

**VIRGINIA:  
IN THE CIRCUIT COURT OF LOUDOUN COUNTY**

\_\_\_\_\_ )  
**v.** \_\_\_\_\_ ) **\_\_ CIVIL**  
\_\_\_\_\_ ) **\_\_ JUVENILE**  
\_\_\_\_\_ ) **\_\_ ADOPTION NO. \_\_\_\_\_**  
\_\_\_\_\_ ) **\_\_ CHANCERY**  
\_\_\_\_\_ ) **\_\_ MISC – specify: \_\_\_\_\_**  
\_\_\_\_\_ )

**CIVIL PHONE SCHEDULING PRAECIPE**

**\*\*\* TO BE USED ONLY FOR CIVIL TRIAL SCHEDULING \*\*\***

**PHONE SCHEDULING OCCURS ON MONDAYS AND TUESDAYS EACH WEEK AT 9:00 A.M., BY CALLING INTO THE PHONE QUEUE AT :**

**571-258-3708.**

\*\*\*\*\*

The Clerk is requested to place the above matter for Phone Scheduling \_\_\_\_\_ (select), the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at 9:00 a.m. in the above captioned matter(s).

**NOTE: THIS PRAECIPE MUST BE FILED NO LESS THAN 7 DAYS PRIOR TO PHONE SCHEDULING.**

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, 3<sup>rd</sup> Party Defendant, etc.)

**NAME, PHONE NUMBER AND EMAIL ADDRESS (REQUIRED IF KNOWN) FOR ALL COUNSEL OF RECORD AND ALL SELF-REPRESENTED LITIGANTS (SRL) ENTITLED TO LEGAL NOTICE FOR THE SCHEDULING 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):**

	<b>NAME/ATTY OR SRL?/ ROLE</b>	<b>PHONE</b>	<b>EMAIL ADDRESS</b>
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