

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

JANUARY 8, 2025 MOTIONS DAY

Filing Deadlines Revised 12/19/2024

Filing deadline Guidance	Documents/pleadings	Filing deadline at 4:00 p.m. <ul style="list-style-type: none"> • Originals filed in the Clerk's office unless otherwise noted • Mandatory copy to Judges' Chambers' 4th floor drop box
On the Friday 2.5 weeks prior	<ul style="list-style-type: none"> • Praeipse to docket the initiating motion • Proposed orders for the initiating motion 	December 20 (Friday)
On the Friday 1.5 weeks prior	<ul style="list-style-type: none"> • Additional motion • Praeipse to docket an additional motion • Proposed order for an additional motion 	December 27 (Friday)
On the Wednesday 1 week prior	<ul style="list-style-type: none"> • Memoranda/briefs • Oppositions/responses • Orders (if not filed when the initiating motion or the additional motion was filed) 	January 2 (Thursday) ** Court is closed on 1/1/2025
On the Friday 0.5 weeks prior	<ul style="list-style-type: none"> • Evidence/exhibits to be delivered directly to Judges' Chambers' 4th floor drop box • GAL report to be delivered directly to Judges' Chambers' 4th floor drop box 	January 3 (Friday)
2 days prior	<ul style="list-style-type: none"> • Court issues docket • Docket is posted to Court's website at www.alexandriava.gov/circuitcourt • Meeting links and emailed by the Court to parties and counsel if email address was included on the Motions Day praecip 	January 6 (Monday)
1 day prior	<ul style="list-style-type: none"> • <u>Removal or continuation of a motion.</u> The moving party calls a Circuit Court law clerk at 703.746.4123, and also files a removal praecip. 	January 7 (Tuesday)

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

JANUARY 22, 2025 MOTIONS DAY

Filing Deadlines

Revised 12/19/2024

Filing deadline Guidance	Documents/pleadings	Filing deadline at 4:00 p.m. <ul style="list-style-type: none"> • Originals filed in the Clerk's office unless otherwise noted • Mandatory copy to Judges' Chambers' 4th floor drop box
On the Friday 2.5 weeks prior	<ul style="list-style-type: none"> • Praecipe to docket the initiating motion • Proposed orders for the initiating motion 	January 3 (Friday)
On the Friday 1.5 weeks prior	<ul style="list-style-type: none"> • Additional motion • Praecipe to docket an additional motion • Proposed order for an additional motion 	January 10 (Friday)
On the Wednesday 1 week prior	<ul style="list-style-type: none"> • Memoranda/briefs • Oppositions/responses • Orders (if not filed when the initiating motion or the additional motion was filed) 	January 15 (Wednesday)
On the Friday 0.5 weeks prior	<ul style="list-style-type: none"> • Evidence/exhibits <u>to be delivered directly to Judges' Chambers' 4th floor drop box</u> • GAL report <u>to be delivered directly to Judges' Chambers' 4th floor drop box</u> 	January 17 (Friday)
2 days prior	<ul style="list-style-type: none"> • Court issues docket • Docket is posted to Court's website at www.alexandriava.gov/circuitcourt • Meeting links and emailed by the Court to parties and counsel if email address was included on the Motions Day praecipe 	January 17 (Friday) ** Court is closed on Monday, 1/20/2025
1 day prior	<ul style="list-style-type: none"> • Removal or continuation of a motion. The moving party calls a Circuit Court law clerk at 703.746.4123, and also files a removal praecipe. 	January 21 (Tuesday)

