

Circuit Court of Alexandria, Virginia

Judges
LISA BONDAREFF KEMLER
KATHLEEN M. USTON
REBECCA J. WADE



Courthouse
520 King Street
Alexandria, VA 22314-3164
703.746.4123
www.alexandriava.gov/CircuitCourt

MOTIONS DAY DEADLINES Revised 9/25/2024

OCTOBER 9, 2024 **MOTIONS DAY** - Filing deadline is 4:00 p.m.

Original documents to Clerk's office (Room 307) unless otherwise noted.

Mandatory copies of all documents shall be delivered to Judges' Chambers' 4th floor drop box.

- **SEPTEMBER 20** (Friday) (Guidance: on the Friday 2.5 weeks prior)
 - Initial motions
 - Praecipes to docket initial motions
 - Proposed orders for initial motions
- **SEPTEMBER 27** (Friday) (Guidance: on the Friday 2.5 weeks prior)
 - Additional motions
 - Praecipes to docket additional motions
 - Proposed orders for additional motions
- **OCTOBER 2** (Wednesday) (Guidance: on the Wednesday 1 week prior)
 - Memoranda/briefs
 - Oppositions/responses
 - Orders (if not filed when the motion was filed)
- **OCTOBER 4** (Friday) (Guidance: on the Friday 0.5 weeks prior)
 - Evidence/exhibits (deliver directly to Judges' Chambers' 4th floor drop box)
 - GAL report
- **OCTOBER 7** (Monday) (Guidance: 2 days prior)
 - Court issues docket and posts docket on the Court's website
 - Court emails meeting links to parties and counsel that were listed on the remote Motions Day praecipe, and the meeting links are also posted on the Court's website
 - Website is www.alexandriava.gov/circuitcourt
- **OCTOBER 8** (Tuesday) (Guidance: 1 day prior – The moving party calls a Judicial law clerk at 703.746.4123 to remove the motion, and then file a praecipe with the clerk's office)
 - Moving party may remove their own motion
 - Moving party may continue their own motion.

Circuit Court of Alexandria, Virginia

Judges
LISA BONDAREFF KEMLER
KATHLEEN M. USTON
REBECCA J. WADE



Courthouse
520 King Street
Alexandria, VA 22314-3164
703.746.4123
www.alexandriava.gov/CircuitCourt

MOTIONS DAY DEADLINES Revised 9/25/2024

OCTOBER 23, 2024 MOTIONS DAY - Filing deadline is 4:00 p.m.

Original documents to Clerk's office (Room 307) unless otherwise noted.

Mandatory copies of all documents shall be delivered to Judges' Chambers' 4th floor drop box.

- **OCTOBER 4** (Friday) (Guidance: on the Friday 2.5 weeks prior)
 - Initial motions
 - Praecipes to docket initial motions
 - Proposed orders for initial motions
- **OCTOBER 11** (Friday) (Guidance: on the Friday 2.5 weeks prior)
 - Additional motions
 - Praecipes to docket additional motions
 - Proposed orders for additional motions
- **OCTOBER 16** (Wednesday) (Guidance: on the Wednesday 1 week prior)
 - Memoranda/briefs
 - Oppositions/responses
 - Orders (if not filed when the motion was filed)
- **OCTOBER 18** (Friday) (Guidance: on the Friday 0.5 weeks prior)
 - Evidence/exhibits (deliver directly to Judges' Chambers' 4th floor drop box)
 - GAL report
- **OCTOBER 21** (Monday) (Guidance: 2 days prior)
 - Court issues docket and posts docket on the Court's website
 - Court emails meeting links to parties and counsel that were listed on the remote Motions
 - Day praecipe, and the meeting links are also posted on the Court's website
 - Website is www.alexandriava.gov/circuitcourt
- **OCTOBER 22** (Tuesday) (Guidance: 1 day prior – The moving party calls a Judicial law clerk at 703.746.4123 to remove the motion, and then file a praecipe with the clerk's office)
 - Moving party may remove their own motion
 - Moving party may continue their own motion.

Circuit Court of Alexandria, Virginia

Judges
LISA BONDAREFF KEMLER
KATHLEEN M. USTON
REBECCA J. WADE



Courthouse
520 King Street
Alexandria, VA 22314-3164
703.746.4123
www.alexandriava.gov/CircuitCourt

MOTIONS DAY DEADLINES

Revised 9/25/2024

NOVEMBER 13, 2024 MOTIONS DAY - Filing deadline is 4:00 p.m.

