

Loudoun County Circuit Court Second Transition Plan

Pursuant to the Supreme Court of Virginia's Orders Modifying and Extending Declaration of Judicial Emergency in Response to Covid-19 Emergency, as amended, the Circuit Court of Loudoun County adopts this Second Transition Plan ("Transition Plan"), which is effective commencing November 24, 2020 and supersedes the Court's First Transition Plan.

For cases that do not conform with this Transition Plan, the parties must file an appropriate motion to continue/reschedule those cases.

I. Civil Cases

The Court will hear trials on Monday through Wednesday each week. Properly scheduled matters will be heard by video platform or teleconference ("Remote Hearings"). Motions and trials previously set for Thursdays and Fridays may need to be rescheduled *sua sponte* to accommodate the Thursday and Friday dockets in this Second Transition Plan.

All hearings shall be Remote Hearings, absent leave of Court for good cause shown. If good cause is shown, the Court will authorize the in-person appearance of parties, counsel, witnesses or other individuals to facilitate the efficient and just administration of the case. This may result in a case being heard partly remotely and partly in-person.

Should a party believe there is good cause for an in-person appearance or hearing, the party must file a motion with accompanying affidavit(s) at least 21 days prior to the court date, with notice to all parties. The motion should specify if leave is sought for a certain individual(s) or for a full in-person hearing. Any party opposing the motion shall file a written opposition at least 14 days prior to the court date. All motions for in-person hearings, either wholly or partly, shall be decided administratively by the Court without a hearing.

The consent of all parties for a Remote Hearing is not required. Nothing in this Transition Plan dispenses with parties' obligations to comply with Rule 4:15(b) of the Rules of the Supreme Court of Virginia.

The following cases will have docketing priority over other civil cases: petitions for protective orders; child custody or protection cases (emergencies will be prioritized); civil commitment hearings; petitions for temporary injunctive relief; proceedings related to emergency protection of elderly or vulnerable persons; petitions for appointment of a guardian or conservator; proceedings necessary to safeguard applicable constitutional protections; rules to show cause; matters deemed an emergency by the Court; and child custody/visitation matters.

The Court *sua sponte* may continue motions and trials, sometimes at the last moment, as may be necessary to accommodate docket volume and priorities, or in the interest of public safety.

Trials will commence at 10:00 a.m. and are limited to matters lasting two days or less (to allow for recesses, a day equals approximately 5 to 5 ½ hours). The Court will endeavor to allocate time equally between the parties. All time allocations for cases will be strictly enforced. Failure of the parties to adhere to time allocations may result in mistrial, necessitating the case being retried.

Counsel (and self-represented parties) are responsible for securing the appearance (whether remote or, with leave, in-person) of any witness by subpoena. Failure to have a validly-served subpoena for a witness to appear remotely by video or teleconference on the trial date and time, or as soon thereafter as they may be called, is analogous to not issuing a subpoena to a witness for an in-person hearing.

When calculating time estimates, counsel are advised to consider, due to the logistics and contingencies associated with remote hearings, that any remote hearing is likely to take longer than the same hearing held in-person. Time allocations will be enforced. Counsel are also advised that the Court will not routinely, if at all, adjourn cases that do not finish in the allotted time to another date for resumption of trial. Such a decision will remain in the discretion of the trial judge.

Any hearing held during the effective dates of this Transition Plan shall be subject to its requirements without regard to when the action or motion was filed or scheduled.

A. Civil Scheduling Docket / Calendar Control

Scheduling of civil trials, emergency motions, and uncontested continuances will occur every Monday and Tuesday at 9:00 a.m. by the filing of a Civil Scheduling Praeceptum (Remote). If any Mondays or Tuesdays fall on a recognized holiday, that docket will not be reset. The Civil Scheduling Praeceptum approved by the Court is attached to this Transition Plan and will be available at the Clerk's office and on the Clerk's Office website. Except for motions deemed emergencies by the calendar control judge, the Civil Scheduling Praeceptum must be filed with the Clerk at least ten (10) days prior to scheduling. Absent prior leave of Court, and unless otherwise ordered, all scheduling is conducted by telephone at the following number: 571-258-3708. Counsel and self-represented parties are expected to call in and remain in the telephone queue until contacted. There is no in-person scheduling option. The previous Tuesday – Thursday civil telephone scheduling docket is discontinued.

B. Civil Motions

Civil motions will be heard the first, third and fourth Friday of each month according to the following schedule:

- 9:00 a.m. Uncontested civil motions / agreed order presentment – 2 minutes or less.
- 10:00 a.m. Contested non-domestic motions
- 2:00 p.m. Contested domestic-related motions (including but not limited to pendent lite motions on support issues) and ore tenus divorce proceedings.

