

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.**

To schedule 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):

	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.