Original documents to Clerk's office (Room 307) unless otherwise noted.

Mandatory copies of all documents shall be delivered to Judges' Chambers' 4th floor drop box.

- **OCTOBER 25** (Friday) (Guidance: on the Friday 2.5 weeks prior)
 - Initial motions
 - Praecipes to docket initial motions
 - Proposed orders for initial motions
- **NOVEMBER 1** (Friday) (Guidance: on the Friday 2.5 weeks prior)
 - Additional motions
 - Praecipes to docket additional motions
 - Proposed orders for additional motions
- **NOVEMBER 6** (Wednesday) (Guidance: on the Wednesday 1 week prior)
 - Memoranda/briefs
 - Oppositions/responses
 - Orders (if not filed when the motion was filed)
- **NOVEMBER 8** (Friday) (Guidance: on the Friday 0.5 weeks prior)
 - Evidence/exhibits (deliver directly to Judges' Chambers' 4th floor drop box)
 - GAL report
- **NOVEMBER 8** (Friday; 11/11 is a holiday) (Guidance: 2 days prior)
 - Court issues docket and posts docket on the Court's website
 - Court emails meeting links to parties and counsel that were listed on the remote Motions Day praecipe, and the meeting links are also posted on the Court's website
 - Website is www.alexandriava.gov/circuitcourt
- **NOVEMBER 12** (Tuesday) (Guidance: 1 day prior – The moving party calls a Judicial law clerk at 703.746.4123 to remove the motion, and then file a praecipe with the clerk's office)
 - Moving party may remove their own motion
 - Moving party may continue their own motion.

Circuit Court of Alexandria, Virginia

Judges
LISA BONDAREFF KEMLER
KATHLEEN M. USTON
REBECCA J. WADE



Courthouse
520 King Street
Alexandria, VA 22314-3164
703.746.4123
www.alexandriava.gov/CircuitCourt

MOTIONS DAY DEADLINES Revised 9/25/2024

NOVEMBER 27, 2024 MOTIONS DAY - Filing deadline is 4:00 p.m.

Original documents to Clerk's office (Room 307) unless otherwise noted.

Mandatory copies of all documents shall be delivered to Judges' Chambers' 4th floor drop box.

- **NOVEMBER 8** (Friday) (Guidance: on the Friday 2.5 weeks prior)
 - Initial motions
 - Praecipes to docket initial motions
 - Proposed orders for initial motions
- **NOVEMBER 15** (Friday) (Guidance: on the Friday 2.5 weeks prior)
 - Additional motions
 - Praecipes to docket additional motions
 - Proposed orders for additional motions
- **NOVEMBER 20** (Wednesday) (Guidance: on the Wednesday 1 week prior)
 - Memoranda/briefs
 - Oppositions/responses
 - Orders (if not filed when the motion was filed)
- **NOVEMBER 22** (Friday) (Guidance: on the Friday 0.5 weeks prior)
 - Evidence/exhibits (deliver directly to Judges' Chambers' 4th floor drop box)
 - GAL report
- **NOVEMBER 25** (Monday) (Guidance: 2 days prior)
 - Court issues docket and posts docket on the Court's website
 - Court emails meeting links to parties and counsel that were listed on the remote Motions Day praecipe, and the meeting links are also posted on the Court's website
 - Website is www.alexandriava.gov/circuitcourt
- **NOVEMBER 26** (Tuesday) (Guidance: 1 day prior – The moving party calls a Judicial law clerk at 703.746.4123 to remove the motion, and then file a praecipe with the clerk's office)
 - Moving party may remove their own motion
 - Moving party may continue their own motion.

Circuit Court of Alexandria, Virginia

Judges

LISA BONDAREFF KEMLER
KATHLEEN M. USTON
REBECCA J. WADE



Courthouse
520 King Street
Alexandria, VA 22314-3164
703.746.4123
www.alexandriava.gov/CircuitCourt

MOTIONS DAY DEADLINES Revised 9/25/2024

DECEMBER 11, 2024 MOTIONS DAY - Filing deadline is 4:00 p.m.

Original documents to Clerk's office (Room 307) unless otherwise noted.

Mandatory copies of all documents shall be delivered to Judges' Chambers' 4th floor drop box.

