

VIRGINIA :

IN THE CIRCUIT COURT OF LOUDOUN COUNTY

_____)
 v. _____) **Civil**
 _____) **Juvenile**
 _____) **Adoption** No. _____
 _____) **Chancery**
 _____) **Misc. -** _____
 _____)

PRAECIPE - CIVIL PHONE SCHEDULING

(7 DAY ADVANCE NOTICE REQUIRED - FOR CIVIL TRIAL/HEARING SCHEDULING ONLY)

The Clerk is requested to place this matter on for **Civil Phone Scheduling** (571-258-3708) on: Monday Tuesday, the _____ day of _____, 20____ at 9:00 a.m., to schedule the following: _____

PURPOSE / TITLE AND (DATE FILED)

Note: Civil docketing, motion and briefing requirements are set forth in the 20th Judicial Circuit: Loudoun County Local Rules and Procedures (adopted March 28, 2023, and as may be amended).

Dated this: _____ day of _____, 20_____.

Submitted by: _____ VSB# _____

(PRINT NAME)

Counsel for: Plaintiff Defendant Other: _____

Self-Represented: Plaintiff Defendant Other: _____

My current address and contact information[†] is:

_____	_____	_____	_____
Street Address	City	State	Zip

_____	_____
E-Mail	Phone

The name and role, e-mail and phone for all other counsel of record or self-represented litigant(s): (Required if known; attach supplemental sheet if needed.)

1. _____
 NAME & (ROLE) E-MAIL PHONE

2. _____
 NAME & (ROLE) E-MAIL PHONE

3. _____
 NAME & (ROLE) E-MAIL PHONE

4. _____
 NAME & (ROLE) E-MAIL PHONE

CERTIFICATE

By signing below, **I HEREBY CERTIFY** that I have served a true **copy** of this filing on all parties / counsel of record herein pursuant to the Rules of the Supreme Court of Virginia by:

HAND DELIVERY U.S. MAIL FACSIMILE E-MAIL OTHER: _____
on this _____ day of _____, 20__.

I FURTHER CERTIFY that I have made a good faith effort to obtain and provide the correct contact information requested above for all parties / counsel of record.

Signature: _____ **VSB#:** _____

COURT USE ONLY