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

FEBRUARY 12, 2025 MOTIONS DAY

Filing Deadlines Revised 12/19/2024

Filing deadline Guidance	Documents/pleadings	Filing deadline at 4:00 p.m. <ul style="list-style-type: none"> • Originals filed in the Clerk's office unless otherwise noted • Mandatory copy to Judges' Chambers' 4th floor drop box
On the Friday 2.5 weeks prior	<ul style="list-style-type: none"> • Praecipe to docket the initiating motion • Proposed orders for the initiating motion 	January 24 (Friday)
On the Friday 1.5 weeks prior	<ul style="list-style-type: none"> • Additional motion • Praecipe to docket an additional motion • Proposed order for an additional motion 	January 31 (Friday)
On the Wednesday 1 week prior	<ul style="list-style-type: none"> • Memoranda/briefs • Oppositions/responses • Orders (if not filed when the initiating motion or the additional motion was filed) 	February 5 (Wednesday)
On the Friday 0.5 weeks prior	<ul style="list-style-type: none"> • Evidence/exhibits to be delivered directly to Judges' Chambers' 4th floor drop box • GAL report to be delivered directly to Judges' Chambers' 4th floor drop box 	February 7 (Friday)
2 days prior	<ul style="list-style-type: none"> • Court issues docket • Docket is posted to Court's website at www.alexandriava.gov/circuitcourt • Meeting links and emailed by the Court to parties and counsel if email address was included on the Motions Day praecipe 	February 10 (Monday)
1 day prior	<ul style="list-style-type: none"> • Removal or continuation of a motion. The moving party calls a Circuit Court law clerk at 703.746.4123, and also files a removal praecipe. 	February 11 (Tuesday)

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

FEBRUARY 26, 2025 MOTIONS DAY

Filing Deadlines Revised 12/19/2024

Filing deadline Guidance	Documents/pleadings	Filing deadline at 4:00 p.m. <ul style="list-style-type: none"> • Originals filed in the Clerk's office unless otherwise noted • Mandatory copy to Judges' Chambers' 4th floor drop box
On the Friday 2.5 weeks prior	<ul style="list-style-type: none"> • Praecipe to docket the initiating motion • Proposed orders for the initiating motion 	February 7 (Friday)
On the Friday 1.5 weeks prior	<ul style="list-style-type: none"> • Additional motion • Praecipe to docket an additional motion • Proposed order for an additional motion 	February 14 (Friday)
On the Wednesday 1 week prior	<ul style="list-style-type: none"> • Memoranda/briefs • Oppositions/responses • Orders (if not filed when the initiating motion or the additional motion was filed) 	February 19 (Wednesday)
On the Friday 0.5 weeks prior	<ul style="list-style-type: none"> • Evidence/exhibits <u>to be delivered directly to Judges' Chambers' 4th floor drop box</u> • GAL report <u>to be delivered directly to Judges' Chambers' 4th floor drop box</u> 	February 21 (Friday)
2 days prior	<ul style="list-style-type: none"> • Court issues docket • Docket is posted to Court's website at www.alexandriava.gov/circuitcourt • Meeting links and emailed by the Court to parties and counsel if email address was included on the Motions Day praecipe 	February 24 (Monday)
1 day prior	<ul style="list-style-type: none"> • Removal or continuation of a motion. The moving party calls a Circuit Court law clerk at 703.746.4123, and also files a removal praecipe. 	February 25 (Tuesday)

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

MARCH 12, 2025 MOTIONS DAY

Filing Deadlines Revised 12/19/2024

Filing deadline Guidance	Documents/pleadings	Filing deadline at 4:00 p.m. <ul style="list-style-type: none"> • Originals filed in the Clerk's office unless otherwise noted • Mandatory copy to Judges' Chambers' 4th floor drop box
On the Friday 2.5 weeks prior	<ul style="list-style-type: none"> • Praecipe to docket the initiating motion • Proposed orders for the initiating motion 	February 21 (Friday)
On the Friday 1.5 weeks prior	<ul style="list-style-type: none"> • Additional motion • Praecipe to docket an additional motion • Proposed order for an additional motion 	February 28 (Friday)
On the Wednesday 1 week prior	<ul style="list-style-type: none"> • Memoranda/briefs • Oppositions/responses • Orders (if not filed when the initiating motion or the additional motion was filed) 	March 5 (Wednesday)
On the Friday 0.5 weeks prior	<ul style="list-style-type: none"> • Evidence/exhibits <u>to be delivered directly to Judges' Chambers' 4th floor drop box</u> • GAL report <u>to be delivered directly to Judges' Chambers' 4th floor drop box</u> 	March 7 (Friday)
2 days prior	<ul style="list-style-type: none"> • Court issues docket • Docket is posted to Court's website at www.alexandriava.gov/circuitcourt • Meeting links and emailed by the Court to parties and counsel if email address was included on the Motions Day praecipe 	March 10 (Monday)
1 day prior	<ul style="list-style-type: none"> • Removal or continuation of a motion. The moving party calls a Circuit Court law clerk at 703.746.4123, and also files a removal praecipe. 	March 11 (Tuesday)