- **NOVEMBER 22** (Friday) (Guidance: on the Friday 2.5 weeks prior)
 - Initial motions
 - Praecipes to docket initial motions
 - Proposed orders for initial motions
- **DECEMBER 2** (Monday; 11/29 is a holiday) (Guidance: on the Friday 2.5 weeks prior)
 - Additional motions
 - Praecipes to docket additional motions
 - Proposed orders for additional motions
- **DECEMBER 4** (Wednesday) (Guidance: on the Wednesday 1 week prior)
 - Memoranda/briefs
 - Oppositions/responses
 - Orders (if not filed when the motion was filed)
- **DECEMBER 6** (Friday) (Guidance: on the Friday 0.5 weeks prior)
 - Evidence/exhibits (deliver directly to Judges' Chambers' 4th floor drop box)
 - GAL report
- **DECEMBER 9** (Monday) (Guidance: 2 days prior)
 - Court issues docket and posts docket on the Court's website
 - Court emails meeting links to parties and counsel that were listed on the remote Motions Day praecipe, and the meeting links are also posted on the Court's website
 - Website is www.alexandriava.gov/circuitcourt
- **DECEMBER 10** (Tuesday) (Guidance: 1 day prior – The moving party calls a Judicial law clerk at 703.746.4123 to remove the motion, and then file a praecipe with the clerk's office)
 - Moving party may remove their own motion
 - Moving party may continue their own motion.

Circuit Court of Alexandria, Virginia

Judges
LISA BONDAREFF KEMLER
KATHLEEN M. USTON
REBECCA J. WADE



Courthouse
520 King Street
Alexandria, VA 22314-3164
703.746.4123
www.alexandriava.gov/CircuitCourt

MOTIONS DAY DEADLINES Issued 9/25/2024

JANUARY 22, 2025 MOTIONS DAY - Filing deadline is 4:00 p.m.

Original documents to Clerk's office (Room 307) unless otherwise noted.

Mandatory copies of all documents shall be delivered to Judges' Chambers' 4th floor drop box.

- **JANUARY 3** (Friday) (Guidance: on the Friday 2.5 weeks prior)
 - Initial motions
 - Praecipes to docket initial motions
 - Proposed orders for initial motions
- **JANUARY 10** (Friday) (Guidance: on the Friday 2.5 weeks prior)
 - Additional motions
 - Praecipes to docket additional motions
 - Proposed orders for additional motions
- **JANUARY 15** (Wednesday) (Guidance: on the Wednesday 1 week prior)
 - Memoranda/briefs
 - Oppositions/responses
 - Orders (if not filed when the motion was filed)
- **JANUARY 17** (Friday) (Guidance: on the Friday 0.5 weeks prior)
 - Evidence/exhibits (deliver directly to Judges' Chambers' 4th floor drop box)
 - GAL report
- **JANUARY 17** (Friday; Court is closed on 1/20) (Guidance: 2 days prior)
 - Court issues docket and posts docket on the Court's website
 - Court emails meeting links to parties and counsel that were listed on the remote Motions Day praecipe, and the meeting links are also posted on the Court's website
 - Website is www.alexandriava.gov/circuitcourt
- **JANUARY 21** (Tuesday) (Guidance: 1 day prior - Call a Judicial law clerk at 703.746.4123 to remove the motion, and then file a praecipe with the clerk's office)
 - Moving party may remove their own motion
 - Moving party may continue their own motion.

Circuit Court of Alexandria, Virginia

Judges

LISA BONDAREFF KEMLER
KATHLEEN M. USTON
REBECCA J. WADE



Courthouse
520 King Street
Alexandria, VA 22314-3164
703.746.4123
www.alexandriava.gov/CircuitCourt

MOTIONS DAY DEADLINES Issued 8/12/2024

DECEMBER 25, 2024 NO MOTIONS DAY (Court is closed)

Circuit Court of Alexandria, Virginia

Judges
LISA BONDAREFF KEMLER
KATHLEEN M. USTON
REBECCA J. WADE



Courthouse
520 King Street
Alexandria, VA 22314-3164
703.746.4123
www.alexandriava.gov/CircuitCourt

MOTIONS DAY DEADLINES Issued 9/25/2024

JANUARY 8, 2025 MOTIONS DAY - Filing deadline is 4:00 p.m.

Original documents to Clerk's office (Room 307) unless otherwise noted.

Mandatory copies of all documents shall be delivered to Judges' Chambers' 4th floor drop box.

