



COUNTY OF LOUDOUN CLERK OF THE CIRCUIT COURT

P.O. Box 550
LEESBURG, VIRGINIA 20178

www.loudoun.gov/clerk



Gary M. Clemens, Clerk

Election Day Notice

The Loudoun County Circuit Court is closed to observe the Election Day holiday but will be open exclusively for the consideration of emergency matters regarding election-related issues. Any individual who is considering filing such an emergency motion or petition with the Loudoun County Circuit Court may contact the Clerk of the Circuit Court, Gary M. Clemens to make arrangements to file an emergency motion or petition with the Court.

Before contacting the Clerk for potential court action, individuals are encouraged to seek resolution on any voting or election day matters with the General Registrar in Loudoun County. The General Registrar typically reviews any disputes or matters and resolves these matters without judicial intervention. The General Registrar can be contacted on Election Day by phone at (703) 777-0382 or (703) 431-5358 or by email at judy.brown@loudoun.gov. Given the activities of Election Day, the General Registrar suggests calling the office before sending an email.

If the General Registrar is unable to resolve the issue and any individual requests Court action, please contact Clerk of the Circuit Court Gary M. Clemens at (571) 417-0651 and directions/information will be provided to accommodate electronic filing of emergency motions/petitions for Court review. A properly filed motion/petition will be reviewed by a judge to determine if a basis to grant an emergency hearing has been articulated. Pursuant to the Loudoun County Circuit Court First Transition Plan, any hearing on a civil motion or petition will be heard remotely, absent good cause shown for an in-person hearing. If a judge grants a hearing, the Clerk will provide to counsel or self-represented litigants logistical information necessary (e.g. time of hearing, conference call number, videoconferencing link) to facilitate the hearing.