

Motions Day – 7/8/2020

Procedures and Deadlines for 7/8/20 Motions Day docket.

ALEXANDRIA CIRCUIT COURT MOTIONS DAY PROCEDURE AND DEADLINES DUE TO COVID-19

Mailbox information

Clerk of Court (original filings) Case.Intake@alexandriava.gov
Judges' Chambers (courtesy copies) CircuitCourtChambers@alexandriava.gov

SEE DETAILED INSTRUCTIONS BELOW

Step	Deadline Information for Motions Day	7/8/20 M.D.
1	Notice/praecipe for motions day, including motion (if not previously filed) and time estimate 2.5 weeks prior to Motions Day	Fri 6/19 3pm
	Judges' Chambers will send a Microsoft Teams meeting invitation to moving parties	N/A; see Step 9
2	File proposed orders 1.5 weeks prior to Motions Day	Fri 6/26 3pm
3	Oppositions due for a timely filed motion 1.5 weeks prior to Motions Day	Fri 6/26 3pm
4	Request interpreter services 1.5 weeks prior to Motions Day	Fri 6/26 3pm
5	Participants' email addresses emailed to Clerk of Court and Judges' Chambers 1 week prior to Motions Day	Wed 7/1 3pm
6	File new notice/praecipe indicating (a) matter to be heard remotely; and (b) Judges' Chambers will email meeting invitation to moving party 1 week prior to Motions Day	Wed 7/1 3pm
7	Evidence to be filed 0.5 week prior to Motions Day	Mon 7/6 12pm *Fri 7/3 is a holiday

8	Deadline for removing cases 2 days prior to M.D.	Mon 7/6 12pm
9	Meeting invitation to be emailed to moving party by Judges' Chambers 2 days prior to M.D.	Mon 7/6
	Circuit Court emails estimated start time to moving party	Will be included in 7/6 email
	Motions Day hearings Morning session: 10:00 a.m. to 1:00 p.m. Afternoon session: 2:00 p.m. to 5:00 p.m.	Wed. 7/8/20

General Information *Mailbox information for both Clerk of Court and Judges' Chambers is at top.

1. All hearings will be remote via Microsoft Teams.
2. Only non-evidentiary hearings will be heard.
3. Argument time limit is 25 minutes total (10 minutes per side + 5 minutes rebuttal).
4. Garnishment hearings
 - A. Judgment creditors shall file a notice/praecipe giving notice to the pro se judgment debtor/defendant indicating that the matter will be heard remotely. Such notice/praecipe shall indicate that judgment creditor has a valid email address for the judgment debtor/defendant and that the debtor/defendant can access Microsoft Teams.
 - i. If the debtor/defendant has verifiable email - Please attach an email from the debtor/defendant to the creditor to (a) acknowledge receipt of email; (b) verify the debtor/defendant can access Microsoft Teams either via audio or video; and (c) provide the Court with the debtor/defendant's email address.
 - ii. If the debtor/defendant does not have a confirmable email and there is no way to ensure that the debtor/defendant can access Microsoft Teams, then the garnishment hearing cannot be done remotely.
 1. A separate garnishment docket for in-person hearings where the debtor/defendant has no verifiable email address or cannot access Microsoft Team shall be set up for another date. Counsel for the judgment creditor in these types of cases should still plan to appear remotely on motions day and their matter shall be continued to the in-person garnishment docket and counsel shall serve debtor/creditor with the new notice.
5. Set date matters – At the motions day hearing, the Court will instruct counsel and/or parties to contact Judges' Chambers to schedule the trial date.

6. Show cause orders returnable to Motions Day
 - a. If the defendant/respondent does not appear remotely at the motions day hearing, the case shall be rescheduled unless the petitioner/movant can demonstrate that the defendant/respondent knew of the remote hearing and had access to Microsoft Teams.
 - b. If the defendant/respondent or the defendant/respondent with counsel appears remotely, and no evidence other than testimonial evidence is necessary, the case may proceed unless it will take more than 25 minutes.
 - i. If not, counsel/parties shall be instructed to contact Judges' Chambers to set a date certain.

Instructions *Mailbox information for both Clerk of Court and Judges' Chambers is at top.

