

# Alexandria Courtesy Copy and Other Division-Specific Information

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## Overview

This document gives information about what the Alexandria judges require in terms of courtesy copies of documents filed electronically.

**Note:** These courtesy copy rules apply only to documents filed in electronic cases. Follow the previous practices for each chambers for courtesy copies in paper cases.

This document also lists Alexandria-specific ECF information, which

- outlines how to request a Friday hearing date for motions and
  - lists the documents that may be filed in open court in both civil and criminal cases.
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## Courtesy Copies

For all the Alexandria judges, the courtesy copy requirements are the same and are as follows:

- All courtesy copies should be delivered
    - within one business day of the electronic filing.
    - directly to the appropriate chambers (not to the clerk's office). Ideally, courtesy copies should not be in envelopes, but if an envelope is necessary, the envelope should be unsealed and labeled with the judge's name and as containing a courtesy copy.
  - Courtesy copies should be provided in the following instances:
    - One paper copy of every motion and every document pertaining to those motions should be delivered directly to the chambers considering the motion.
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## Financial Disclosure Statements and Courtesy Copies

Although Local Rule 7.1 states that two courtesy copies of the Financial Disclosure Statement must be filed, in electronic cases, you need only to file the original document electronically; you do not need to submit courtesy copies.

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

**Motions Docket** Motions hearings are held at the following days and times:

- Criminal motions are held on Fridays at 9:00 a.m.
- Civil motions are held on Fridays at 10:00 a.m.

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> </ul> </li> </ul> <p>Dispositive motions must be filed and noticed for a Friday after the 11-day response deadline expires.</p>
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 prior to 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 criminal cases that are scheduled before a US Magistrate Judge, the motions are heard on the trial date. If it becomes necessary to have a motion heard prior to or after the trial date, call the duty magistrate judge or the magistrate judge that heard the case for a hearing date.</li> </ul>

**Note:** In civil cases, unless counsel are instructed otherwise, a non-dispositive motion not addressed to the district judge will be considered by the magistrate judge.

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

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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 Friday 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 Friday hearing date in accordance with the Local Rules.
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.
  - Pro hac vice orders.
  - Any other documents as directed or ordered by the presiding judge.
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## Alexandria Courtesy 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.
  - Pro hac vice/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.
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