

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

OCTOBER 14, 2026 **In-PERSON** MOTIONS DAY

Filing Deadlines Posted to website 7/23/2026

<u>Filing deadlines</u>	<u>Specific deadline</u>	<u>Deadline guidance</u>
(1) Initiating motion		
A. First motion and praecipe filed in the case	Sept 25	(Friday 2.5 weeks prior)
B. Memo in support to initiating motion	Sept 30	(Wednesday 2 weeks prior)
C. Opposition/response to initiating motion	Oct. 7	(Wednesday 1 week prior)
(2) Additional motion filed after the initiating motion		
A. Additional motion and praecipe	Oct. 2	(Friday 1.5 weeks prior)
B. Memo in support of additional motion	Oct. 7	(Wednesday 1 week prior)
C. Opposition/response to additional motion	Oct. 9	(Friday 0.5 weeks prior)
(3) Proposed order	Oct. 7	(Wednesday 1 week prior)
(4) Evidence/exhibits	Bring to the in-person hearing	
(5) GAL Report delivered to 4 th floor drop box	Oct. 9	(Friday 0.5 weeks prior)
(6) Removal of motion from the docket.	Oct. 13	(Tuesday 1 business day prior)
The moving party calls a Judicial Law Clerk at 703.746.4123 to remove, and then files a praecipe		

Instructions

1. **Motions Day.** Typically the 2nd and 4th Wednesdays of the month. Specific Motions Day dates and filings deadlines are posted to the Court's website at www.alexandriava.gov/CircuitCourt (scroll to "Motions Day" section). The Motions Day schedule may change in May or if a holiday falls on the 2nd or 4th Wednesday of the month (consult the calendar that is posted on the website).
2. **Page limit.** Motions, briefs, memoranda, responses, and oppositions cannot exceed 5 pages total for all documents. (For example, if the moving party files a motion and separate memorandum, the page limit is 5 pages together for both documents.) Documents must be 12-point font, double-spaced on 8.5 x 11 inch paper.
- 3-A. **Scheduling guidance** on **10:00 a.m. Motions Day docket.**
 - (1) **For cases in which argument is anticipated to be 25 minutes or less** for all motions that were properly docketed and noticed in the same case for the same Motions Day ****and**** counsel has complied with the 5-page total page limit for all documents filed for the motions day (see above).
 - (2) **Filing instructions.** (a) File all originals with the Clerk of Circuit Court; (b) provide a copy to opposing counsel or pro se litigant; and (c) deliver a mandatory copy to the 4th floor drop box.
- 3-B. **Scheduling guidance** on **2:00 p.m. Motions Day docket or date-certain.**
 - (1) **For cases in which argument is anticipated to be more than 25 minutes** for all motions that were properly docketed and noticed in the same case for the same Motions Day ****or**** cases in which the 5-page total page limit is exceeded (see above).
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4. **In-Person Motions Day praecipe** shall be used to docket all Motions Day hearings for 10/14/2026 and thereafter. The praecipe also includes the mandatory Rule 4:15(b) certification. Refer to Court's website www.alexandriava.gov/CircuitCourt > scroll to "Motions Day" or "Forms" sections.
5. **Filing Deadlines** for Motions Day are listed above. Filing deadlines for date-certain hearings are the same as Motions Day deadlines (for example, Memo in Support is due 14 days prior to the hearing date). If a filing deadline falls on a holiday or a date on which the Court is closed, the deadline is pushed back one day for each day the Court is closed.

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OCTOBER 28, 2026 **In-PERSON** MOTIONS DAY Filing Deadlines Posted to website 7/23/2026

Filing deadlines	Specific deadline	Deadline guidance
(1) Initiating motion		
A. First motion and praecipe filed in the case	Oct. 9	(Friday 2.5 weeks prior)
B. Memo in support to initiating motion	Oct. 14	(Wednesday 2 weeks prior)
C. Opposition/response to initiating motion	Oct. 21	(Wednesday 1 week prior)
(2) Additional motion filed after the initiating motion		
A. Additional motion and praecipe	Oct. 16	(Friday 1.5 weeks prior)
B. Memo in support of additional motion	Oct. 21	(Wednesday 1 week prior)
C. Opposition/response to additional motion	Oct. 23	(Friday 0.5 weeks prior)
(3) Proposed order	Oct. 21	(Wednesday 1 week prior)
(4) Evidence/exhibits	Bring to the in-person hearing	
(5) GAL Report delivered to 4 th floor drop box	Oct. 23	(Friday 0.5 weeks prior)
(6) Removal of motion from the docket. The moving party calls a Judicial Law Clerk at 703.746.4123 to remove, and then files a praecipe	Oct. 27	(Tuesday 1 business day prior)

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NOVEMBER 4, 2026 **In-PERSON** MOTIONS DAY