1. Notice/praecipe for motions day, including motion (if not previously filed) and time estimate - Due to Covid-19, any notices/praecipis (including the motion if not previously filed) that are not filed with the Clerk of Circuit Court by the deadline will not be considered for the docket. A courtesy copy of the motion and notice/praecipe scheduling the case should also be emailed to Judges' Chambers (see mailbox information on page 1).
2. File proposed orders – All proposed orders shall be filed with the Clerk of Circuit Court; courtesy copy emailed to Judges' Chambers.
3. Oppositions to Timely Filed Motions – Written oppositions to timely filed motions must be filed no later than one week after the deadline for filing the motion. Oppositions that are not filed with the Clerk of Circuit Court by the deadline will not be considered by the judge. A courtesy copy of the opposition should also be emailed to Judges' Chambers.
4. Request interpreter services – If language services are needed, you may email your request to Doralisa Pilarte at dpilarte@vacourts.gov. If you have questions, please call 703-746-4630. The request must include the following:
 - Case Number:
 - Style (Case Name):
 - Type of Case:
 - Date and Time slot assigned: [email this information after it is received]
 - Language needed/for whom:
 - Requester of Services
 - Name:
 - Email:
 - Telephone:
5. Participants' email addresses - Counsel for the moving party (or pro se party) shall file a praecipe (courtesy copy emailed to Judges' Chambers) to include email addresses for the

following parties. This information is needed for the Microsoft Teams meeting invitation.

Moving party (counsel or pro se party)

Opposing counsel or pro se party

Participants either side deems necessary for the hearing

6. Notice/Praecipe re Remote Hearing – Moving party (counsel or pro se litigants shall file a new notice/praecipe indicating (a) the matter will be heard remotely and (b) Judges’ Chambers will email a Microsoft Teams meeting information to the moving party two days prior to motions day. Moving party shall forward the meeting information to the opposing counsel/party.
7. Evidence - All evidence (including documents and supplemental exhibits/affidavits) anticipated to be relied on during the remote hearing shall be filed with the Clerk of Circuit Court, with a courtesy copy emailed to Judges’ Chambers, and sent to opposing counsel/party. Evidence submitted after the deadline will not be considered.
8. Removing motions – Moving counsel or pro se party shall notify Judges’ Chambers no later than 2 days prior to the motions day if the motion is to be removed from the docket.
9. Meeting invitation– Judges’ Chambers shall email the moving party (counsel or pro se party) a Microsoft Teams meeting invitation:
 - a. Moving party shall forward the email invitation to opposing counsel/party.
 - b. Law clerks will assign cases to either morning session (10:00 a.m. to 1:00 p.m.) or afternoon session (2:00 p.m. to 5:00 p.m.)

**Alexandria Circuit Court
Motions Day Videoconference Instructions**

7/8/20 Motions Day

- 1. IMPORTANT – Download Microsoft Teams (a free download) prior to the meeting.**
2. You are receiving this email because you have placed a motion on the upcoming June 24, 2020 Motions Day.
3. Please do not respond to this email other than by accepting or declining the meeting invitation. If you have any questions, please email CircuitCourtChambers@alexandriava.gov
4. Please note that if this is not the correct email, you must submit a Praecipe with the correct email address by June 17, 2020 at 3 p.m.
5. Please review the following instructions with regards to the upcoming Motions Day
6. All hearings will be remotely through Microsoft Teams.
7. Please keep your microphone muted until your case is called.
8. When you hear your case called by the law clerk, you will need to alert the law clerk that you are present by one of the following methods
 - a. Use the raise hand feature (if you are on a computer)
 - b. Speak up and announce your presence (if you are on a telephone or the raise hand feature is not available)
9. Please note
 - a. When your case is called, please speak as loudly as possible.
 - b. If you interrupt the court during any case other than your own, you will be muted and possibly removed from the court proceeding.
 - c. If the Court does not receive opposing party's correct contact information by June 17, 2020 at 3:00 p.m., the matter will be removed from the motions day docket, and you will be required to re-notice the hearing for a new motions day.
 - d. If your motion extends beyond the designated 25 minute time limit per case, you will be asked to reschedule your motion for a date certain.