

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

MOTIONS DAY **MARCH 25, 2026** Filing Deadlines

Issued 9/15/2025; Format revised on 11/24/2025; additional instructions posted **3/20/2026**

		Deadline Guidance	Specific date
INITIATING MOTION (First motion and praecipe filed in the case)	Initiating motion	Friday 2.5 weeks prior	March 6
	Memo in support	Wednesday 2 weeks prior	March 11
	Opposition/response	Wednesday 1 week prior	March 18
ADDITIONAL MOTION (all other motions filed and praeciped for the same motions day after the initiating motion is filed)	Additional motion	Friday 1.5 weeks prior	March 13
	Memo in support	Wednesday 1 week prior	March 18
	Opposition/response	Friday 0.5 weeks prior	March 20
PROPOSED ORDER	Court's preference	When the motion is filed	
	Final deadline	Wednesday 1 week prior	March 18
	After the hearing	Follow Judge's instructions	
EVIDENCE/EXHIBITS	Deliver to the 4th floor drop box	Friday 0.5 weeks prior	March 18
GAL REPORT		Friday 0.5 weeks prior	March 18
MEETING LINKS and TELEPHONE CALL-IN NUMBER (by the Court)	Emailed to all persons whose email addresses were on the remote Motions Day praecipe	2 business days prior	March 23
	Posted to Court's website alexandriava.gov/CircuitCourt >scroll to Motions Day sections	2 business days prior	March 23
REMOVAL OF MOTIONS from the docket by the moving party	Counsel or pro se litigant calls a Judicial Law Clerk/staff attorney 703.746.4123 then files a praecipe	1 business day prior	March 24

Instructions

- Motions Day docket is 2nd and 4th Wednesdays of the month. Specific dates and deadlines are posted to the Court's website. www.alexandriava.gov/CircuitCourt scroll to Motions Day sections
- 25 minutes or less shall be scheduled on the 10:00 a.m. remote Motions Day docket.** Anticipated time needed to argue all motions in the case that were properly docketed and noticed in the same case. No need to call Judges' Chambers prior to filing the required motion, praecipe, etc.
- 25 minutes or longer, or memorandum accompanying all motions, responses and oppositions exceed the 5 page limit.** After filing the motion, (1) Counsel shall call a court administrator at 703.746.4123 together on the same telephone conference call to obtain a hearing date and time. (2) Counsel shall file a praecipe to docket the motion. Filing deadlines for these hearings are the same as Motions Day deadlines (i.e., brief/memo in support is due 14 days prior to the hearing; response/opposition is due 7 days prior to the hearing, etc.).
- Filing instructions:
 - ORIGINALS (except evidence/exhibits) are filed in Room 307.
 - Copy provided to opposing party (or counsel).
 - Mandatory copy delivered to 4th floor drop box when the Motions Day documents are filed.**
- NEW: Page limit and format instructions.** Effective with the 4/22/2026 Motions Day and thereafter: **Memoranda accompanying motions, responses, and oppositions are limited to 5 pages, 12-point, double-spaced font.**
- REVISED PRAECIPE** Effective with the 4/22/2026 Motions Day and thereafter: The revised praecipe includes mandatory Rule 4:15(b) certification. Revised praecipe available on the Clerk's website www.alexandriava.gov/CircuitCourt scroll to Motions Day sections.

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MOTIONS DAY **APRIL 8, 2026** Filing Deadlines

Issued 9/15/2025; Format revised on 11/24/2025; additional instructions posted **3/20/2026**

		Deadline Guidance	Specific date
INITIATING MOTION (First motion and praecipe filed in the case)	Initiating motion	Friday 2.5 weeks prior	March 20
	Memo in support	Wednesday 2 weeks prior	March 25
	Opposition/response	Wednesday 1 week prior	April 1
ADDITIONAL MOTION (all other motions filed and praeciped for the same motions day after the initiating motion is filed)	Additional motion	Friday 1.5 weeks prior	March 27
	Memo in support	Wednesday 1 week prior	April 1
	Opposition/response	Friday 0.5 weeks prior	April 3
PROPOSED ORDER	Court's preference	When the motion is filed	
	Final deadline	Wednesday 1 week prior	April 1
	After the hearing	Follow Judge's instructions	
EVIDENCE/EXHIBITS	Deliver to the 4th floor drop box	Friday 0.5 weeks prior	April 3
GAL REPORT		Friday 0.5 weeks prior	April 3
MEETING LINKS and TELEPHONE CALL-IN NUMBER (by the Court)	Emailed to all persons whose email addresses were on the remote Motions Day praecipe	2 business days prior	April 6
	Posted to Court's website alexandriava.gov/CircuitCourt >scroll to Motions Day sections	2 business days prior	April 6
REMOVAL OF MOTIONS from the docket by the moving party	Counsel or pro se litigant calls a Judicial Law Clerk/staff attorney 703.746.4123 then files a praecipe	1 business day prior	April 7

Instructions

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MOTIONS DAY **APRIL 22, 2026** Filing Deadlines

Issued 9/15/2025; Format revised on 11/24/2025; additional instructions posted **3/20/2026**

		Deadline Guidance	Specific date
INITIATING MOTION (First motion and praecipe filed in the case)	Initiating motion	Friday 2.5 weeks prior	April 3
	Memo in support	Wednesday 2 weeks prior	April 8
	Opposition/response	Wednesday 1 week prior	April 15
ADDITIONAL MOTION (all other motions filed and praeciped for the same motions day after the initiating motion is filed)	Additional motion	Friday 1.5 weeks prior	April 10
	Memo in support	Wednesday 1 week prior	April 15
	Opposition/response	Friday 0.5 weeks prior	April 17
PROPOSED ORDER	Court's preference	When the motion is filed	
	Final deadline	Wednesday 1 week prior	April 15
	After the hearing	Follow Judge's instructions	
EVIDENCE/EXHIBITS	Deliver to the 4th floor drop box	Friday 0.5 weeks prior	April 17
GAL REPORT		Friday 0.5 weeks prior	April 17
MEETING LINKS and TELEPHONE CALL-IN NUMBER (by the Court)	Emailed to all persons whose email addresses were on the remote Motions Day praecipe	2 business days prior	April 20
	Posted to Court's website alexandriava.gov/CircuitCourt >scroll to Motions Day sections	2 business days prior	April 20
REMOVAL OF MOTIONS from the docket by the moving party	Counsel or pro se litigant calls a Judicial Law Clerk/staff attorney 703.746.4123 then files a praecipe	1 business day prior	April 21