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

Filing Deadlines Posted to website 7/23/2026

Filing deadlines	Specific deadline	Deadline guidance
(1) Initiating motion		
A. First motion and praecipe filed in the case	Oct. 16	(Friday 2.5 weeks prior)
B. Memo in support to initiating motion	Oct. 21	(Wednesday 2 weeks prior)
C. Opposition/response to initiating motion	Oct. 28	(Wednesday 1 week prior)
(2) Additional motion filed after the initiating motion		
A. Additional motion and praecipe	Oct. 23	(Friday 1.5 weeks prior)
B. Memo in support of additional motion	Oct. 28	(Wednesday 1 week prior)
C. Opposition/response to additional motion	Oct. 30	(Friday 0.5 weeks prior)
(3) Proposed order	Oct. 28	(Wednesday 1 week prior)
(4) Evidence/exhibits	Bring to the in-person hearing	
(5) GAL Report delivered to 4 th floor drop box	Oct. 30	(Friday 0.5 weeks prior)
(6) Removal of motion from the docket. The moving party calls a Judicial Law Clerk at 703.746.4123 to remove, and then files a praecipe	Nov. 2 (early) (early due to 11/3 holiday)	(Tuesday 1 business day prior)

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NOVEMBER 25, 2026 In-PERSON MOTIONS DAY

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

Filing Deadlines Posted to website 7/23/2026

Filing deadlines	Specific deadline	Deadline guidance
(1) Initiating motion		
A. First motion and praecipe filed in the case	Nov. 6	(Friday 2.5 weeks prior)
B. Memo in support to initiating motion	Nov. 10 (early; due to 11/11 holiday)	(Wednesday 2 weeks prior)
C. Opposition/response to initiating motion	Nov. 18	(Wednesday 1 week prior)
(2) Additional motion filed after the initiating motion		
A. Additional motion and praecipe	Nov. 13	(Friday 1.5 weeks prior)
B. Memo in support of additional motion	Nov. 18	(Wednesday 1 week prior)
C. Opposition/response to additional motion	Nov. 20	(Friday 0.5 weeks prior)
(3) Proposed order	Nov. 18	(Wednesday 1 week prior)
(4) Evidence/exhibits	Bring to the in-person hearing	
(5) GAL Report delivered to 4 th floor drop box	Nov. 20	(Friday 0.5 weeks prior)
(6) Removal of motion from the docket. The moving party calls a Judicial Law Clerk at 703.746.4123 to remove, and then files a praecipe	Nov. 24	(Tuesday 1 business day prior)

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DECEMBER 9, 2026 **In-PERSON** MOTIONS DAY Filing Deadlines Posted to website 7/23/2026

Filing deadlines	Specific deadline	Deadline guidance
(1) Initiating motion		
A. First motion and praecipe filed in the case	Nov. 20	(Friday 2.5 weeks prior)
B. Memo in support to initiating motion	Nov. 25 at 12:00pm	(Wednesday 2 weeks prior)
	Court closes at 12:00pm on 11/25	
C. Opposition/response to initiating motion	Dec. 2	(Wednesday 1 week prior)
(2) Additional motion filed after the initiating motion		
A. Additional motion and praecipe	Nov. 25 at 12:00pm	(Friday 1.5 weeks prior)
B. Memo in support of additional motion	Dec. 2	(Wednesday 1 week prior)
C. Opposition/response to additional motion	Dec. 4	(Friday 0.5 weeks prior)
(3) Proposed order	Dec. 2	(Wednesday 1 week prior)
(4) Evidence/exhibits	Bring to the in-person hearing	
(5) GAL Report delivered to 4 th floor drop box	Dec. 4	(Friday 0.5 weeks prior)
(6) Removal of motion from the docket.	Dec. 8	(Tuesday 1 business day prior)
The moving party calls a Judicial Law Clerk at 703.746.4123 to remove, and then files a praecipe		

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DECEMBER 23, 2026 In-PERSON MOTIONS DAY

No 2:00pm docket on December 23

Filing Deadlines Posted to website 7/23/2026

Filing deadlines	Specific deadline	Deadline guidance
(1) Initiating motion		
A. First motion and praecipe filed in the case	Dec. 4	(Friday 2.5 weeks prior)
B. Memo in support to initiating motion	Dec. 9	(Wednesday 2 weeks prior)
C. Opposition/response to initiating motion	Dec. 16	(Wednesday 1 week prior)
(2) Additional motion filed after the initiating motion		
A. Additional motion and praecipe	Dec. 11	(Friday 1.5 weeks prior)
B. Memo in support of additional motion	Dec. 16	(Wednesday 1 week prior)
C. Opposition/response to additional motion	Dec. 18	(Friday 0.5 weeks prior)
(3) Proposed order	Dec. 16	(Wednesday 1 week prior)
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(6) Removal of motion from the docket.	Dec. 22	(Tuesday 1 business day prior)
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