

Motions Day scheduled for 6/24/2020

Alexandria Circuit Court is organizing a civil motions day docket for June 24, 2020 to hear non-evidentiary motions by remote hearing. Due to Covid-19, any cases that are not filed by 3:00 p.m. on Friday, June 5th will not be considered for this docket. A courtesy copy of the notice setting the case for 10:00 a.m. (subject to court assigning a time certain) and motion should also be emailed to CircuitCourtChambers@alexandriava.gov.

Instructions for 6/24/20 Motions Day (posted 6/9/20)

1. General

- a. All hearings will be remote via Microsoft Teams.
- b. Only non-evidentiary hearings will be heard.
- c. Argument time limit is 25 minutes total (10 minutes per side + 5 minutes rebuttal)
- d. Estimated start times
 - i. 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.)
 - ii. Start time is an estimate only; time may need to be adjusted. All counsel and participants are required to be available one hour before and one hour after estimated start time.
- e. Friday, 6/5/20 at 3:00 p.m. -Deadline for the 6/24/20 Motions Day, due to Covid-19.
- f. Friday, 6/12/20 – Circuit Court Judges’ Chambers will send a Microsoft Teams meeting invite to moving parties
- g. Friday, 6/12/20 at 3:00 p.m. is the deadline for all proposed orders to be filed with the Clerk of Court; courtesy copy emailed to Judges’ Chambers (mailbox information below) (Instruction #2).
- h. Wednesday, 6/17/20 at 3:00 p.m. – deadline for moving parties (counsel or pro se litigant) to file a praecipe with email addresses (Instruction #3)
- i. Wednesday, 6/17/20 at 3:00 p.m. – Deadline for moving party to file a new notice/paercipe indicating the matter will be heard remotely and that Circuit Court Judges’ Chambers will email the moving party’s counsel/pro se party a remote meeting invitation by Tuesday, 6/23/20 at 3:00 p.m. (Instruction #4)
- j. Monday, 6/22/20 – Circuit Court Judges’ Chambers will email all moving parties the estimated start time. Moving party shall forward email to opposing counsel/party (Instruction #5)
- k. Monday, 6/22/20 at 12:00 p.m. is the deadline for removing cases from 6/24/20 Motions Day docket (Instruction #6)
- l. Friday, 6/19/20 at 12:00 p.m. is the deadline for all exhibits (Instruction #7).
- m. Tuesday, 6/23/20 – Circuit Court Judges’ Chambers will email estimated start time to moving party. **Remember – all counsel and participants are required to be available one hour prior to and one hour after the estimated start time in the event the hearing is advanced or delayed.**

2. Proposed Orders – Friday, 6/12/20 at 3:00 p.m. is the deadline for all proposed orders to be filed with the Clerk of Court; courtesy copy emailed to Judges’ Chambers (mailbox information below).
3. Email Addresses for All Participants. No later than Wednesday, 6/17/20 at 3:00 p.m., counsel for the moving party (or if pro se, the moving party) shall submit their email address and those of opposing counsel or pro se party, as well as that of any other participants either side deems necessary for the 6/24/20 Motions Day hearing to Circuit Court Judges’ Chambers (mailbox below). These email addresses will be used for notification of estimated start time and the Microsoft Teams meeting invite.
4. New Notices/Praecipes – No later than Wednesday, 6/17/20 at 3:00 p.m., moving parties (counsel or pro se litigants) shall file a new notice/praecepe indicating the matter will be heard remotely and that Judges’ Chambers will email the moving party’s counsel/pro se party by 3:00 p.m. on Tuesday, June 23rd (the day prior to the Motions Day) with a Microsoft Teams invitation for the court hearing.
5. Assigned Time for Hearing – On or about Monday, 6/22/20, Circuit Court Judges’ Chambers will email all moving parties (counsel or pro se litigants) the estimated start time for the 6/24/20 Motions Day hearing.
 - a. The moving party shall forward the estimated start time to opposing counsel/party.
 - b. All counsel and participants must be available for a one hour window (before and after the estimated start time) in the event another hearing ends early.
6. Removing cases from Motions Day docket – Counsel/pro se parties shall notify Judges’ Chambers no later than Monday, June 22 at 12:00 p.m. if the motion is to be removed from the docket.
7. Evidence – No later than Friday, 6/19/20 at 12:00 p.m., all exhibits (including documents and supplemental exhibits/affidavits) anticipated to be relied on during the remote hearing
 - a. shall be filed with Clerk of Court (mailbox below)
 - b. courtesy copy emailed to Judges’ Chambers
 - c. copy to opposing counsel/partyDocuments submitted after the deadline will not be considered.
8. Garnishment hearings – Judgment creditors need to file a notice/praecepe giving notice to the pro se judgment debtor/defendant indicating that the matter will be heard remotely. Such notice/praecepe should indicate that judgment creditor has a valid email address for the judgment debtor/defendant and that the debtor/defendant can access Microsoft Teams.
 - a. 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.

- b. If the debtor/defendant does not have verifiable email – 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.
 - i. 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 June 24 and their matter shall be continued to the in-person garnishment docket and counsel shall serve debtor/creditor with the new notice.
9. Set date matters – At the 6/24/20 hearing, counsel and/or parties will be instructed to contact Judges’ Chambers to schedule the trial date.
10. Show cause orders returnable to Motions Day – If the defendant/respondent does not appear remotely at 6/24/20 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. 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. If not, counsel/parties shall be instructed to contact Judges’ Chambers to set a date certain.

Email addresses

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