Instructions

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- 25 minutes or less shall be scheduled on the 10:00 a.m. remote Motions Day docket.** Anticipated time needed to argue all motions in the case that were properly docketed and noticed in the same case. No need to call Judges' Chambers prior to filing the required motion, praecipe, etc.
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MOTIONS DAY **MAY 6, 2026** Filing Deadlines

***Motions Day is 1 week early due to the Judicial Conference (no judges on 5/13/2026)**

Issued 9/15/2025; Format revised on 11/24/2025; additional instructions posted **3/20/2026**

		Deadline Guidance	Specific date
INITIATING MOTION (First motion and praecipe filed in the case)	Initiating motion	Friday 2.5 weeks prior	April 17
	Memo in support	Wednesday 2 weeks prior	April 22
	Opposition/response	Wednesday 1 week prior	April 29
ADDITIONAL MOTION (all other motions filed and praeciped for the same motions day after the initiating motion is filed)	Additional motion	Friday 1.5 weeks prior	April 24
	Memo in support	Wednesday 1 week prior	April 29
	Opposition/response	Friday 0.5 weeks prior	May 1
PROPOSED ORDER	Court's preference	When the motion is filed	
	Final deadline	Wednesday 1 week prior	April 29
	After the hearing	Follow Judge's instructions	
EVIDENCE/EXHIBITS	Deliver to the 4th floor drop box	Friday 0.5 weeks prior	May 1
GAL REPORT		Friday 0.5 weeks prior	May 1
MEETING LINKS and TELEPHONE CALL-IN NUMBER (by the Court)	Emailed to all persons whose email addresses were on the remote Motions Day praecipe	2 business days prior	May 4
	Posted to Court's website alexandriava.gov/CircuitCourt >scroll to Motions Day sections	2 business days prior	May 4
REMOVAL OF MOTIONS from the docket by the moving party	Counsel or pro se litigant calls a Judicial Law Clerk/staff attorney 703.746.4123 then files a praecipe	1 business day prior	May 5

Instructions

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- 25 minutes or less shall be scheduled on the 10:00 a.m. remote Motions Day docket.** Anticipated time needed to argue all motions in the case that were properly docketed and noticed in the same case. No need to call Judges' Chambers prior to filing the required motion, praecipe, etc.
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MOTIONS DAY **MAY 27, 2026** Filing Deadlines

Issued 9/15/2025; Format revised on 11/24/2025; additional instructions posted **3/20/2026**

		Deadline Guidance	Specific date
INITIATING MOTION (First motion and praecipe filed in the case)	Initiating motion	Friday 2.5 weeks prior	May 8
	Memo in support	Wednesday 2 weeks prior	May 13
	Opposition/response	Wednesday 1 week prior	May 20
ADDITIONAL MOTION (all other motions filed and praeciped for the same motions day after the initiating motion is filed)	Additional motion	Friday 1.5 weeks prior	May 15
	Memo in support	Wednesday 1 week prior	May 20
	Opposition/response	Friday 0.5 weeks prior	May 22
PROPOSED ORDER	Court's preference	When the motion is filed	
	Final deadline	Wednesday 1 week prior	May 20
	After the hearing	Follow Judge's instructions	
EVIDENCE/EXHIBITS	Deliver to the 4th floor drop box	Friday 0.5 weeks prior	May 22
GAL REPORT		Friday 0.5 weeks prior	May 22
MEETING LINKS and TELEPHONE CALL-IN NUMBER (by the Court)	Emailed to all persons whose email addresses were on the remote Motions Day praecipe	2 business days prior	May 22 (early; 5/25 holiday)
	Posted to Court's website alexandriava.gov/CircuitCourt >scroll to Motions Day sections		
REMOVAL OF MOTIONS from the docket by the moving party	Counsel or pro se litigant calls a Judicial Law Clerk/staff attorney 703.746.4123 then files a praecipe	1 business day prior	May 26

Instructions

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MOTIONS DAY **JUNE 10, 2026** Filing Deadlines

Issued 9/15/2025; Format revised on 11/24/2025; additional instructions posted **3/20/2026**

		Deadline Guidance	Specific date
INITIATING MOTION (First motion and praecipe filed in the case)	Initiating motion	Friday 2.5 weeks prior	May 22
	Memo in support	Wednesday 2 weeks prior	May 27
	Opposition/response	Wednesday 1 week prior	June 3
ADDITIONAL MOTION (all other motions filed and praeciped for the same motions day after the initiating motion is filed)	Additional motion	Friday 1.5 weeks prior	May 29
	Memo in support	Wednesday 1 week prior	June 3
	Opposition/response	Friday 0.5 weeks prior	June 5
PROPOSED ORDER	Court's preference	When the motion is filed	
	Final deadline	Wednesday 1 week prior	June 3
	After the hearing	Follow Judge's instructions	
EVIDENCE/EXHIBITS	Deliver to the 4th floor drop box	Friday 0.5 weeks prior	June 5
GAL REPORT		Friday 0.5 weeks prior	June 5
MEETING LINKS and TELEPHONE CALL-IN NUMBER (by the Court)	Emailed to all persons whose email addresses were on the remote Motions Day praecipe	2 business days prior	June 8
	Posted to Court's website alexandriava.gov/CircuitCourt >scroll to Motions Day sections	2 business days prior	June 8
REMOVAL OF MOTIONS from the docket by the moving party	Counsel or pro se litigant calls a Judicial Law Clerk/staff attorney 703.746.4123 then files a praecipe	1 business day prior	June 9

Instructions

- Motions Day docket is 2nd and 4th Wednesdays of the month. Specific dates and deadlines are posted to the Court's website. www.alexandriava.gov/CircuitCourt scroll to Motions Day sections
- 25 minutes or less shall be scheduled on the 10:00 a.m. remote Motions Day docket.** Anticipated time needed to argue all motions in the case that were properly docketed and noticed in the same case. No need to call Judges' Chambers prior to filing the required motion, praecipe, etc.
- 25 minutes or longer, or memorandum accompanying all motions, responses and oppositions exceed the 5 page limit.** After filing the motion, (1) Counsel shall call a court administrator at 703.746.4123 together on the same telephone conference call to obtain a hearing date and time. (2) Counsel shall file a praecipe to docket the motion. Filing deadlines for these hearings are the same as Motions Day deadlines (i.e., brief/memo in support is due 14 days prior to the hearing; response/opposition is due 7 days prior to the hearing, etc.).
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MOTIONS DAY **JUNE 24, 2026** Filing Deadlines

