

Circuit Court of Alexandria, Virginia

Judges
LISA BONDAREFF KEMLER
KATHLEEN M. USTON
REBECCA J. WADE



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As the Circuit Court Clerk's Office and Circuit Court Judges' Chambers transition to the Supreme Court's case management system, the criminal local procedures have been revised. Below is a summary of some of the changes that will occur starting on September 3, 2024.

SCHEDULING MATTERS ON THE COMMONWEALTH DAY DOCKET

Counsel will need to file in the Circuit Court Clerk's Office a PRAECIPE requesting that the case be scheduled (sample attached) along with the motion to be heard (mandatory courtesy copy will need to be delivered to Circuit Court Judges' Chambers 4th floor drop box)

***If the defendant is in custody, counsel will also need to file a CUSTODIAL TRANSPORTATION ORDER (sample attached) with the Circuit Court Clerk's Office

Circuit Court Clerk's Office will schedule the motion in CCMS

Circuit Court Judges' Chambers will add the judge assignment (sheriff's office will receive a copy of the docket which shows if the defendant is in custody as well as a copy of the Custodial Transportation Order)

Previous scheduling deadlines still apply:

- Constitutional and significantly substantive motions must be filed by noon on Friday two weeks prior to Commonwealth Day
- Non-constitutional/significantly substantive motions must be filed by noon on Friday one week prior to Commonwealth Day
- All other motions must be filed by 1:00 p.m. on Tuesday prior to Commonwealth Day

BOND APPEALS

When appealing a bond from the General District Court or the Juvenile and Domestic Relations District Court, counsel will need to complete a DC370 in the lower court and provide a copy to opposing counsel and to Circuit Court Judges' Chambers; Circuit Court Clerk's Office will receive the copy from the lower court along with a copy of the warrant or petition

If the defendant is in custody, counsel will also need to file a CUSTODIAL TRANSPORTATION ORDER (sample attached) with the Circuit Court Clerk's Office

A written bond motion should be filed in the Circuit Court Clerk's Office in addition to the DC370 (copy of bond motion to be provided to Judges' Chambers)

Appeal must be noted by **Tuesday at 1:00 p.m.** to be placed on that week's Commonwealth Day docket (lower courts will leave the return date blank for now until given additional guidance); the cut-off date is a day earlier to allow time for docket preparation

Circuit Court Clerk's Office will schedule the motion in CCMS

Circuit Court Judges' Chambers will add the judge assignment

FINAL DOCKET PREPARATION & DISTRIBUTION

- Circuit Court Judges' Chambers will assure that all cases scheduled have been assigned to a judge
- Circuit Court Judges' Chambers will distribute the final docket on Wednesday afternoon by 3:00 to allow the Sheriff's Office time to prepare their transport list

BOND MOTIONS SPECIALLY SCHEDULED

- If counsel is unable to meet the Tuesday deadline for filing a bond motion, they may contact Circuit Court Judges' Chambers at 703-746-4123 to discuss setting the motion for another date