Civil motions may be docketed by Civil Motions Praeceptum (Remote) filed at least fourteen (14) days prior to the scheduled motions hearing date. The praecipe approved by the Court is attached to this Transition Plan and will be available in the Clerk's Office and on the Clerk's Office website. Civil motions will be conducted by remote hearing absent prior leave of Court for good cause shown.

All motions are to be placed on the Friday Motions Docket. Except as noted below for *pendente lite* motions, all other motions are expected not to exceed a total of 20 minutes per case. Should either party believe argument on the motion will exceed 20 minutes, a time estimate shall be noted on the civil motions praecipe and/or in the opposition brief. Motions exceeding 20 minutes may be heard on the Friday Motions Docket, or may be specially set, in the discretion of the presiding judge. To provide all parties an equitable opportunity to file and argue motions, a movant is limited to one motion per case on a given motions day. Motions are limited to 3 pages; a motion shall concisely set forth only the facts relied upon and the relief requested (i.e., no authority) and shall be filed at least 14 days prior to the scheduled motions day. Briefs must accompany a motion, shall be limited to 5 pages and shall be filed at least 14 days prior to the scheduled motions day. If the motion is contested, responses to motions must be filed, shall be limited to 5 pages and shall be filed at least 7 days prior to the scheduled motion. The Court may permit deviations from the above page limits upon motion for good cause shown.

Evidentiary Documents for Civil Motions: All proposed evidentiary documents for civil motions shall be filed at least 7 days prior to the hearing. Exhibits that are not timely filed shall not be considered.

Pendente Lite Motions: In addition to the briefing requirements above, both parties shall file all exhibits no later than 7 days prior to the hearing [see Section C(3)(a) below regarding exhibit requirements]. Exhibits in *pendente lite* support motions should include, if applicable, a party's most recent W2 or 1099, the last two pay statements, evidence of periodic health insurance paid on behalf of the child(ren), evidence of work-related child care expenses, an income and expense statement, and a completed proposed support guideline worksheet.- Exhibits that are not timely filed and exchanged shall not be considered. *Pendente lite* motions will be allocated 30 minutes as follows: moving party's testimony proffered (5 mins); cross-examination of moving party (5 mins); responding party's testimony proffered (5 mins); cross-examination of responding party (5 mins); 10 minutes reserved for any questions from the Court, review of exhibits, and ruling. The time limits herein will be strictly enforced. Parties are strongly encouraged to file written stipulations as part of their exhibit filings. **Pendente Lite hearings are not for custody and parenting time (i.e., visitation) disputes.** If parties wish to have custody and visitation matters decided, they may request a final hearing at a civil scheduling docket, which the Court will endeavor to expedite on its calendar.

Motions to Compel: In all motions to compel discovery responses, and oppositions thereto, the parties shall file an excel-type spreadsheet (“Spreadsheet”). The Spreadsheet shall identify at a minimum: (a) the verbatim interrogatory, document request and/or request for admission at issue; (b) the responding party’s verbatim answer and/or objection; and (c) a summary of the moving party’s basis for requesting an order to compel. The Spreadsheet shall be filed with the motion at least 14 days prior to argument on the motion. An opposition Spreadsheet shall be filed at least 7 days prior to argument on the motion. Parties are strongly encouraged, but not required, to file a joint Spreadsheet 14 days prior to argument on the motion. The Spreadsheet requirement shall take the place of the briefing requirement above.

Guardian ad Litem Reports: Guardian ad Litem reports in guardianship, conservatorship and infant settlement cases shall be filed at least seven (7) days prior to the hearing. Failure to file the Guardian ad Litem report in a timely manner will result in the case being removed from the docket or rescheduled. Movants in a guardianship, conservatorship or infant settlement case are strongly encouraged to communicate with the Guardian ad Litem to ensure the report will be timely filed in anticipation of the scheduled hearing date.

All motions initially will be scheduled to begin at 9:00 a.m., 10:00 a.m. or 2:00 p.m., as appropriate and parties are expected to be available to participate remotely when contacted by the Court. Failure to be available and ready to participate remotely may, in the Court’s discretion, result in (a) a motion being heard without a responding party’s participation; (b) the motion being placed at the end of the docket; or (c) removal of the motion. Notwithstanding the above, each presiding judge may, in the judge’s discretion, organize the assigned docket and set and announce each motion for a time certain throughout the docket.

The Court in its discretion may remove and specifically set for argument any motion that, in its judgment, requires a lengthier hearing. Due to volume, the Court *sua sponte* may reassign a motion(s) to the next available docket.