Issued 9/15/2025; Format revised on 11/24/2025; additional instructions posted **3/20/2026**

		Deadline Guidance	Specific date
INITIATING MOTION (First motion and praecipe filed in the case)	Initiating motion	Friday 2.5 weeks prior	June 5
	Memo in support	Wednesday 2 weeks prior	June 10
	Opposition/response	Wednesday 1 week prior	June 17
ADDITIONAL MOTION (all other motions filed and praeciped for the same motions day after the initiating motion is filed)	Additional motion	Friday 1.5 weeks prior	June 12
	Memo in support	Wednesday 1 week prior	June 17
	Opposition/response	Friday 0.5 weeks prior	June 18 (early; 6/19 holiday)
PROPOSED ORDER	Court's preference	When the motion is filed	
	Final deadline	Wednesday 1 week prior	June 17
	After the hearing	Follow Judge's instructions	
EVIDENCE/EXHIBITS	Deliver to the 4th floor drop box	Friday 0.5 weeks prior	June 18 (early; 6/19 holiday)
GAL REPORT		Friday 0.5 weeks prior	
MEETING LINKS and TELEPHONE CALL-IN NUMBER (by the Court)	Emailed to all persons whose email addresses were on the remote Motions Day praecipe	2 business days prior	June 22
	Posted to Court's website alexandriava.gov/CircuitCourt >scroll to Motions Day sections	2 business days prior	June 22
REMOVAL OF MOTIONS from the docket by the moving party	Counsel or pro se litigant calls a Judicial Law Clerk/staff attorney 703.746.4123 then files a praecipe	1 business day prior	June 23

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MOTIONS DAY **JULY 8, 2026** Filing Deadlines

Issued and posted to website on 3/6/2026; additional instructions posted **3/20/2026**

		Deadline Guidance	Specific date
INITIATING MOTION (First motion and praecipe filed in the case)	Initiating motion	Friday 2.5 weeks prior	June 18 (early; 6/19 holiday)
	Memo in support	Wednesday 2 weeks prior	June 24
	Opposition/response	Wednesday 1 week prior	July 1
ADDITIONAL MOTION (all other motions filed and praeciped for the same motions day after the initiating motion is filed)	Additional motion	Friday 1.5 weeks prior	June 26
	Memo in support	Wednesday 1 week prior	July 1
	Opposition/response	Friday 0.5 weeks prior	July 2 (early; 7/3 holiday)
PROPOSED ORDER	Court's preference	When the motion is filed	
	Final deadline	Wednesday 1 week prior	July 1
	After the hearing	Follow Judge's instructions	
EVIDENCE/EXHIBITS	Deliver to the 4th floor drop box	Friday 0.5 weeks prior	July 2 (early; 7/3 holiday)
GAL REPORT		Friday 0.5 weeks prior	
MEETING LINKS and TELEPHONE CALL-IN NUMBER (by the Court)	Emailed to all persons whose email addresses were on the remote Motions Day praecipe	2 business days prior	July 6
	Posted to Court's website alexandriava.gov/CircuitCourt >scroll to Motions Day sections	2 business days prior	July 6
REMOVAL OF MOTIONS from the docket by the moving party	Counsel or pro se litigant calls a Judicial Law Clerk/staff attorney 703.746.4123 then files a praecipe	1 business day prior	July 7

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MOTIONS DAY **JULY 22, 2026** Filing Deadlines

Issued and posted to website on 3/6/2026; additional instructions posted **3/20/2026**

		Deadline Guidance	Specific date
INITIATING MOTION (First motion and praecipe filed in the case)	Initiating motion	Friday 2.5 weeks prior	July 2 (early; 7/3 holiday)
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MEETING LINKS and TELEPHONE CALL-IN NUMBER (by the Court)	Emailed to all persons whose email addresses were on the remote Motions Day praecipe	2 business days prior	July 20
	Posted to Court's website alexandriava.gov/CircuitCourt >scroll to Motions Day sections	2 business days prior	July 20
REMOVAL OF MOTIONS from the docket by the moving party	Counsel or pro se litigant calls a Judicial Law Clerk/staff attorney 703.746.4123 then files a praecipe	1 business day prior	July 21

Instructions

- Motions Day docket is 2nd and 4th Wednesdays of the month. Specific dates and deadlines are posted to the Court's website. www.alexandriava.gov/CircuitCourt scroll to Motions Day sections
- 25 minutes or less shall be scheduled on the 10:00 a.m. remote Motions Day docket.** Anticipated time needed to argue all motions in the case that were properly docketed and noticed in the same case. No need to call Judges' Chambers prior to filing the required motion, praecipe, etc.
- 25 minutes or longer, or memorandum accompanying all motions, responses and oppositions exceed the 5 page limit.** After filing the motion, (1) Counsel shall call a court administrator at 703.746.4123 together on the same telephone conference call to obtain a hearing date and time. (2) Counsel shall file a praecipe to docket the motion. Filing deadlines for these hearings are the same as Motions Day deadlines (i.e., brief/memo in support is due 14 days prior to the hearing; response/opposition is due 7 days prior to the hearing, etc.).
- Filing instructions:
 - ORIGINALS (except evidence/exhibits) are filed in Room 307.
 - Copy provided to opposing party (or counsel).
 - Mandatory copy delivered to 4th floor drop box when the Motions Day documents are filed.**
- NEW: Page limit and format instructions.** Effective with the 4/22/2026 Motions Day and thereafter: **Memoranda accompanying motions, responses, and oppositions are limited to 5 pages, 12-point, double-spaced font.**
- REVISED PRAECIPE** Effective with the 4/22/2026 Motions Day and thereafter: The revised praecipe includes mandatory Rule 4:15(b) certification. Revised praecipe available on the Clerk's website www.alexandriava.gov/CircuitCourt scroll to Motions Day sections.