- **DECEMBER 20** (Friday) (Guidance: on the Friday 2.5 weeks prior)
 - Initial motions
 - Praecipes to docket initial motions
 - Proposed orders for initial motions
- **DECEMBER 30** (Monday; Court is closed on 12/27) (Guidance: on the Friday 2.5 weeks prior)
 - Additional motions
 - Praecipes to docket additional motions
 - Proposed orders for additional motions
- **JANUARY 2** (Thursday; Court is closed on 1/1) (Guidance: on the Wednesday 1 week prior)
 - Memoranda/briefs
 - Oppositions/responses
 - Orders (if not filed when the motion was filed)
- **JANUARY 3** (Friday) (Guidance: on the Friday 0.5 weeks prior)
 - Evidence/exhibits (deliver directly to Judges' Chambers' 4th floor drop box)
 - GAL report
- **JANUARY 6** (Monday) (Guidance: 2 days prior)
 - Court issues docket and posts docket on the Court's website
 - Court emails meeting links to parties and counsel that were listed on the remote Motions
 - Day praecipe, and the meeting links are also posted on the Court's website
 - Website is www.alexandriava.gov/circuitcourt
- **JANUARY 7** (Tuesday) (Guidance: 1 day prior – The moving party calls a Judicial law clerk at 703.746.4123 to remove the motion, and then file a praecipe with the clerk's office)
 - Moving party may remove their own motion
 - Moving party may continue their own motion.

Circuit Court of Alexandria, Virginia

Judges
LISA BONDAREFF KEMLER
KATHLEEN M. USTON
REBECCA J. WADE



Courthouse
520 King Street
Alexandria, VA 22314-3164
703.746.4123
www.alexandriava.gov/CircuitCourt

MOTIONS DAY DEADLINES Issued 9/25/2024

FEBRUARY 26, 2025 MOTIONS DAY - Filing deadline is 4:00 p.m.

Original documents to Clerk's office (Room 307) unless otherwise noted.

Mandatory copies of all documents shall be delivered to Judges' Chambers' 4th floor drop box.

- **FEBRUARY 7** (Friday) (Guidance: on the Friday 2.5 weeks prior)
 - Initial motions
 - Praecipes to docket initial motions
 - Proposed orders for initial motions
- **FEBRUARY 14** (Friday) (Guidance: on the Friday 2.5 weeks prior)
 - Additional motions
 - Praecipes to docket additional motions
 - Proposed orders for additional motions
- **FEBRUARY 19** (Wednesday) (Guidance: on the Wednesday 1 week prior)
 - Memoranda/briefs
 - Oppositions/responses
 - Orders (if not filed when the motion was filed)
- **FEBRUARY 21** (Friday) (Guidance: on the Friday 0.5 weeks prior)
 - Evidence/exhibits (deliver directly to Judges' Chambers' 4th floor drop box)
 - GAL report
- **FEBRUARY 24** (Monday) (Guidance: 2 days prior)
 - Court issues docket and posts docket on the Court's website
 - Court emails meeting links to parties and counsel that were listed on the remote Motions Day praecipe, and the meeting links are also posted on the Court's website
 - Website is www.alexandriava.gov/circuitcourt
- **FEBRUARY 25** (Tuesday) (Guidance: 1 day prior – The moving party calls a Judicial law clerk at 703.746.4123 to remove the motion, and then file a praecipe with the clerk's office)
 - Moving party may remove their own motion
 - Moving party may continue their own motion.

Circuit Court of Alexandria, Virginia

Judges
LISA BONDAREFF KEMLER
KATHLEEN M. USTON
REBECCA J. WADE



Courthouse
520 King Street
Alexandria, VA 22314-3164
703.746.4123
www.alexandriava.gov/CircuitCourt

MOTIONS DAY DEADLINES Issued 9/25/2024

FEBRUARY 12, 2025 MOTIONS DAY - Filing deadline is 4:00 p.m.

Original documents to Clerk's office (Room 307) unless otherwise noted.

Mandatory copies of all documents shall be delivered to Judges' Chambers' 4th floor drop box.

- **JANUARY 24** (Friday) (Guidance: on the Friday 2.5 weeks prior)
 - Initial motions
 - Praecipes to docket initial motions
 - Proposed orders for initial motions
- **JANUARY 31** (Friday) (Guidance: on the Friday 2.5 weeks prior)
 - Additional motions
 - Praecipes to docket additional motions
 - Proposed orders for additional motions
- **FEBRUARY 5** (Wednesday) (Guidance: on the Wednesday 1 week prior)
 - Memoranda/briefs
 - Oppositions/responses
 - Orders (if not filed when the motion was filed)
- **FEBRUARY 7** (Friday) (Guidance: on the Friday 0.5 weeks prior)
 - Evidence/exhibits (deliver directly to Judges' Chambers' 4th floor drop box)
 - GAL report
- **FEBRUARY 10** (Monday) (Guidance: 2 days prior)
 - Court issues docket and posts docket on the Court's website
 - Court emails meeting links to parties and counsel that were listed on the remote Motions Day praecipe, and the meeting links are also posted on the Court's website
 - Website is www.alexandriava.gov/circuitcourt
- **FEBRUARY 11** (Tuesday) (Guidance: 1 day prior – The moving party calls a Judicial law clerk at 703.746.4123 to remove the motion, and then file a praecipe with the clerk's office)
 - Moving party may remove their own motion
 - Moving party may continue their own motion.