Parties may continue to request rulings on any motion (except motions to compel discovery responses and motions for sanctions for failure to respond to discovery) based only on filed briefs by waiving oral argument and notifying the Court of this preference. The above page requirements for briefs apply, but parties need not appear on a motions day, but rather jointly notify the Court in writing (with an email copy to the lead staff attorney at eric.pohlner@loudoun.gov) that oral argument is waived.

C. Civil Trials

1. Jury Trials

Parties requesting a jury trial may initiate scheduling of the trial through the Civil Scheduling Docket procedures outlined above in Section A.

2. Bench Trials

Bench trials currently set for two days or less, remain scheduled as Remote Hearings absent notice from the Court to the contrary. The parties shall consider whether a remote hearing will take longer than two days and, if so, make a motion to continue/reschedule. Trials and continuances may be scheduled through the Civil Scheduling / Calendar Control process. The parties are responsible for the remote appearance of their respective witnesses, and responsible to make arrangements to have witnesses properly sworn if the witness is appearing by telephone.

3. Exhibits and Related Filing Requirements

a. Exhibits

Parties must pre-file with the Clerk and exchange proposed exhibits at least 7 days prior to trial. All exhibits filed with the Clerk must be in notebooks, contain two copies of an exhibit roster, be tabbed by exhibit number, have exhibit stickers attached to the first page of each proposed exhibit, and have all pages sequentially numbered (beginning with the first page of Exhibit 1). If an exhibit is expected to be moved into evidence through more than one witness, the exhibit(s) shall be organized with sub-tabs to allow exhibit pages to be more easily identified by the appropriate authenticating witness.

No additional exhibits will be considered in Remote Hearings except for updated attorneys fee evidence. Failure to adhere to the above requirements may result in the exhibits not being considered.

Witnesses participating in remote hearings must be provided with exhibits in advance so that they may have access to the exhibit during their testimony and/or for identification purposes.

This section applies to all civil cases in which remote hearings are held and is in addition to, not in lieu of, any filing requirements and deadlines in applicable scheduling orders.

b. Equitable Distribution Cases

In any case involving equitable distribution, parties must file at least 7 days prior to trial a joint equitable distribution schedule identifying each entry on which the parties *disagree*. This requirement will necessitate cooperation between the parties. Should the Court find that a party has failed to cooperate in good faith to narrow the equitable distribution issues for trial, the Court may take such action as may be appropriate, including but not limited to the exclusion of evidence and prohibiting a party from arguing or defending a particular matter(s). Nothing herein dispenses with the Court's prior policy of scheduling pre-trial conferences (which will now be remote) in all equitable distribution cases.

Parties in contested domestic relations cases involving grounds of divorce, child custody, equitable distribution, spousal support and/or child support should expect the

Court to require post-trial transcripts and Proposed Findings of Fact and Conclusions of Law cross-referenced to the trial transcripts and exhibits. Parties are urged to prepare their respective case in anticipation of the Court ordering the above post-trial filings.

D. Civil Appeals

With the exception of Protective Order appeals, in all other civil cases appealed from the District Courts, the parties will be contacted by the Circuit Court Clerk's Office and given a specific date to have their appeal scheduled. All provisions of the Virginia Code relating to papers transmitted to the appellate court and service of protective orders (e.g., Va. Code 16.1-112 and 8.01-290, as amended) shall apply.

For appeals of Protective Order hearings, once service is made on the opposing party, the Circuit Court Clerk's Office will contact the parties to schedule their appeal at the next available Civil Scheduling Docket.

Scheduling of all civil appeals from the District Court will be conducted by the Civil Scheduling Docket procedures outlined above in Section A.

II. Criminal Cases

A. Grand Jury

Grand Jury shall occur on the second Monday of the month. Should the second Monday fall on a recognized holiday, Grand Jury will occur on the third Monday.

A. Criminal Scheduling Docket / Calendar Control

Scheduling of criminal trials and motions for uncontested continuances will occur on (a) the grand jury return date at 2:00 p.m. (either by direct scheduling on an indictment return or by the filing of a Criminal Scheduling Praeceptum) or (b) on scheduling dockets specially set by the Court (i.e., jury trial scheduling dockets following approval of the jury trial resumption plan). A Criminal Scheduling Praeceptum approved by the Court is attached to this Transition Plan and will be available at the Clerk's office and on the Clerk's Office website. Except for cases set for trial at return on indictment, the Criminal Scheduling Praeceptum must be filed with the Clerk at least ten (10) days prior to scheduling. Absent prior leave of Court, and unless otherwise ordered, all scheduling is conducted by telephone at the following number: 571-258-3708. Counsel and self-represented parties are expected to call in and remain in the telephone queue until contacted. There is no in-person scheduling option.

