

VIRGINIA:
IN THE CIRCUIT COURT OF LOUDOUN COUNTY

Vs. Case # _____

PRAECIPE

The Court is hereby requested to place the above styled matter on the:

____ Civil Motions Docket
*1st Friday of each month
*Civil Scheduling @ 9:00 a.m.
*Domestic matters @ 10:00 a.m.
(divorce, adoption, for example)
*Law matters @ 2:00 p.m.
(property, contracts, money
judgments, name change, for example)

____ Criminal Motions Docket
*4th Friday of each month
*9:00 a.m.
*Criminal Scheduling at 9:00 a.m.

____ Ore Tenus Docket (Uncontested Divorces)
*1st Friday of each month
*9:00 a.m.

____ Civil Scheduling Docket
*9:00 a.m. every Monday
*This is to **set** a hearing date

____ Habitual Offender Docket
(Driver's License Docket)
*2nd Friday of each month
*1:00 p.m.
*Includes petitions for restoration/restricted OL's,
Show Causes and ASAP violations

____ Criminal Scheduling Docket
*9:00 a.m. every Tuesday (effective 12/2/19)
*This is to set a hearing date

for the _____ day of _____, 20____ at _____ a.m./p.m. for
the purpose of:

Given under my hand this _____ day of _____, 20_____.

Name: _____
 Plaintiff Defendant Attorney for: Plaintiff
 Defendant

Phone: _____

CERTIFICATE

I hereby certify that I have delivered a true copy of this praecipe to all counsel of record herein pursuant to the provisions of Rule 1:12 of the Rules of the Supreme Court of Virginia, and served a true copy upon parties not represented by counsel, if any, this _____ day of _____, 20 ____ by: (check one) _____ HAND DELIVERY _____ MAIL _____ FACSIMILIE. Note: Delivery by mail or facsimile may not always be sufficient notice in a case.

Signature