

**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.