B. Bond Motions

Bond motions and bond appeals shall be filed with the Clerk and will be scheduled on the docket as priority matters.

C. Thursday Criminal Docket Procedures

Criminal matters will be scheduled every Thursday according to the following structure:

9:00 a.m. Misdemeanor Appeals

10:00 a.m. Pleas, Pleas combined with Sentencings, Pleas combined with Revocations

1:00 p.m. Sentencings, Revocations and Criminal Motions

1. Misdemeanor Appeals: Misdemeanor Appeals will be directly scheduled on any Thursday at 9:00 a.m. by the District Courts at the time of the appeal, but no earlier than 21 days and no later than 60 days after the appeal date. No witnesses will be required to be subpoenaed on the first misdemeanor appeal date; the first date will be for discussion between parties/counsel; possible proposed agreed dispositions; and necessary further scheduling. For misdemeanor appeals that cannot be resolved short of trial, for efficiency of scheduling counsel and self-represented parties are encouraged to communicate in advance regarding time estimates for trial.

2. Pleas: At least seven (7) days prior to the scheduled hearing, parties may file a Criminal Docket Praecepto to docket a plea. For all felony guilty pleas, the parties must also file:

- (a) a written plea form or agreement, or both;
- (b) a detailed, written proffer of facts;
- (c) if applicable, initialed copies of proposed amendments to warrants/indictments;
- (d) if applicable, a waiver of indictment signed by the defendant; and
- (e) if applicable, a Certification of Compliance with the Crime Victim and Witness Rights Act (Virginia Code §19.2-11.01).

3. Sentencings / Revocations: Sentencings and revocation hearings will be docketed by the Court and not by criminal docket praecepto. Any character letters, reference letters, exhibits, sentencing guidelines, restitution orders, and/or victim impact statements to be offered as an exhibit/evidence must be first discussed and/or provided to opposing counsel and filed with the Clerk at least seven (7) days prior to the hearing.

4. Criminal Motions: All motions are to be placed on the Thursday Motions Docket at 1:00 p.m. by Criminal Docket Praecepto. Motions are limited to 20 minutes total. Should a party believe argument and ruling on a motion will exceed 20 minutes, a time estimate

shall be noted on the Criminal Docket Praecept. Motions exceeding 20 minutes may be specially set in the discretion of the presiding judge.

Praeceptes, Motions and any corresponding briefs must be filed fourteen (14) days prior to the scheduled hearing. Motions are limited to 3 pages. A motion shall concisely set forth only the facts relied upon and the relief requested (i.e., no authority). If a motion relies on legal authority, briefs must accompany the motion, and shall be limited to 5 pages. If the motion is contested, responses to motion must be filed, shall be limited to 5 pages and shall be filed at least seven (7) days prior to the scheduled motion. The Court may permit deviations from the above page limits upon motion for good cause shown.

The Praecept, Motion and Brief should be filed with the Clerk and shall be simultaneously sent by PDF transmission to the Loudoun Circuit Court Lead Staff Attorney at eric.pohlner@loudoun.gov. The parties may submit joint written stipulations applicable to the motion.

5. General Rules: Defense counsel shall ensure that copies of all documents (in the most current version) reasonably expected to be referenced during the hearing are provided to the defendant for reference. This applies to detained defendants as well as those at liberty.

Defendants not in custody must appear in-person. Defendants in custody will appear remotely unless otherwise ordered by the Court.

Counsel, witnesses, interpreters, court reporters, victim witness services personnel, victims, probation officers, and members of the press are strongly encouraged, but not required, to appear remotely. Any individual attending in-person must comply with the Health and Social Distancing Standards set forth below.

Due to volume, the Court *sua sponte* may reassign proposed criminal matters to another Thursday.

D. Criminal Jury Trials

Parties previously requesting a jury trial during the period of jury trial suspension will be notified and placed on a special jury trial scheduling docket. Jury trials will be prioritized by the Court, weighing factors including but not limited to: estimated length of trial, duration of outstanding request, whether a defendant is incarcerated, misdemeanors vs. felonies, severity of charge, etc.

E. Criminal Bench Trials

Felony and Class 1 and 2 misdemeanor criminal bench trials shall enjoy priority on the Court's docket. Currently scheduled bench trials of two days or less may proceed absent notice or leave from the Court. Should counsel or parties wish that all or some parts of a criminal bench trial be held remotely (it is not required), consideration should be given to any prior time estimates to determine if such time estimates remain reasonable.

III. Facilities

A. Courthouse Access

No parties, counsel or witnesses for a scheduled Remote Hearing may appear in-person at the Courthouse without prior leave of Court. The courthouse remains open to members of the press and to "court-watch" groups.