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

MOTIONS DAY **AUGUST 12, 2026** Filing Deadlines

Issued and posted to website on 3/6/2026; additional instructions posted **3/20/2026**

		Deadline Guidance	Specific date
INITIATING MOTION (First motion and praecipe filed in the case)	Initiating motion	Friday 2.5 weeks prior	July 24
	Memo in support	Wednesday 2 weeks prior	July 29
	Opposition/response	Wednesday 1 week prior	August 5
ADDITIONAL MOTION (all other motions filed and praeciped for the same motions day after the initiating motion is filed)	Additional motion	Friday 1.5 weeks prior	July 31
	Memo in support	Wednesday 1 week prior	August 5
	Opposition/response	Friday 0.5 weeks prior	August 7
PROPOSED ORDER	Court's preference	When the motion is filed	
	Final deadline	Wednesday 1 week prior	August 5
	After the hearing	Follow Judge's instructions	
EVIDENCE/EXHIBITS	Deliver to the 4th floor drop box	Friday 0.5 weeks prior	August 7
GAL REPORT		Friday 0.5 weeks prior	August 7
MEETING LINKS and TELEPHONE CALL-IN NUMBER (by the Court)	Emailed to all persons whose email addresses were on the remote Motions Day praecipe	2 business days prior	August 10
	Posted to Court's website alexandriava.gov/CircuitCourt >scroll to Motions Day sections	2 business days prior	August 10
REMOVAL OF MOTIONS from the docket by the moving party	Counsel or pro se litigant calls a Judicial Law Clerk/staff attorney 703.746.4123 then files a praecipe	1 business day prior	August 11

Instructions

- Motions Day docket is 2nd and 4th Wednesdays of the month. Specific dates and deadlines are posted to the Court's website. www.alexandriava.gov/CircuitCourt scroll to Motions Day sections
- 25 minutes or less shall be scheduled on the 10:00 a.m. remote Motions Day docket.** Anticipated time needed to argue all motions in the case that were properly docketed and noticed in the same case. No need to call Judges' Chambers prior to filing the required motion, praecipe, etc.
- 25 minutes or longer, or memorandum accompanying all motions, responses and oppositions exceed the 5 page limit.** After filing the motion, (1) Counsel shall call a court administrator at 703.746.4123 together on the same telephone conference call to obtain a hearing date and time. (2) Counsel shall file a praecipe to docket the motion. Filing deadlines for these hearings are the same as Motions Day deadlines (i.e., brief/memo in support is due 14 days prior to the hearing; response/opposition is due 7 days prior to the hearing, etc.).
- Filing instructions:
 - ORIGINALS (except evidence/exhibits) are filed in Room 307.
 - Copy provided to opposing party (or counsel).
 - Mandatory copy delivered to 4th floor drop box when the Motions Day documents are filed.**
- NEW: Page limit and format instructions.** Effective with the 4/22/2026 Motions Day and thereafter: **Memoranda accompanying motions, responses, and oppositions are limited to 5 pages, 12-point, double-spaced font.**
- REVISED PRAECIPE** Effective with the 4/22/2026 Motions Day and thereafter: The revised praecipe includes mandatory Rule 4:15(b) certification. Revised praecipe available on the Clerk's website www.alexandriava.gov/CircuitCourt scroll to Motions Day sections.

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

MOTIONS DAY **AUGUST 26, 2026** Filing Deadlines

Issued and posted to website on 3/6/2026; additional instructions posted **3/20/2026**

		Deadline Guidance	Specific date
INITIATING MOTION (First motion and praecipe filed in the case)	Initiating motion	Friday 2.5 weeks prior	August 7
	Memo in support	Wednesday 2 weeks prior	August 12
	Opposition/response	Wednesday 1 week prior	August 19
ADDITIONAL MOTION (all other motions filed and praeciped for the same motions day after the initiating motion is filed)	Additional motion	Friday 1.5 weeks prior	August 14
	Memo in support	Wednesday 1 week prior	August 19
	Opposition/response	Friday 0.5 weeks prior	August 21
PROPOSED ORDER	Court's preference	When the motion is filed	
	Final deadline	Wednesday 1 week prior	August 19
	After the hearing	Follow Judge's instructions	
EVIDENCE/EXHIBITS	Deliver to the 4th floor drop box	Friday 0.5 weeks prior	August 21
GAL REPORT		Friday 0.5 weeks prior	August 21
MEETING LINKS and TELEPHONE CALL-IN NUMBER (by the Court)	Emailed to all persons whose email addresses were on the remote Motions Day praecipe	2 business days prior	August 24
	Posted to Court's website alexandriava.gov/CircuitCourt >scroll to Motions Day sections	2 business days prior	August 24
REMOVAL OF MOTIONS from the docket by the moving party	Counsel or pro se litigant calls a Judicial Law Clerk/staff attorney 703.746.4123 then files a praecipe	1 business day prior	August 25

Instructions

- Motions Day docket is 2nd and 4th Wednesdays of the month. Specific dates and deadlines are posted to the Court's website. www.alexandriava.gov/CircuitCourt scroll to Motions Day sections
- 25 minutes or less shall be scheduled on the 10:00 a.m. remote Motions Day docket.** Anticipated time needed to argue all motions in the case that were properly docketed and noticed in the same case. No need to call Judges' Chambers prior to filing the required motion, praecipe, etc.
- 25 minutes or longer, or memorandum accompanying all motions, responses and oppositions exceed the 5 page limit.** After filing the motion, (1) Counsel shall call a court administrator at 703.746.4123 together on the same telephone conference call to obtain a hearing date and time. (2) Counsel shall file a praecipe to docket the motion. Filing deadlines for these hearings are the same as Motions Day deadlines (i.e., brief/memo in support is due 14 days prior to the hearing; response/opposition is due 7 days prior to the hearing, etc.).
- Filing instructions:
 - ORIGINALS (except evidence/exhibits) are filed in Room 307.
 - Copy provided to opposing party (or counsel).
 - Mandatory copy delivered to 4th floor drop box when the Motions Day documents are filed.**
- NEW: Page limit and format instructions.** Effective with the 4/22/2026 Motions Day and thereafter: **Memoranda accompanying motions, responses, and oppositions are limited to 5 pages, 12-point, double-spaced font.**
- REVISED PRAECIPE** Effective with the 4/22/2026 Motions Day and thereafter: The revised praecipe includes mandatory Rule 4:15(b) certification. Revised praecipe available on the Clerk's website www.alexandriava.gov/CircuitCourt scroll to Motions Day sections.

