

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

____ Commonwealth of Virginia
____ County of Loudoun
____ Town of _____

v. CR # _____

CRIMINAL PRAECIPE

***** TO BE USED FOR CRIMINAL DOCKETS AND CRIMINAL SCHEDULING *****

THE COURT HEARS MISDEMEANOR APPEALS, PLEAS, SENTENCINGS, REVOCATIONS AND CRIMINAL MOTIONS EACH THURSDAY AT THE FOLLOWING TIMES:

- 9:00 A.M. MISDEMEANOR APPEALS**
- 10:00 A.M. PLEAS, SENTENCINGS AND REVOCATIONS**
- 1:00 P.M. CRIMINAL MOTIONS AND SPECIALLY SET MATTERS**
- CRIMINAL SCHEDULING WILL OCCUR AT:**
- 2:00 P.M. EACH MONTH ON THE GRAND JURY RETURN DATE**

The Clerk is requested to place the above matter on the Court's docket for the _____ day of _____, 20____

PRAECIPES MUST BE FILED:

14 DAYS PRIOR TO THE REQUESTED HEARING FOR CONTESTED CRIMINAL MOTIONS

7 DAYS PRIOR TO THE REQUESTED HEARING FOR ENTRY OF A PLEA

7 DAYS PRIOR TO THE REQUESTED HEARING FOR SCHEDULING

at ____ 10:00 a.m. ____ 1:00 p.m. ____ 2:00 p.m.

For the purpose of: _____ Time Estimate: _____

Dated this _____ day of _____, 20____.

Name (print): _____ VSB# if attorney: _____

Signature: _____

___ Attorney for the Commonwealth/County/Town of _____

___ Defendant

___ Counsel for Defendant

Name, Phone Number and Email Address (required if known) for Attorney for the Commonwealth/County/Town:

Name, Phone Number and Email Address (required if known) for ___ Counsel for Defendant or ___ self-represented Defendant:

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