">February 12, 2024</td><td style="padding: 5px;">February 2024 - no Term Day</td></tr> <tr><td style="padding: 5px;">March 11, 2024</td><td style="padding: 5px;">March 11, 2024</td><td style="padding: 5px;">March 11, 2024</td></tr> <tr><td style="padding: 5px;">April 8, 2024</td><td style="padding: 5px;">April 8, 2024</td><td style="padding: 5px;">April 2024 - no Term Day</td></tr> <tr><td style="padding: 5px;">May 13, 2024</td><td style="padding: 5px;">May 13, 2024</td><td style="padding: 5px;">May 13, 2024</td></tr> <tr><td style="padding: 5px;">June 10, 2024</td><td style="padding: 5px;">June 10, 2024</td><td style="padding: 5px;">June 2024 - no Term Day</td></tr> <tr><td style="padding: 5px;">July 8, 2024</td><td style="padding: 5px;">July 8, 2024</td><td style="padding: 5px;">July 8, 2024</td></tr> <tr><td style="padding: 5px;">August 12, 2024</td><td style="padding: 5px;">August 12, 2024</td><td style="padding: 5px;">August 2024 - no Term Day</td></tr> <tr><td style="padding: 5px;">September 9, 2024</td><td style="padding: 5px;">September 9, 2024</td><td style="padding: 5px;">September 9, 2024</td></tr> <tr><td style="padding: 5px;">October 15, 2024 (Tues.)</td><td style="padding: 5px;">October 15, 2024 (Tues.)</td><td style="padding: 5px;">October 2024 - no Term Day</td></tr> <tr><td style="padding: 5px;">November 12, 2024 (Tues.)</td><td style="padding: 5px;">November 12, 2024 (Tues.)</td><td style="padding: 5px;">November 12, 2024 (Tues.)</td></tr> <tr><td style="padding: 5px;">December 9, 2024</td><td style="padding: 5px;">December 9, 2024</td><td style="padding: 5px;">December 2024 - no Term Day</td></tr> </table>			<u>Selection of Trial Date For GDC and JDR Appeals</u> 9:00am / 4 th floor lobby First return scheduled by GDC or JDR clerk (the date is included on the Notice of Appeal)	<u>Status Conference Scheduled by the Court</u> 9:00am / By telephone only To 703.746.4123	<u>Term Day Scheduled by counsel or Pro se litigant</u> 9:00am / 4 th floor lobby	January 8, 2024	January 8, 2024	January 8, 2024	February 12, 2024	February 12, 2024	February 2024 - no Term Day	March 11, 2024	March 11, 2024	March 11, 2024	April 8, 2024	April 8, 2024	April 2024 - no Term Day	May 13, 2024	May 13, 2024	May 13, 2024	June 10, 2024	June 10, 2024	June 2024 - no Term Day	July 8, 2024	July 8, 2024	July 8, 2024	August 12, 2024	August 12, 2024	August 2024 - no Term Day	September 9, 2024	September 9, 2024	September 9, 2024	October 15, 2024 (Tues.)	October 15, 2024 (Tues.)	October 2024 - no Term Day	November 12, 2024 (Tues.)	November 12, 2024 (Tues.)	November 12, 2024 (Tues.)	December 9, 2024	December 9, 2024	December 2024 - no Term Day
<u>Selection of Trial Date For GDC and JDR Appeals</u> 9:00am / 4 th floor lobby First return scheduled by GDC or JDR clerk (the date is included on the Notice of Appeal)	<u>Status Conference Scheduled by the Court</u> 9:00am / By telephone only To 703.746.4123	<u>Term Day Scheduled by counsel or Pro se litigant</u> 9:00am / 4 th floor lobby																																								
January 8, 2024	January 8, 2024	January 8, 2024																																								
February 12, 2024	February 12, 2024	February 2024 - no Term Day																																								
March 11, 2024	March 11, 2024	March 11, 2024																																								
April 8, 2024	April 8, 2024	April 2024 - no Term Day																																								
May 13, 2024	May 13, 2024	May 13, 2024																																								
June 10, 2024	June 10, 2024	June 2024 - no Term Day																																								
July 8, 2024	July 8, 2024	July 8, 2024																																								
August 12, 2024	August 12, 2024	August 2024 - no Term Day																																								
September 9, 2024	September 9, 2024	September 9, 2024																																								
October 15, 2024 (Tues.)	October 15, 2024 (Tues.)	October 2024 - no Term Day																																								
November 12, 2024 (Tues.)	November 12, 2024 (Tues.)	November 12, 2024 (Tues.)																																								
December 9, 2024	December 9, 2024	December 2024 - no Term Day																																								
6	UNCONTESTED docket at 9:00 a.m. In person. To schedule: Call 703.746.4123 at least 3 weeks in advance after all documents have been filed. Specific deadlines are posted on Court's website.																																									
January 12 and 26 (2024)	May 10 and 24 (2024)	September 13 and 27 (2024)																																								
February 16 (2024)	June 14 and 28 (2024)	October 11 and 25 (2024)																																								
March 1, 15, and 29 (2024)	July 12 and 26 (2024)	November 15 (2024) *No court on Nov 29, 2024																																								
April 12 and 26 (2024)	August 16 and 30 (2024)	December 13 (2024) *No uncontested docket on 12/27/24																																								