

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.