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

MARCH 26, 2025 MOTIONS DAY

Filing Deadlines Revised 12/19/2024

Filing deadline Guidance	Documents/pleadings	Filing deadline at 4:00 p.m. <ul style="list-style-type: none"> • Originals filed in the Clerk's office unless otherwise noted • Mandatory copy to Judges' Chambers' 4th floor drop box
On the Friday 2.5 weeks prior	<ul style="list-style-type: none"> • Praeipse to docket the initiating motion • Proposed orders for the initiating motion 	March 7 (Friday)
On the Friday 1.5 weeks prior	<ul style="list-style-type: none"> • Additional motion • Praeipse to docket an additional motion • Proposed order for an additional motion 	March 14 (Friday)
On the Wednesday 1 week prior	<ul style="list-style-type: none"> • Memoranda/briefs • Oppositions/responses • Orders (if not filed when the initiating motion or the additional motion was filed) 	March 19 (Wednesday)
On the Friday 0.5 weeks prior	<ul style="list-style-type: none"> • Evidence/exhibits <u>to be delivered directly to Judges' Chambers' 4th floor drop box</u> • <u>GAL report to be delivered directly to Judges' Chambers' 4th floor drop box</u> 	March 21 (Friday)
2 days prior	<ul style="list-style-type: none"> • Court issues docket • Docket is posted to Court's website at www.alexandriava.gov/circuitcourt • Meeting links and emailed by the Court to parties and counsel if email address was included on the Motions Day praecipie 	March 24 (Monday)
1 day prior	<ul style="list-style-type: none"> • <u>Removal or continuation of a motion.</u> The moving party calls a Circuit Court law clerk at 703.746.4123, and also files a removal praecipie. 	March 25 (Tuesday)

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

APRIL 9, 2025 MOTIONS DAY

Filing Deadlines Prepared 12/19/2024

Filing deadline Guidance	Documents/pleadings	Filing deadline at 4:00 p.m. <ul style="list-style-type: none"> • Originals filed in the Clerk's office unless otherwise noted • Mandatory copy to Judges' Chambers' 4th floor drop box
On the Friday 2.5 weeks prior	<ul style="list-style-type: none"> • Praecepto to docket the initiating motion • Proposed orders for the initiating motion 	March 21 (Friday)
On the Friday 1.5 weeks prior	<ul style="list-style-type: none"> • Additional motion • Praecepto to docket an additional motion • Proposed order for an additional motion 	March 28 (Friday)
On the Wednesday 1 week prior	<ul style="list-style-type: none"> • Memoranda/briefs • Oppositions/responses • Orders (if not filed when the initiating motion or the additional motion was filed) 	April 2 (Wednesday)
On the Friday 0.5 weeks prior	<ul style="list-style-type: none"> • Evidence/exhibits <u>to be delivered directly to Judges' Chambers' 4th floor drop box</u> • GAL report <u>to be delivered directly to Judges' Chambers' 4th floor drop box</u> 	April 4 (Friday)
2 days prior	<ul style="list-style-type: none"> • Court issues docket • Docket is posted to Court's website at www.alexandriava.gov/circuitcourt • Meeting links and emailed by the Court to parties and counsel if email address was included on the Motions Day praecipe 	April 7 (Monday)
1 day prior	<ul style="list-style-type: none"> • <u>Removal or continuation of a motion.</u> The moving party calls a Circuit Court law clerk at 703.746.4123, and also files a removal praecipe. 	April 8 (Tuesday)