B. Health and Social Distancing

By Order previously entered, the Loudoun County Circuit Court, the Loudoun General District Court, and the Loudoun Juvenile and Domestic Relations District Court, require all persons entering and remaining in all public areas of the Courthouse to wear a mask or face covering at all times over the nose and mouth. Anyone not wearing a mask will be provided one. Any person who refuses to wear a mask, even if they have a physician's letter, or other obvious reason why they should be excused from wearing a mask, will not be allowed to enter. If any excluded person is a party or necessary witness, court security shall inform the courtroom clerk and instruct the excluded person to remain pending further instructions regarding proposed alternatives to a personal appearance, such as a remote appearance, or possible continuance of the case.

Masks may only be removed in limited, exceptional circumstances in the discretion of the presiding judge. A judge may remove his or her mask to the extent that, in the judge's discretion, wearing one inhibits facilitating the judicial proceeding, or where there are health concerns.

In addition, all persons in the Courthouse must maintain six-foot social distancing from all other persons at all times, subject to exceptions for security and other approved reasons.

The presiding judge may, in the interest of public safety, limit the number of persons in the courtroom.

This Transition Plan replaces the First Transition plan and remains in effect until modified or vacated. To the extent prior orders of this Court conflict with the procedures and protocols set forth in this Transition Plan, this Transition Plan controls.

Dated: November 23 2020

Approved: _____


Douglas L. Fleming, Jr.
Chief Judge

Attachments:

1. **Civil Scheduling Praecipe (Remote)**
2. **Criminal Scheduling Praecipe (Remote)**
3. **Criminal Docket Praecipe**
4. **Civil Motions Praecipe (Remote)**

**VIRGINIA:
IN THE CIRCUIT COURT OF LOUDOUN COUNTY**

_____)
v. _____) **CIVIL**
_____) **JUVENILE**
_____) **ADOPTION NO.** _____
_____) **CHANCERY**
_____) **MISC – specify:** _____
_____)

CIVIL SCHEDULING PRAECIPE (REMOTE)

***** TO BE USED ONLY FOR CIVIL TRIAL SCHEDULING AND UNCONTESTED CONTINUANCES *****

THE COURT SCHEDULES CIVIL TRIALS ON MONDAYS AND TUESDAYS EACH WEEK AT 9:00 A.M. THE CIVIL SCHEDULING DOCKET IS CONDUCTED REMOTELY VIA TELEPHONE QUEUE AT 571-258-3708.

The Court is requested to place the above matter on the Court’s remote Civil Scheduling Docket for Monday/Tuesday (circle), the _____ day of _____, 20__ at 9:00 a.m. in the above captioned matter(s). **NOTE: THIS PRAECIPE MUST BE FILED NO LESS THAN 10 DAYS PRIOR TO THE REQUESTED SCHEDULING DOCKET.**

Dated this _____ day of _____, 20__.

Name (print): _____ VSB# if attorney: _____

Signature: _____

___ Counsel for Plaintiff ___ Counsel for Defendant

___ Counsel for other party with standing to file (specify*): _____

___ self-represented Plaintiff ___ self-represented Defendant

___ other self-represented party with standing to file (specify*): _____

(*e.g.: Petitioner, Respondent, Guardian ad litem, 3rd Party Defendant, etc.)

NAME AND PHONE AND EMAIL (REQUIRED IF KNOWN) FOR ALL COUNSEL OF RECORD AND ALL SELF-REPRESENTED LITIGANTS (SRL) ENTITLED TO LEGAL NOTICE FOR THE SCHEDULING HEARING SET

BY THIS PRAECIPE. PLEASE SPECIFY WHETHER EACH NAMED INDIVIDUAL IS AN ATTORNEY OR A SRL AND THEIR ROLE IN THE LITIGATION (E.G. PLAINTIFF, COUNSEL FOR PLAINTIFF):

	NAME/ATTY OR SRL?/ ROLE	PHONE	EMAIL ADDRESS
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

****IF NEEDED, PROVIDE ADDITIONAL NAMES ETC. ON AN ADDITIONAL SHEET OF PAPER AND APPEND IT AS AN ADDENDUM AND CHECK HERE → ADDENDUM APPENDED**

CERTIFICATE

I hereby certify that I have delivered a true copy of this praecipe to all counsel of record herein pursuant to Rule 1:12 of the Rules of the Supreme Court of Virginia, and served a true copy upon parties not represented by counsel, this ____ day of _____, 20 ____ by: (check all that apply) HAND DELIVERY REGULAR MAIL FACSIMILE EMAIL. *I further certify* that I made a good faith effort to obtain and provide on this praecipe the phone number and email address for all counsel of record and for all parties not represented by counsel.