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

MOTIONS DAY **SEPTEMBER 9, 2026** Filing Deadlines

Issued and posted to website on 3/6/2026; additional instructions posted **3/20/2026**

		Deadline Guidance	Specific date
INITIATING MOTION (First motion and praecipe filed in the case)	Initiating motion	Friday 2.5 weeks prior	August 21
	Memo in support	Wednesday 2 weeks prior	August 26
	Opposition/response	Wednesday 1 week prior	September 2
ADDITIONAL MOTION (all other motions filed and praeciped for the same motions day after the initiating motion is filed)	Additional motion	Friday 1.5 weeks prior	August 28
	Memo in support	Wednesday 1 week prior	September 2
	Opposition/response	Friday 0.5 weeks prior	September 4
PROPOSED ORDER	Court's preference	When the motion is filed	
	Final deadline	Wednesday 1 week prior	September 2
	After the hearing	Follow Judge's instructions	
EVIDENCE/EXHIBITS	Deliver to the 4th floor drop box	Friday 0.5 weeks prior	September 4
GAL REPORT		Friday 0.5 weeks prior	September 4
MEETING LINKS and TELEPHONE CALL-IN NUMBER (by the Court)	Emailed to all persons whose email addresses were on the remote Motions Day praecipe	2 business days prior	September 4 (early; 9/7 holiday)
	Posted to Court's website alexandriava.gov/CircuitCourt >scroll to Motions Day sections	2 business days prior	
REMOVAL OF MOTIONS from the docket by the moving party	Counsel or pro se litigant calls a Judicial Law Clerk/staff attorney 703.746.4123 then files a praecipe	1 business day prior	September 8

Instructions

- Motions Day docket is 2nd and 4th Wednesdays of the month. Specific dates and deadlines are posted to the Court's website. www.alexandriava.gov/CircuitCourt scroll to Motions Day sections
- 25 minutes or less shall be scheduled on the 10:00 a.m. remote Motions Day docket.** Anticipated time needed to argue all motions in the case that were properly docketed and noticed in the same case. No need to call Judges' Chambers prior to filing the required motion, praecipe, etc.
- 25 minutes or longer, or memorandum accompanying all motions, responses and oppositions exceed the 5 page limit.** After filing the motion, (1) Counsel shall call a court administrator at 703.746.4123 together on the same telephone conference call to obtain a hearing date and time. (2) Counsel shall file a praecipe to docket the motion. Filing deadlines for these hearings are the same as Motions Day deadlines (i.e., brief/memo in support is due 14 days prior to the hearing; response/opposition is due 7 days prior to the hearing, etc.).
- Filing instructions:
 - ORIGINALS (except evidence/exhibits) are filed in Room 307.
 - Copy provided to opposing party (or counsel).
 - Mandatory copy delivered to 4th floor drop box when the Motions Day documents are filed.**
- NEW: Page limit and format instructions.** Effective with the 4/22/2026 Motions Day and thereafter: **Memoranda accompanying motions, responses, and oppositions are limited to 5 pages, 12-point, double-spaced font.**
- REVISED PRAECIPE** Effective with the 4/22/2026 Motions Day and thereafter: The revised praecipe includes mandatory Rule 4:15(b) certification. Revised praecipe available on the Clerk's website www.alexandriava.gov/CircuitCourt scroll to Motions Day sections.

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

MOTIONS DAY **SEPTEMBER 23, 2026** Filing Deadlines

Issued and posted to website on 3/6/2026; additional instructions posted **3/20/2026**

		Deadline Guidance	Specific date
INITIATING MOTION (First motion and praecipe filed in the case)	Initiating motion	Friday 2.5 weeks prior	September 4
	Memo in support	Wednesday 2 weeks prior	September 9
	Opposition/response	Wednesday 1 week prior	September 16
ADDITIONAL MOTION (all other motions filed and praeciped for the same motions day after the initiating motion is filed)	Additional motion	Friday 1.5 weeks prior	September 11
	Memo in support	Wednesday 1 week prior	September 16
	Opposition/response	Friday 0.5 weeks prior	September 18
PROPOSED ORDER	Court's preference	When the motion is filed	
	Final deadline	Wednesday 1 week prior	September 16
	After the hearing	Follow Judge's instructions	
EVIDENCE/EXHIBITS	Deliver to the 4th floor drop box	Friday 0.5 weeks prior	September 18
GAL REPORT		Friday 0.5 weeks prior	September 18
MEETING LINKS and TELEPHONE CALL-IN NUMBER (by the Court)	Emailed to all persons whose email addresses were on the remote Motions Day praecipe	2 business days prior	September 21
	Posted to Court's website alexandriava.gov/CircuitCourt >scroll to Motions Day sections	2 business days prior	September 21
REMOVAL OF MOTIONS from the docket by the moving party	Counsel or pro se litigant calls a Judicial Law Clerk/staff attorney 703.746.4123 then files a praecipe	1 business day prior	September 22

Instructions

- Motions Day docket is 2nd and 4th Wednesdays of the month. Specific dates and deadlines are posted to the Court's website. www.alexandriava.gov/CircuitCourt scroll to Motions Day sections
- 25 minutes or less shall be scheduled on the 10:00 a.m. remote Motions Day docket.** Anticipated time needed to argue all motions in the case that were properly docketed and noticed in the same case. No need to call Judges' Chambers prior to filing the required motion, praecipe, etc.
- 25 minutes or longer, or memorandum accompanying all motions, responses and oppositions exceed the 5 page limit.** After filing the motion, (1) Counsel shall call a court administrator at 703.746.4123 together on the same telephone conference call to obtain a hearing date and time. (2) Counsel shall file a praecipe to docket the motion. Filing deadlines for these hearings are the same as Motions Day deadlines (i.e., brief/memo in support is due 14 days prior to the hearing; response/opposition is due 7 days prior to the hearing, etc.).
- Filing instructions:
 - ORIGINALS (except evidence/exhibits) are filed in Room 307.
 - Copy provided to opposing party (or counsel).
 - Mandatory copy delivered to 4th floor drop box when the Motions Day documents are filed.**
- NEW: Page limit and format instructions.** Effective with the 4/22/2026 Motions Day and thereafter: **Memoranda accompanying motions, responses, and oppositions are limited to 5 pages, 12-point, double-spaced font.**
- REVISED PRAECIPE** Effective with the 4/22/2026 Motions Day and thereafter: The revised praecipe includes mandatory Rule 4:15(b) certification. Revised praecipe available on the Clerk's website www.alexandriava.gov/CircuitCourt scroll to Motions Day sections.