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

APRIL 23, 2025 MOTIONS DAY

Filing Deadlines

Prepared 12/19/2024

Filing deadline Guidance	Documents/pleadings	Filing deadline at 4:00 p.m. <ul style="list-style-type: none"> • Originals filed in the Clerk's office unless otherwise noted • Mandatory copy to Judges' Chambers' 4th floor drop box
On the Friday 2.5 weeks prior	<ul style="list-style-type: none"> • Praecepto to docket the initiating motion • Proposed orders for the initiating motion 	April 4 (Friday)
On the Friday 1.5 weeks prior	<ul style="list-style-type: none"> • Additional motion • Praecepto to docket an additional motion • Proposed order for an additional motion 	April 11 (Friday)
On the Wednesday 1 week prior	<ul style="list-style-type: none"> • Memoranda/briefs • Oppositions/responses • Orders (if not filed when the initiating motion or the additional motion was filed) 	April 16 (Wednesday)
On the Friday 0.5 weeks prior	<ul style="list-style-type: none"> • Evidence/exhibits <u>to be delivered directly to Judges' Chambers' 4th floor drop box</u> • GAL report <u>to be delivered directly to Judges' Chambers' 4th floor drop box</u> 	April 18 (Friday)
2 days prior	<ul style="list-style-type: none"> • Court issues docket • Docket is posted to Court's website at www.alexandriava.gov/circuitcourt • Meeting links and emailed by the Court to parties and counsel if email address was included on the Motions Day praecipe 	April 21 (Monday)
1 day prior	<ul style="list-style-type: none"> • <u>Removal or continuation of a motion.</u> The moving party calls a Circuit Court law clerk at 703.746.4123, and also files a removal praecipe. 	April 22 (Tuesday)

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

MAY 7, 2025 MOTIONS DAY (one week early due to Judicial Conference)

Filing Deadlines Prepared 12/19/2024

Filing deadline Guidance	Documents/pleadings	Filing deadline at 4:00 p.m. <ul style="list-style-type: none"> • Originals filed in the Clerk's office unless otherwise noted • Mandatory copy to Judges' Chambers' 4th floor drop box
On the Friday 2.5 weeks prior	<ul style="list-style-type: none"> • Praecipe to docket the initiating motion • Proposed orders for the initiating motion 	April 18 (Friday)
On the Friday 1.5 weeks prior	<ul style="list-style-type: none"> • Additional motion • Praecipe to docket an additional motion • Proposed order for an additional motion 	April 25 (Friday)
On the Wednesday 1 week prior	<ul style="list-style-type: none"> • Memoranda/briefs • Oppositions/responses • Orders (if not filed when the initiating motion or the additional motion was filed) 	April 30 (Wednesday)
On the Friday 0.5 weeks prior	<ul style="list-style-type: none"> • Evidence/exhibits <u>to be delivered directly to Judges' Chambers' 4th floor drop box</u> • GAL report <u>to be delivered directly to Judges' Chambers' 4th floor drop box</u> 	May 2 (Friday)
2 days prior	<ul style="list-style-type: none"> • Court issues docket • Docket is posted to Court's website at www.alexandriava.gov/circuitcourt • Meeting links and emailed by the Court to parties and counsel if email address was included on the Motions Day praecipe 	May 5 (Monday)
1 day prior	<ul style="list-style-type: none"> • Removal or continuation of a motion. The moving party calls a Circuit Court law clerk at 703.746.4123, and also files a removal praecipe. 	May 6 (Tuesday)

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

MAY 28, 2025 MOTIONS DAY

Filing Deadlines Prepared 12/19/2024

Filing deadline Guidance	Documents/pleadings	Filing deadline at 4:00 p.m. <ul style="list-style-type: none"> • Originals filed in the Clerk's office unless otherwise noted • Mandatory copy to Judges' Chambers' 4th floor drop box
On the Friday 2.5 weeks prior	<ul style="list-style-type: none"> • Praeipse to docket the initiating motion • Proposed orders for the initiating motion 	May 9 (Friday)
On the Friday 1.5 weeks prior	<ul style="list-style-type: none"> • Additional motion • Praeipse to docket an additional motion • Proposed order for an additional motion 	May 16 (Friday)
On the Wednesday 1 week prior	<ul style="list-style-type: none"> • Memoranda/briefs • Oppositions/responses • Orders (if not filed when the initiating motion or the additional motion was filed) 	May 21 (Wednesday)
On the Friday 0.5 weeks prior	<ul style="list-style-type: none"> • Evidence/exhibits <u>to be delivered directly to Judges' Chambers' 4th floor drop box</u> • <u>GAL report to be delivered directly to Judges' Chambers' 4th floor drop box</u> 	May 23 (Friday)
2 days prior	<ul style="list-style-type: none"> • Court issues docket • Docket is posted to Court's website at www.alexandriava.gov/circuitcourt • Meeting links and emailed by the Court to parties and counsel if email address was included on the Motions Day praecipie 	May 26 (Monday)
1 day prior	<ul style="list-style-type: none"> • <u>Removal or continuation of a motion.</u> The moving party calls a Circuit Court law clerk at 703.746.4123, and also files a removal praecipie. 	May 27 (Tuesday)