Signature

IMPORTANT NOTICE TO THE PERSON RECEIVING THIS PRAECIPE:

IF YOUR CORRECT CONTACT PHONE NUMBER AND EMAIL ADDRESS ARE NOT PROVIDED ABOVE ON THIS SCHEDULING PRAECIPE, YOU MUST CONTACT THE COURT DOCKET MANAGER (AMY.BAIN@LOUDOUN.GOV; 703-771-5772) NO LATER THAN NOON ON THE LAST BUSINESS DAY BEFORE THE SCHEDULING DATE TO PROVIDE YOUR CORRECT EMAIL ADDRESS AND PHONE NUMBER SHOULD THE COURT NEED TO CONTACT YOU. SCHEDULING IS CONDUCTED BY CALLING INTO THE PHONE QUEUE AT THE NUMBER LISTED ABOVE. PARTIES ARE TO REMAIN IN THE QUEUE UNTIL THEIR CALL IS ANSWERED. FAILURE TO REMAIN IN THE QUEUE WHEN YOUR CALL IS ANSWERED MAY RESULT IN YOUR CASE NOT BEING SCHEDULED, OR BEING SCHEDULED IN YOUR ABSENCE.

**VIRGINIA:
IN THE CIRCUIT COURT OF LOUDOUN COUNTY**

____ Commonwealth of Virginia
____ County of Loudoun
____ Town of _____

v.

CR # _____

CRIMINAL SCHEDULING PRAECIPE (REMOTE)

***** TO BE USED ONLY FOR CRIMINAL TRIAL SCHEDULING AND
UNCONTESTED CONTINUANCES *****

THE COURT SCHEDULES CRIMINAL TRIALS AT ITS CRIMINAL SCHEDULING DOCKET, HELD MONTHLY ON THE DATE OF INDICTMENT RETURNS (DAY AFTER MONTHLY REGULAR MEETING OF THE GRAND JURY) AT 2:00 P.M. PLEASE GO TO <http://www.courts.state.va.us/courts/circuit/loudoun/home.html> TO CONFIRM APPROPRIATE DATE.

THE CRIMINAL SCHEDULING DOCKET IS CONDUCTED REMOTELY VIA TELEPHONE QUEUE AT 571-258-3708.

The Court is requested to place the above matter on the Court's remote scheduling docket for Tuesday, the _____ day of _____, 20____ at 2:00 p.m. to schedule trial in the above captioned case(s). **NOTE: THIS PRAECIPE MUST BE FILED NO LESS THAN 10 DAYS PRIOR TO THE REQUESTED SCHEDULING DOCKET.**

Dated this _____ day of _____, 20____.

Name (print): _____ VSB# if attorney: _____

Signature: _____

____ Attorney for the Commonwealth/County/Town of _____

____ Defendant

____ Counsel for Defendant

Name and Phone and Email (required if known) for Attorney/Deputy Attorney/Assistant Attorney for the Commonwealth/County/Town:

Name and Phone and Email (required if known) for ___ Counsel for Defendant or ___ self-represented Defendant:

CERTIFICATE

I hereby certify that I have delivered a true copy of this Praecipe to all counsel of record herein pursuant to Rule 1:12 of the Rules of the Supreme Court of Virginia, and served a true copy upon parties not represented by counsel, this _____ day of _____, 20 ____ by: (check all that apply) ___ HAND DELIVERY ___ REGULAR MAIL ___ FACSIMILE ___ EMAIL. ***I further certify*** that I made a good faith effort to obtain and provide on this Praecipe the phone number and email address for all counsel of record and for all parties not represented by counsel.

Signature

IMPORTANT NOTICE TO THE PERSON RECEIVING THIS PRAECIPE: IF YOUR CORRECT CONTACT PHONE NUMBER AND EMAIL ADDRESS ARE NOT PROVIDED ABOVE ON THIS SCHEDULING PRAECIPE, YOU MUST CONTACT THE COURT DOCKET MANAGER (AMY.BAIN@LOUDOUN.GOV; 703-771-5772) NO LATER THAN NOON ON THE LAST BUSINESS DAY BEFORE THE SCHEDULING DATE TO PROVIDE YOUR EMAIL ADDRESS AND PHONE NUMBER SHOULD THE COURT NEED TO CONTACT YOU ON THE DAY SET FOR SCHEDULING. FAILURE TO PROVIDE THE NECESSARY INFORMATION OR FAILURE TO BE READY TO APPEAR REMOTELY IF CONTACTED BY THE COURT MAY RESULT IN THE CASE BEING SCHEDULED WITHOUT YOUR PARTICIPATION.

