

# Alexandria Chambers Copy and Other Division-Specific Information

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**Overview** This document provides information about what the Alexandria judges require in terms of chambers copies of documents filed electronically and other Alexandria-specific ECF procedures.

**Note:** These chambers copy rules apply only to documents filed in electronic cases. Effective September 1, 2012, all documents not exempt from e-filing, should be electronically filed in paper cases (cases filed before March 26, 2007).

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**Chambers Copies** All the Alexandria judges require one paper copy for chambers of each motion, brief, and supporting document. The requirements are the same for all chambers and are as follows:

- Chambers copies should be provided in the following instance:
  - One paper copy of every motion and every document pertaining to those motions should be delivered directly to the clerk's office marked as a courtesy copy.
- All chambers copies should be delivered
  - Within one business day of the electronic filing.
  - To the Clerk's Office.
  - In an unsealed envelope (or file pocket if bulky) labeled with the judge's name and as containing a chambers copy.
- Copies of materials being filed under seal or subject to a motion to seal should be clearly marked as such.

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## Alexandria Chambers Copy and Other Division-Specific Information, Continued

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### **Unopposed or Joint Motions**

In addition to paper “consent orders” (see “Civil Case Exceptions”), judges in the Alexandria Division accept electronically filed motions for entry of agreed or unopposed orders where the proposed order is attached as an exhibit to the motion and a hearing is waived.

To submit electronically an agreed or unopposed matter to a judge in the Alexandria Division, you need to do the following:

- File a motion that is appropriately titled as an “agreed”, “unopposed”, or “consent” motion to alert the Court to the motion’s character. State in the body of the motion that hearing is waived or file a waiver of hearing at the same time you file the motion, using the filing event *Waiver of*.
- If it is a joint motion, comply with the procedures for multiple signatures in the “Signatures: More Than One Party/Signatory” section of the *E-Filing Policies and Procedures*.
- Attach a proposed order as an exhibit to the motion.
- Do not assume the motion will be granted.

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- Motions Docket** Motions hearings are normally held at the following days and times:
- Criminal motions addressed to district judges are heard on Fridays at 9:00 a.m.
  - Non-dispositive criminal motions addressed to magistrate judges are heard on Tuesdays at 10:00 a.m. Dispositive motions in misdemeanor cases are heard on the trial date unless the case is set for jury trial.
  - Civil motions are heard on Fridays at 10:00 a.m. **Note:** In civil cases, unless counsel is instructed otherwise, a non-dispositive motion will be considered by the magistrate judge.

The following table shows how civil and criminal motions hearings are set:

Case Type	Process for Setting a Hearing
Civil	<p>To set a civil motion for a hearing, you need to do the following:</p> <ul style="list-style-type: none"> <li>• File a “Notice of Hearing” with your motion, setting the motion for a Friday at 10:00 a.m.</li> <li>• File the motion and notice of hearing according to the following deadlines:               <ul style="list-style-type: none"> <li>➢ Non-dispositive motions must be filed by 5:00 p.m. Friday for the following Friday’s hearings.</li> <li>➢ Unless service is by hand, dispositive motions must be filed and noticed for the first available Friday that is at least twenty-one (21) days past the filing date. (This is the aggregate of the briefing schedule in Local Civil Rule 7(F) and the extra time required by Fed. R. Civ. P. 6(d).)</li> </ul> </li> </ul>
Criminal	<ul style="list-style-type: none"> <li>• In felony criminal cases, the hearing date for motions is set at the arraignment. If it is necessary to have a motion heard before or after the set hearing date, file the motion and a notice of hearing setting the oral argument for a Friday at 9:00 a.m.</li> <li>• In a misdemeanor case set for bench trial by a magistrate judge, file a dispositive motion and a notice of hearing setting the oral argument for 10:00 a.m. on the trial date. In a case set for jury trial or for any non-dispositive motion, notice the hearing by the trial judge at 10:00 a.m. on a Tuesday. If government testimony will be needed, then notice for a date on which the government’s witness is available. (The trial judge’s courtroom deputy can provide this information.)</li> </ul>

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### Alexandria-Specific Procedures: Filing a Notice of Hearing

After you have filed a motion, to file a Notice of Hearing that requests a hearing date, take the following steps:

Step	Action
1	Select either <i>Civil</i> or <i>Criminal</i> from the blue menu bar in ECF
2	Go to the category <i>Other Filings</i> and click on the sub-category <i>Notices</i> .
3	Select the event <i>Notice of Hearing Date</i> .
4	Input the appropriate information at each screen. Select your preferred hearing date in accordance with the Local Rules, these instructions, and any scheduling orders entered in the case.
5	Finish filing your Notice of Hearing and wait until you receive your NEF, as usual.

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### Alexandria-Specific Procedures: Civil Documents That May Be Filed in Open Court by Attorneys

Following are the documents that attorneys may file in open court in Alexandria civil cases:

- Stipulations.
  - Any other documents as directed or ordered by the presiding judge.
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## Alexandria Chambers Copy and Other Division-Specific Information, Continued

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### Alexandria-Specific Procedures: Criminal Documents That May Be Filed in Open Court by Attorneys

Following are the documents that attorneys may file in open court in Alexandria criminal cases:

- Plea Agreements.
- Criminal informations.
- Statement of Facts.
- Waivers of Speedy Trial.
- Restitution judgments.
- Motions to dismiss with proposed order.
- Motions and orders to seal or unseal (only at the time of Grand Jury returns).
- Stipulations.
- Consents to trial before US Magistrate Judge.
- Refusals of Magistrate Judge jurisdiction/election to USDJ.
- Financial Affidavits (CJA23)
- Redacted documents.
- Agreed Discovery Orders.
- Sentencing Procedures Orders.
- Notices of attorney appearance.
- Substitution of counsel orders.
- Exhibits.
- Waivers
  - Of counsel.
  - Indictment.
  - Rule 32.
  - Rule 5.
  - Jury.
  - Of minimum time to trial (Speedy Trial).
  - Preliminary exam or hearing.
  - Presentence report.
- Any other documents as directed or ordered by the presiding judge.

### Misdemeanor and Petty Offense Cases

All misdemeanor and petty offense cases that contain “mj” or “po” in the case number are electronic cases. All filings in such cases must be made in accordance with the *Electronic Case Filing Policies and Procedures Manual*.

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## Filing Objections to a Magistrate Judge Ruling

To request that a magistrate judge reconsider his or her own ruling in a civil case, use the filing category Motion and the filing event Reconsideration; and also file a Notice of Hearing Date setting oral argument for a Friday at 10:00 a.m.

To obtain review of a magistrate judge's ruling by a district judge pursuant to Fed. R. Civ. P. 72, use the filing category Motion and the filing event Objections to a Magistrate Judge's Ruling or Rec; and also file a Notice of Hearing Date setting oral argument for a Friday at 10:00 a.m.

### Screen Shot:

Motions

Start typing to find another event.

Available Events (click to select events)

- More Definite Statement
- New Trial
- Objections to Magistrate Judges Ruling or Recommendation
- Order of Sale
- Partial Summary Judgment
- Permanent Injunction
- Petition for Reinstatement
- Preliminary Injunction
- Pro hac vice (USED BY CLERKS OFFICE ONLY)
- Proceed In Forma Pauperis
- Produce
- Protective Order
- Quash
- Reassign Case
- Reconsideration

Selected Events (click to remove events)

- Objections to Magistrate Judges Ruling or Recommendation

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