

HON. TERRY H. WHITTLE
Clerk of Court

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WINCHESTER CIRCUIT COURT

FREDERICK-WINCHESTER JUDICIAL CENTER
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WINCHESTER, VIRGINIA 22601
(540) 667-5770
www.winfredclerk.com

2012 WINCHESTER CIRCUIT COURT CALENDAR

(Please Check Website For Any Changes To Calendar)

January

2 **Holiday**
13 **Holiday**
16 **Holiday**
24 Term Day
26 Civil Motions
31 Misdemeanor Appeals

February

20 **Holiday**
21 Grand Jury Recall
23 Civil Motions
28 Misdemeanor Appeals

March

20 Grand Jury Recall
22 **Civil Motions—Rescheduled**
***** March 29, 2012 *****
27 Misdemeanor Appeals

April

10 Term Day
19 Civil Motions
24 Misdemeanor Appeals

May

4 **Holiday-Apple Blossom**
8 Grand Jury Recall
10 Civil Motions Day
22 Misdemeanor Appeals
28 **Holiday**

June

12 Grand Jury Recall
14 Civil Motions
19 Misdemeanor Appeals

July

4 **Holiday**
9 Term Day
10 Misdemeanor Appeals
12 Civil Motions

August

14 Grand Jury Recall
16 Civil Motions
21 Misdemeanor Appeals

September

3 **Holiday**
18 Grand Jury Recall
20 Civil Motions
25 Misdemeanor Appeals

October

8 **Holiday**
16 Term Day
18 Civil Motions
23 Misdemeanor Appeals

November

12 **Holiday**
13 Grand Jury Recall
15 Civil Motions
20 Misdemeanor Appeals
22 **Holiday**
23 **Holiday**

December

11 Grand Jury Recall
18 Misdemeanor Appeals
20 Civil Motions
25 **Holiday**

!!! Happy Holidays !!!

*** * * Cases For Judge Wetsel Only * * ***

Civil cases may be set for trial or hearing in one of the following ways:

1. File a praecipe and appear on motions day as scheduled by this Court. This method requires formal written notice to all parties. A time certain will be set by the Clerk when the parties appear in person or by conference call.
2. Contact the judge's secretary at 540/667-5770, ext. 358. If this method is used, the party seeking the trial date or hearing date must contact the other parties and obtain their available dates, or coordinate with the judge's secretary about a mutually suitable date for the trial or hearing or to set a date and time to appear before the Court or to call the Court to schedule the trial or hearing.

Regardless of the method used, parties may appear by conference call at a time scheduled with the judge's secretary or the Clerk of the Court if the call is on motions day, so long as they either place the conference call themselves or provide the court with a number where they may be called **collect**. If more than two parties are to participate in the conference call, then the party requesting the conference call must make the arrangements, because the Court's phone system is limited to two party conference calls.

One party may appear and set a case, so long as they have contacted the other parties and obtained their available dates and make that representation to the Court.

In order to place matters required by Rule 3:1 on a Motion Day docket of this Court, counsel or a party not in default and not represented by counsel shall file in the clerk's office a praecipe duly signed and in the form as provided for in Rule 1:15(b) and the Appendix thereto of the Supreme Court of Virginia. You may download a praecipe form from our website at: www.winfredclerk.com. The praecipe must be filed not less than seven (7) nor more than thirty (30) days prior to the Motion Day to which it is returnable. The certificate of service shall contain the names and addresses of all persons entitled to receive the praecipe.

The order in which matters are listed for the hearing on the Motion Day docket shall be at the discretion of the Clerk. At least five (5) days before each Motion Day of this Court, the Clerk will mail a copy of the docket to all Virginia counsel of record and all unrepresented parties not in default.

Please note that the Court Calendar can change without notice. This is especially true during the months of November and December. To avoid any inconvenience to you, please check for any updates on the clerk's office website at www.winfredclerk.com or give this office a call at

(540) 667-5770