VIRGINIA:
IN THE CIRCUIT COURT OF LOUDOUN COUNTY

___ Commonwealth of Virginia
___ County of Loudoun
___ Town of _____

v. _____ CR # _____

CRIMINAL DOCKET PRAECIPE

***** TO BE USED ONLY FOR CRIMINAL DOCKET FOR PURPOSE OF DOCKETING
PLEAS AND CRIMINAL MOTIONS *****

**THE COURT HEARS MISDEMEANOR APPEALS, PLEAS, SENTENCINGS, REVOCATIONS AND CRIMINAL
MOTIONS EACH THURSDAY AT THE FOLLOWING TIMES:**

- 9:00 A.M. MISDEMEANOR APPEALS**
- 10:00 A.M. PLEAS (TO INCLUDE COMBINED PLEA AND SENTENCING AND COMBINED PLEA AND REVOCATION)**
- 1:00 P.M. SENTENCINGS, REVOCATIONS AND CRIMINAL MOTIONS**

The Court is requested to place the above matter on the Court’s criminal docket for
Thursday, the _____ day of _____, 20____

**NOTE: PRAECIPES MUST BE FILED AT LEAST 14 DAYS PRIOR TO THE REQUESTED HEARING FOR
CRIMINAL MOTIONS AND 7 DAYS PRIOR TO THE REQUESTED HEARING FOR ENTRY OF A PLEA.**

at ___ 10:00 a.m. ___ 1:00 p.m. (Please refer to above for assigned hearing times.)

For the purpose of: _____

Dated this _____ day of _____, 20____.

Name (print): _____ VSB# if attorney: _____

Signature: _____

___ Attorney for the Commonwealth/County/Town of _____

___ Defendant

___ Counsel for Defendant

Name and Phone and Email (required if known) for Attorney/Deputy Attorney/Assistant Attorney for the Commonwealth/County/Town:

Name and Phone and Email (required if known) for ___ Counsel for Defendant or ___ self-represented Defendant:

CERTIFICATE

I hereby certify that I have delivered a true copy of this Praecipe to all counsel of record herein pursuant to Rule 1:12 of the Rules of the Supreme Court of Virginia, and served a true copy upon parties not represented by counsel, this ___ day of _____, 20 ___ by: (check all that apply) ___ HAND DELIVERY ___ REGULAR MAIL ___ FACSIMILE ___ EMAIL. *I further certify* that I made a good faith effort to obtain and provide on this Praecipe the phone number and email address for all counsel of record and for all parties not represented by counsel.

Signature

IMPORTANT NOTICE TO THE PERSON RECEIVING THIS PRAECIPE: IF YOUR CORRECT CONTACT PHONE NUMBER AND EMAIL ADDRESS ARE NOT PROVIDED ABOVE ON THIS SCHEDULING PRAECIPE, YOU MUST CONTACT THE COURT DOCKET MANAGER (AMY.BAIN@LOUDOUN.GOV; 703-771-5772) NO LATER THAN NOON ON THE LAST BUSINESS DAY BEFORE THE HEARING DATE TO PROVIDE YOUR EMAIL ADDRESS AND PHONE NUMBER TO ALLOW THE COURT TO CONTACT YOU IF NECESSARY SHOULD YOUR HEARING BE SCHEDULED TO BE HEARD REMOTELY. FOR REMOTE HEARINGS, PLEASE REMAIN NEAR YOUR PHONE AND/OR ELECTRONIC DEVICE UNTIL YOU ARE CONTACTED. FAILURE TO PROVIDE THE NECESSARY INFORMATION OR FAILURE TO BE READY TO APPEAR REMOTELY WHEN CONTACTED BY THE COURT MAY RESULT IN THE CASE BEING HEARD WITHOUT YOUR PARTICIPATION AND/OR THE IMPOSITION OF SANCTIONS IN THE DISCRETION OF THE COURT.