Circuit Court of Alexandria, Virginia

Judges
LISA BONDAREFF KEMLER
KATHLEEN M. USTON
REBECCA J. WADE



Courthouse
520 King Street
Alexandria, VA 22314-3164
703.746.4123
www.alexandriava.gov/CircuitCourt

MOTIONS DAY DEADLINES Issued 9/25/2024

MARCH 12, 2025 MOTIONS DAY - Filing deadline is 4:00 p.m.

Original documents to Clerk's office (Room 307) unless otherwise noted.

Mandatory copies of all documents shall be delivered to Judges' Chambers' 4th floor drop box.

- **FEBRUARY 21** (Friday) (Guidance: on the Friday 2.5 weeks prior)
 - Initial motions
 - Praecipes to docket initial motions
 - Proposed orders for initial motions
- **FEBRUARY 28** (Friday) (Guidance: on the Friday 2.5 weeks prior)
 - Additional motions
 - Praecipes to docket additional motions
 - Proposed orders for additional motions
- **MARCH 5** (Wednesday) (Guidance: on the Wednesday 1 week prior)
 - Memoranda/briefs
 - Oppositions/responses
 - Orders (if not filed when the motion was filed)
- **MARCH 7** (Friday) (Guidance: on the Friday 0.5 weeks prior)
 - Evidence/exhibits (deliver directly to Judges' Chambers' 4th floor drop box)
 - GAL report
- **MARCH 10** (Monday) (Guidance: 2 days prior)
 - Court issues docket and posts docket on the Court's website
 - Court emails meeting links to parties and counsel that were listed on the remote Motions
 - Day praecipe, and the meeting links are also posted on the Court's website
 - Website is www.alexandriava.gov/circuitcourt
- **MARCH 11** (Tuesday) (Guidance: 1 day prior – The moving party calls a Judicial law clerk at 703.746.4123 to remove the motion, and then file a praecipe with the clerk's office)
 - Moving party may remove their own motion
 - Moving party may continue their own motion.

Circuit Court of Alexandria, Virginia

Judges
LISA BONDAREFF KEMLER
KATHLEEN M. USTON
REBECCA J. WADE



Courthouse
520 King Street
Alexandria, VA 22314-3164
703.746.4123
www.alexandriava.gov/CircuitCourt

MOTIONS DAY DEADLINES

Issued 9/25/2024

MARCH 26, 2025 MOTIONS DAY - Filing deadline is 4:00 p.m.

Original documents to Clerk's office (Room 307) unless otherwise noted.

Mandatory copies of all documents shall be delivered to Judges' Chambers' 4th floor drop box.

- **MARCH 7** (Friday) (Guidance: on the Friday 2.5 weeks prior)
 - Initial motions
 - Praecipes to docket initial motions
 - Proposed orders for initial motions
- **MARCH 14** (Friday) (Guidance: on the Friday 2.5 weeks prior)
 - Additional motions
 - Praecipes to docket additional motions
 - Proposed orders for additional motions
- **MARCH 19** (Wednesday) (Guidance: on the Wednesday 1 week prior)
 - Memoranda/briefs
 - Oppositions/responses
 - Orders (if not filed when the motion was filed)
- **MARCH 21** (Friday) (Guidance: on the Friday 0.5 weeks prior)
 - Evidence/exhibits (deliver directly to Judges' Chambers' 4th floor drop box)
 - GAL report
- **MARCH 24** (Monday) (Guidance: 2 days prior)
 - Court issues docket and posts docket on the Court's website
 - Court emails meeting links to parties and counsel that were listed on the remote Motions Day praecipe, and the meeting links are also posted on the Court's website
 - Website is www.alexandriava.gov/circuitcourt
- **MARCH 25** (Tuesday) (Guidance: 1 day prior – The moving party calls a Judicial law clerk at 703.746.4123 to remove the motion, and then file a praecipe with the clerk's office)
 - Moving party may remove their own motion
 - Moving party may continue their own motion.