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

MOTIONS DAY **OCTOBER 14, 2026** Filing Deadlines

Issued and posted to website on 3/6/2026; additional instructions posted **3/20/2026**

		Deadline Guidance	Specific date
INITIATING MOTION (First motion and praecipe filed in the case)	Initiating motion	Friday 2.5 weeks prior	September 25
	Memo in support	Wednesday 2 weeks prior	September 30
	Opposition/response	Wednesday 1 week prior	October 7
ADDITIONAL MOTION (all other motions filed and praeciped for the same motions day after the initiating motion is filed)	Additional motion	Friday 1.5 weeks prior	October 2
	Memo in support	Wednesday 1 week prior	October 7
	Opposition/response	Friday 0.5 weeks prior	October 9
PROPOSED ORDER	Court's preference	When the motion is filed	
	Final deadline	Wednesday 1 week prior	October 7
	After the hearing	Follow Judge's instructions	
EVIDENCE/EXHIBITS	Deliver to the 4th floor drop box	Friday 0.5 weeks prior	October 9
GAL REPORT		Friday 0.5 weeks prior	October 9
MEETING LINKS and TELEPHONE CALL-IN NUMBER (by the Court)	Emailed to all persons whose email addresses were on the remote Motions Day praecipe	2 business days prior	October 9 (early; 10/12 holiday)
	Posted to Court's website alexandriava.gov/CircuitCourt >scroll to Motions Day sections	2 business days prior	
REMOVAL OF MOTIONS from the docket by the moving party	Counsel or pro se litigant calls a Judicial Law Clerk/staff attorney 703.746.4123 then files a praecipe	1 business day prior	October 13

Instructions

- Motions Day docket is 2nd and 4th Wednesdays of the month. Specific dates and deadlines are posted to the Court's website. www.alexandriava.gov/CircuitCourt scroll to Motions Day sections
- 25 minutes or less shall be scheduled on the 10:00 a.m. remote Motions Day docket.** Anticipated time needed to argue all motions in the case that were properly docketed and noticed in the same case. No need to call Judges' Chambers prior to filing the required motion, praecipe, etc.
- 25 minutes or longer, or memorandum accompanying all motions, responses and oppositions exceed the 5 page limit.** After filing the motion, (1) Counsel shall call a court administrator at 703.746.4123 together on the same telephone conference call to obtain a hearing date and time. (2) Counsel shall file a praecipe to docket the motion. Filing deadlines for these hearings are the same as Motions Day deadlines (i.e., brief/memo in support is due 14 days prior to the hearing; response/opposition is due 7 days prior to the hearing, etc.).
- Filing instructions:
 - ORIGINALS (except evidence/exhibits) are filed in Room 307.
 - Copy provided to opposing party (or counsel).
 - Mandatory copy delivered to 4th floor drop box when the Motions Day documents are filed.**
- NEW: Page limit and format instructions.** Effective with the 4/22/2026 Motions Day and thereafter: **Memoranda accompanying motions, responses, and oppositions are limited to 5 pages, 12-point, double-spaced font.**
- REVISED PRAECIPE** Effective with the 4/22/2026 Motions Day and thereafter: The revised praecipe includes mandatory Rule 4:15(b) certification. Revised praecipe available on the Clerk's website www.alexandriava.gov/CircuitCourt scroll to Motions Day sections.

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

MOTIONS DAY **OCTOBER 28, 2026** Filing Deadlines

Issued and posted to website on 3/6/2026; additional instructions posted **3/20/2026**

		Deadline Guidance	Specific date
INITIATING MOTION (First motion and praecipe filed in the case)	Initiating motion	Friday 2.5 weeks prior	October 9
	Memo in support	Wednesday 2 weeks prior	October 14
	Opposition/response	Wednesday 1 week prior	October 21
ADDITIONAL MOTION (all other motions filed and praeciped for the same motions day after the initiating motion is filed)	Additional motion	Friday 1.5 weeks prior	October 16
	Memo in support	Wednesday 1 week prior	October 21
	Opposition/response	Friday 0.5 weeks prior	October 23
PROPOSED ORDER	Court's preference	When the motion is filed	
	Final deadline	Wednesday 1 week prior	October 21
	After the hearing	Follow Judge's instructions	
EVIDENCE/EXHIBITS	Deliver to the 4th floor drop box	Friday 0.5 weeks prior	October 23
GAL REPORT		Friday 0.5 weeks prior	October 23
MEETING LINKS and TELEPHONE CALL-IN NUMBER (by the Court)	Emailed to all persons whose email addresses were on the remote Motions Day praecipe	2 business days prior	October 26
	Posted to Court's website alexandriava.gov/CircuitCourt >scroll to Motions Day sections	2 business days prior	October 26
REMOVAL OF MOTIONS from the docket by the moving party	Counsel or pro se litigant calls a Judicial Law Clerk/staff attorney 703.746.4123 then files a praecipe	1 business day prior	October 27

Instructions

- Motions Day docket is 2nd and 4th Wednesdays of the month. Specific dates and deadlines are posted to the Court's website. www.alexandriava.gov/CircuitCourt scroll to Motions Day sections
- 25 minutes or less shall be scheduled on the 10:00 a.m. remote Motions Day docket.** Anticipated time needed to argue all motions in the case that were properly docketed and noticed in the same case. No need to call Judges' Chambers prior to filing the required motion, praecipe, etc.
- 25 minutes or longer, or memorandum accompanying all motions, responses and oppositions exceed the 5 page limit.** After filing the motion, (1) Counsel shall call a court administrator at 703.746.4123 together on the same telephone conference call to obtain a hearing date and time. (2) Counsel shall file a praecipe to docket the motion. Filing deadlines for these hearings are the same as Motions Day deadlines (i.e., brief/memo in support is due 14 days prior to the hearing; response/opposition is due 7 days prior to the hearing, etc.).
- Filing instructions:
 - ORIGINALS (except evidence/exhibits) are filed in Room 307.
 - Copy provided to opposing party (or counsel).
 - Mandatory copy delivered to 4th floor drop box when the Motions Day documents are filed.**
- NEW: Page limit and format instructions.** Effective with the 4/22/2026 Motions Day and thereafter: **Memoranda accompanying motions, responses, and oppositions are limited to 5 pages, 12-point, double-spaced font.**
- REVISED PRAECIPE** Effective with the 4/22/2026 Motions Day and thereafter: The revised praecipe includes mandatory Rule 4:15(b) certification. Revised praecipe available on the Clerk's website www.alexandriava.gov/CircuitCourt scroll to Motions Day sections.