**VIRGINIA:
IN THE CIRCUIT COURT OF LOUDOUN COUNTY**

_____)
v. _____) **CIVIL**
_____) **JUVENILE**
_____) **ADOPTION NO.** _____
_____) **CHANCERY**
_____) **MISC – specify:** _____
_____)

CIVIL MOTIONS PRAECIPE (REMOTE)

***** TO BE USED ONLY FOR CIVIL MOTIONS DOCKET FOR PURPOSE OF DOCKETING HEARINGS ON CIVIL MOTIONS *****

THE COURT HEARS CIVIL MOTIONS REMOTELY ON THE 1ST, 3RD, AND 4TH FRIDAY OF EACH MONTH AT:

9:00 A.M. FOR UNCONTESTED MATTERS/PRESENTATION OF ORDERS (2 MIN. PER CASE)

10:00 A.M. FOR CONTESTED NON-DOMESTIC MOTIONS

2:00 P.M. FOR CONTESTED DOMESTIC MOTIONS & *ORE TENUS* DIVORCE HEARINGS

ALL MOTIONS ARE PERMITTED 20 MINUTES TOTAL (EXCEPT FOR *PENDENTE LITE* RELIEF, WHICH ARE PERMITTED 30 MINUTES). IF A MOVING PARTY BELIEVES ADDITIONAL TIME WILL BE NEEDED, A GOOD FAITH TIME ESTIMATE SHOULD BE PROVIDED BELOW. IN THE DISCRETION OF THE PRESIDING JUDGE, THE MOTION MAY BE HEARD ON THE MOTIONS DOCKET OR SPECIALLY SET TO ANOTHER DATE.

TIME ESTIMATE: _____

The Court is requested to place the above matter on the Court’s remote motions docket for Friday, the _____ day of _____, 20____ (NOTE: THIS PRAECIPE MUST BE FILED NO LESS THAN 14 DAYS PRIOR TO THE REQUESTED MOTIONS DOCKET.)

at ___9:00 a.m. ___10:00 a.m. ___2:00 p.m. (Please refer to above for assigned hearing times)

to hear the following: _____

Dated this _____ day of _____, 20____.

Name (print): _____ VSB# if attorney: _____

Signature: _____

___ Counsel for Plaintiff ___ Counsel for Defendant
___ Counsel for other party with standing to file (specify*): _____

___ self-represented Plaintiff ___ self-represented Defendant
___ other self-represented party with standing to file (specify*): _____

(*e.g.: Petitioner, Respondent, Guardian ad litem, 3rd Party Defendant, etc.)

NAME AND PHONE AND EMAIL (REQUIRED IF KNOWN) FOR ALL COUNSEL OF RECORD AND ALL SELF-REPRESENTED LITIGANTS (SRL) ENTITLED TO LEGAL NOTICE FOR THE SCHEDULING HEARING SET BY THIS PRAECIPE. PLEASE SPECIFY WHETHER EACH NAMED INDIVIDUAL IS AN ATTORNEY OR A SRL AND THEIR ROLE IN THE LITIGATION (E.G., PLAINTIFF, COUNSEL FOR PLAINTIFF, ETC.):

	NAME/ATTY OR SRL?/ ROLE	PHONE	EMAIL ADDRESS
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

****IF NEEDED, PROVIDE ADDITIONAL NAMES ETC. ON AN ADDITIONAL SHEET OF PAPER AND APPEND IT AS AN ADDENDUM AND CHECK HERE → ___ ADDENDUM APPENDED**

CERTIFICATE

I hereby certify that I have delivered a true copy of this praecipe to all counsel of record herein pursuant to Rule 1:12 of the Rules of the Supreme Court of Virginia, and served a true copy upon parties not represented by counsel, this ___ day of _____, 20 ___ by: (check all that apply) ___ HAND DELIVERY ___ REGULAR MAIL ___ FACSIMILE ___ EMAIL. ***I further certify*** that I made a good faith effort to obtain and provide on this praecipe the phone number and email address for all counsel of record and for all parties not represented by counsel.

Signature

IMPORTANT NOTICE TO THE PERSON RECEIVING THIS PRAECIPE:

IF YOUR CORRECT CONTACT PHONE NUMBER AND EMAIL ADDRESS ARE NOT PROVIDED ABOVE ON THIS PRAECIPE, YOU MUST CONTACT THE COURT DOCKET MANAGER (AMY.BAIN@LOUDOUN.GOV; 703-771-5772) NO LATER THAN NOON ON THE LAST BUSINESS DAY BEFORE THE HEARING DATE TO PROVIDE YOUR EMAIL ADDRESS AND PHONE NUMBER TO ALLOW THE COURT TO CONTACT YOU WHEN THE HEARING BEGINS (WHICH MAY BE AT THE TIME SET OR ANY TIME THEREAFTER UNTIL THE DOCKET IS COMPLETED). PLEASE REMAIN NEAR YOUR PHONE AND/OR ELECTRONIC DEVICE UNTIL YOU ARE CONTACTED. FAILURE TO PROVIDE THE NECESSARY INFORMATION OR FAILURE TO BE READY TO APPEAR REMOTELY WHEN CONTACTED BY THE COURT MAY RESULT IN THE MOTION BEING REMOVED FROM THE DOCKET OR BEING HEARD WITHOUT YOUR PARTICIPATION.