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

JUNE 11, 2025 MOTIONS DAY

Filing Deadlines
Prepared 12/19/2024

Filing deadline Guidance	Documents/pleadings	Filing deadline at 4:00 p.m. <ul style="list-style-type: none"> • Originals filed in the Clerk's office unless otherwise noted • Mandatory copy to Judges' Chambers' 4th floor drop box
On the Friday 2.5 weeks prior	<ul style="list-style-type: none"> • Praecepte to docket the initiating motion • Proposed orders for the initiating motion 	May 23 (Friday)
On the Friday 1.5 weeks prior	<ul style="list-style-type: none"> • Additional motion • Praecepte to docket an additional motion • Proposed order for an additional motion 	May 30 (Friday)
On the Wednesday 1 week prior	<ul style="list-style-type: none"> • Memoranda/briefs • Oppositions/responses • Orders (if not filed when the initiating motion or the additional motion was filed) 	June 4 (Wednesday)
On the Friday 0.5 weeks prior	<ul style="list-style-type: none"> • Evidence/exhibits <u>to be delivered directly to Judges' Chambers' 4th floor drop box</u> • GAL report <u>to be delivered directly to Judges' Chambers' 4th floor drop box</u> 	June 6 (Friday)
2 days prior	<ul style="list-style-type: none"> • Court issues docket • Docket is posted to Court's website at www.alexandriava.gov/circuitcourt • Meeting links and emailed by the Court to parties and counsel if email address was included on the Motions Day praecipe 	April 9 (Monday)
1 day prior	<ul style="list-style-type: none"> • <u>Removal or continuation of a motion.</u> The moving party calls a Circuit Court law clerk at 703.746.4123, and also files a removal praecipe. 	April 10 (Tuesday)

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

JUNE 25, 2025 MOTIONS DAY

Filing Deadlines

Prepared 12/19/2024

Filing deadline Guidance	Documents/pleadings	Filing deadline at 4:00 p.m. <ul style="list-style-type: none"> • Originals filed in the Clerk's office unless otherwise noted • Mandatory copy to Judges' Chambers' 4th floor drop box
On the Friday 2.5 weeks prior	<ul style="list-style-type: none"> • Praecipe to docket the initiating motion • Proposed orders for the initiating motion 	June 6 (Friday)
On the Friday 1.5 weeks prior	<ul style="list-style-type: none"> • Additional motion • Praecipe to docket an additional motion • Proposed order for an additional motion 	June 13 (Friday)
On the Wednesday 1 week prior	<ul style="list-style-type: none"> • Memoranda/briefs • Oppositions/responses • Orders (if not filed when the initiating motion or the additional motion was filed) 	June 18 (Wednesday)
On the Friday 0.5 weeks prior	<ul style="list-style-type: none"> • Evidence/exhibits <u>to be delivered directly to Judges' Chambers' 4th floor drop box</u> • GAL report <u>to be delivered directly to Judges' Chambers' 4th floor drop box</u> 	June 20 (Friday)
2 days prior	<ul style="list-style-type: none"> • Court issues docket • Docket is posted to Court's website at www.alexandriava.gov/circuitcourt • Meeting links and emailed by the Court to parties and counsel if email address was included on the Motions Day praecipe 	June 23 (Monday)
1 day prior	<ul style="list-style-type: none"> • <u>Removal or continuation of a motion.</u> The moving party calls a Circuit Court law clerk at 703.746.4123, and also files a removal praecipe. 	June 24 (Tuesday)