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

MOTIONS DAY **NOVEMBER 4, 2026** Filing Deadlines

***Motions Day is 1 week early due to the 11/11/2026 holiday**

Issued and posted to website on 3/6/2026; additional instructions posted **3/20/2026**

		Deadline Guidance	Specific date
INITIATING MOTION (First motion and praecipe filed in the case)	Initiating motion	Friday 2.5 weeks prior	October 16
	Memo in support	Wednesday 2 weeks prior	October 21
	Opposition/response	Wednesday 1 week prior	October 28
ADDITIONAL MOTION (all other motions filed and praeciped for the same motions day after the initiating motion is filed)	Additional motion	Friday 1.5 weeks prior	October 23
	Memo in support	Wednesday 1 week prior	October 28
	Opposition/response	Friday 0.5 weeks prior	October 30
PROPOSED ORDER	Court's preference	When the motion is filed	
	Final deadline	Wednesday 1 week prior	October 28
	After the hearing	Follow Judge's instructions	
EVIDENCE/EXHIBITS	Deliver to the 4th floor drop box	Friday 0.5 weeks prior	October 30
GAL REPORT		Friday 0.5 weeks prior	October 30
MEETING LINKS and TELEPHONE CALL-IN NUMBER (by the Court)	Emailed to all persons whose email addresses were on the remote Motions Day praecipe	2 business days prior	October 30 (early; Court closed on 11/3)
	Posted to Court's website alexandriava.gov/CircuitCourt >scroll to Motions Day sections	2 business days prior	
REMOVAL OF MOTIONS from the docket by the moving party	Counsel or pro se litigant calls a Judicial Law Clerk/staff attorney 703.746.4123 then files a praecipe	1 business day prior	November 2 (early; Court closed on 11/3)

Instructions

- Motions Day docket is 2nd and 4th Wednesdays of the month. Specific dates and deadlines are posted to the Court's website. www.alexandriava.gov/CircuitCourt scroll to Motions Day sections
- 25 minutes or less shall be scheduled on the 10:00 a.m. remote Motions Day docket.** Anticipated time needed to argue all motions in the case that were properly docketed and noticed in the same case. No need to call Judges' Chambers prior to filing the required motion, praecipe, etc.
- 25 minutes or longer, or memorandum accompanying all motions, responses and oppositions exceed the 5 page limit.** After filing the motion, (1) Counsel shall call a court administrator at 703.746.4123 together on the same telephone conference call to obtain a hearing date and time. (2) Counsel shall file a praecipe to docket the motion. Filing deadlines for these hearings are the same as Motions Day deadlines (i.e., brief/memo in support is due 14 days prior to the hearing; response/opposition is due 7 days prior to the hearing, etc.).
- Filing instructions:
 - ORIGINALS (except evidence/exhibits) are filed in Room 307.
 - Copy provided to opposing party (or counsel).
 - Mandatory copy delivered to 4th floor drop box when the Motions Day documents are filed.**
- NEW: Page limit and format instructions.** Effective with the 4/22/2026 Motions Day and thereafter: **Memoranda accompanying motions, responses, and oppositions are limited to 5 pages, 12-point, double-spaced font.**
- REVISED PRAECIPE** Effective with the 4/22/2026 Motions Day and thereafter: The revised praecipe includes mandatory Rule 4:15(b) certification. Revised praecipe available on the Clerk's website www.alexandriava.gov/CircuitCourt scroll to Motions Day sections.

Circuit Court of Alexandria, Virginia

Judges
 KATHLEEN M. USTON
 REBECCA J. WADE
 HEIDI E. MEINZER



Courtthouse
 520 King Street
 Alexandria, VA 22314-3164
 703.746.4123 8:30am to 4:00pm
www.alexandriava.gov/CircuitCourt

MOTIONS DAY **NOVEMBER 25, 2026** Filing Deadlines

Court closes at 12:00pm on 11/25/2026 (no 2:00pm docket)

Issued and posted to website on 3/6/2026; additional instructions posted **3/20/2026**

		Deadline Guidance	Specific date
INITIATING MOTION (First motion and praecipe filed in the case)	Initiating motion	Friday 2.5 weeks prior	November 6
	Memo in support	Wednesday 2 weeks prior	November 10 (early; 11/11 holiday)
	Opposition/response	Wednesday 1 week prior	November 18
ADDITIONAL MOTION (all other motions filed and praeciped for the same motions day after the initiating motion is filed)	Additional motion	Friday 1.5 weeks prior	November 13
	Memo in support	Wednesday 1 week prior	November 18
	Opposition/response	Friday 0.5 weeks prior	November 20
PROPOSED ORDER	Court's preference	When the motion is filed	
	Final deadline	Wednesday 1 week prior	November 18
	After the hearing	Follow Judge's instructions	
EVIDENCE/EXHIBITS	Deliver to the 4th floor drop box	Friday 0.5 weeks prior	November 20
GAL REPORT		Friday 0.5 weeks prior	November 20
MEETING LINKS and TELEPHONE CALL-IN NUMBER (by the Court)	Emailed to all persons whose email addresses were on the remote Motions Day praecipe	2 business days prior	November 23
	Posted to Court's website alexandriava.gov/CircuitCourt >scroll to Motions Day sections	2 business days prior	November 23
REMOVAL OF MOTIONS from the docket by the moving party	Counsel or pro se litigant calls a Judicial Law Clerk/staff attorney 703.746.4123 then files a praecipe	1 business day prior	November 24

Instructions

- Motions Day docket is 2nd and 4th Wednesdays of the month. Specific dates and deadlines are posted to the Court's website. www.alexandriava.gov/CircuitCourt scroll to Motions Day sections
- 25 minutes or less shall be scheduled on the 10:00 a.m. remote Motions Day docket.** Anticipated time needed to argue all motions in the case that were properly docketed and noticed in the same case. No need to call Judges' Chambers prior to filing the required motion, praecipe, etc.
- 25 minutes or longer, or memorandum accompanying all motions, responses and oppositions exceed the 5 page limit.** After filing the motion, (1) Counsel shall call a court administrator at 703.746.4123 together on the same telephone conference call to obtain a hearing date and time. (2) Counsel shall file a praecipe to docket the motion. Filing deadlines for these hearings are the same as Motions Day deadlines (i.e., brief/memo in support is due 14 days prior to the hearing; response/opposition is due 7 days prior to the hearing, etc.).
- Filing instructions:
 - ORIGINALS (except evidence/exhibits) are filed in Room 307.
 - Copy provided to opposing party (or counsel).
 - Mandatory copy delivered to 4th floor drop box when the Motions Day documents are filed.**
- NEW: Page limit and format instructions.** Effective with the 4/22/2026 Motions Day and thereafter: **Memoranda accompanying motions, responses, and oppositions are limited to 5 pages, 12-point, double-spaced font.**
- REVISED PRAECIPE** Effective with the 4/22/2026 Motions Day and thereafter: The revised praecipe includes mandatory Rule 4:15(b) certification. Revised praecipe available on the Clerk's website www.alexandriava.gov/CircuitCourt scroll to Motions Day sections.

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

MOTIONS DAY **DECEMBER 9, 2026** Filing Deadlines

Issued and posted to website on 3/6/2026; additional instructions posted **3/20/2026**

		Deadline Guidance	Specific date
INITIATING MOTION (First motion and praecipe filed in the case)	Initiating motion	Friday 2.5 weeks prior	November 20
	Memo in support	Wednesday 2 weeks prior	November 25 at 12:00pm (court closes early)
	Opposition/response	Wednesday 1 week prior	December 2
ADDITIONAL MOTION (all other motions filed and praeciped for the same motions day after the initiating motion is filed)	Additional motion	Friday 1.5 weeks prior	November 25 at 12:00pm (court closes early)
	Memo in support	Wednesday 1 week prior	December 2
	Opposition/response	Friday 0.5 weeks prior	December 4
PROPOSED ORDER	Court's preference	When the motion is filed	
	Final deadline	Wednesday 1 week prior	December 2
	After the hearing	Follow Judge's instructions	
EVIDENCE/EXHIBITS	Deliver to the 4th floor drop box	Friday 0.5 weeks prior	December 4
GAL REPORT		Friday 0.5 weeks prior	December 4
MEETING LINKS and TELEPHONE CALL-IN NUMBER (by the Court)	Emailed to all persons whose email addresses were on the remote Motions Day praecipe	2 business days prior	December 7
	Posted to Court's website alexandriava.gov/CircuitCourt >scroll to Motions Day sections	2 business days prior	December 7
REMOVAL OF MOTIONS from the docket by the moving party	Counsel or pro se litigant calls a Judicial Law Clerk/staff attorney 703.746.4123 then files a praecipe	1 business day prior	December 8

Instructions

- Motions Day docket is 2nd and 4th Wednesdays of the month. Specific dates and deadlines are posted to the Court's website. www.alexandriava.gov/CircuitCourt scroll to Motions Day sections
- 25 minutes or less shall be scheduled on the 10:00 a.m. remote Motions Day docket.** Anticipated time needed to argue all motions in the case that were properly docketed and noticed in the same case. No need to call Judges' Chambers prior to filing the required motion, praecipe, etc.
- 25 minutes or longer, or memorandum accompanying all motions, responses and oppositions exceed the 5 page limit.** After filing the motion, (1) Counsel shall call a court administrator at 703.746.4123 together on the same telephone conference call to obtain a hearing date and time. (2) Counsel shall file a praecipe to docket the motion. Filing deadlines for these hearings are the same as Motions Day deadlines (i.e., brief/memo in support is due 14 days prior to the hearing; response/opposition is due 7 days prior to the hearing, etc.).
- Filing instructions:
 - ORIGINALS (except evidence/exhibits) are filed in Room 307.
 - Copy provided to opposing party (or counsel).
 - Mandatory copy delivered to 4th floor drop box when the Motions Day documents are filed.**
- NEW: Page limit and format instructions.** Effective with the 4/22/2026 Motions Day and thereafter: **Memoranda accompanying motions, responses, and oppositions are limited to 5 pages, 12-point, double-spaced font.**
- REVISED PRAECIPE** Effective with the 4/22/2026 Motions Day and thereafter: The revised praecipe includes mandatory Rule 4:15(b) certification. Revised praecipe available on the Clerk's website www.alexandriava.gov/CircuitCourt scroll to Motions Day sections.

Circuit Court of Alexandria, Virginia

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MOTIONS DAY **DECEMBER 23, 2026** Filing Deadlines

No 2:00pm docket on December 23

Issued and posted to website on 3/6/2026; additional instructions posted **3/20/2026**

		Deadline Guidance	Specific date
INITIATING MOTION (First motion and praecipe filed in the case)	Initiating motion	Friday 2.5 weeks prior	December 4
	Memo in support	Wednesday 2 weeks prior	December 9
	Opposition/response	Wednesday 1 week prior	December 16
ADDITIONAL MOTION (all other motions filed and praeciped for the same motions day after the initiating motion is filed)	Additional motion	Friday 1.5 weeks prior	December 11
	Memo in support	Wednesday 1 week prior	December 16
	Opposition/response	Friday 0.5 weeks prior	December 18
PROPOSED ORDER	Court's preference	When the motion is filed	
	Final deadline	Wednesday 1 week prior	December 16
	After the hearing	Follow Judge's instructions	
EVIDENCE/EXHIBITS	Deliver to the 4th floor drop box	Friday 0.5 weeks prior	December 18
GAL REPORT		Friday 0.5 weeks prior	December 18
MEETING LINKS and TELEPHONE CALL-IN NUMBER (by the Court)	Emailed to all persons whose email addresses were on the remote Motions Day praecipe	2 business days prior	December 21
	Posted to Court's website alexandriava.gov/CircuitCourt >scroll to Motions Day sections	2 business days prior	December 21
REMOVAL OF MOTIONS from the docket by the moving party	Counsel or pro se litigant calls a Judicial Law Clerk/staff attorney 703.746.4123 then files a praecipe	1 business day prior	December 22

Instructions

- Motions Day docket is 2nd and 4th Wednesdays of the month. Specific dates and deadlines are posted to the Court's website. www.alexandriava.gov/CircuitCourt scroll to Motions Day sections
- 25 minutes or less shall be scheduled on the 10:00 a.m. remote Motions Day docket.** Anticipated time needed to argue all motions in the case that were properly docketed and noticed in the same case. No need to call Judges' Chambers prior to filing the required motion, praecipe, etc.
- 25 minutes or longer, or memorandum accompanying all motions, responses and oppositions exceed the 5 page limit.** After filing the motion, (1) Counsel shall call a court administrator at 703.746.4123 together on the same telephone conference call to obtain a hearing date and time. (2) Counsel shall file a praecipe to docket the motion. Filing deadlines for these hearings are the same as Motions Day deadlines (i.e., brief/memo in support is due 14 days prior to the hearing; response/opposition is due 7 days prior to the hearing, etc.).
- Filing instructions:
 - ORIGINALS (except evidence/exhibits) are filed in Room 307.
 - Copy provided to opposing party (or counsel).
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