

VIRGINIA:
IN THE CIRCUIT COURT OF LOUDOUN COUNTY

_____)
 v. _____) CIVIL
 _____) JUVENILE
 _____) ADOPTION NO. _____
 _____) CHANCERY
 _____) MISC – specify: _____
 _____)

CIVIL MOTIONS PRAECIPE

*** TO BE USED ONLY FOR THE CIVIL MOTIONS DOCKET ***

THE COURT HEARS CIVIL MOTIONS IN PERSON ON THE 1ST, 3RD AND 4TH FRIDAY OF EACH MONTH
AT:

9:00 A.M. FOR UNCONTESTED MATTERS/PRESENTATION OF ORDERS (2 MIN. PER CASE)

& RETURNS ON RULES TO SHOW CAUSE

10:00 A.M. FOR CONTESTED NON-DOMESTIC MOTIONS AND DISPOSITIVE PLEADINGS

(20 MINUTES PER CASE)

2:00 P.M. FOR CONTESTED DOMESTIC MOTIONS & *ORE TENUS* DIVORCE HEARINGS

(20 MINUTES PER CASE)

PENDENTE LITE HEARINGS

(30 MINUTES PER CASE)

ALL MOTIONS ARE PERMITTED 20 MINUTES FOR ARGUMENT (EXCEPT FOR *PENDENTE LITE* RELIEF, WHICH ARE PERMITTED 30 MINUTES). IF A MOVING PARTY BELIEVES ADDITIONAL TIME WILL BE NEEDED, A GOOD FAITH TIME ESTIMATE SHOULD BE PROVIDED BELOW. IN THE DISCRETION OF THE PRESIDING JUDGE, THE MOTION MAY BE HEARD ON THE MOTIONS DOCKET OR SPECIALLY SET TO ANOTHER DATE. TIME ESTIMATE: _____

PRAECIPES MUST BE FILED:

14 DAYS IN ADVANCE TO SCHEDULE A MOTION

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

at ___9:00 a.m. ___10:00 a.m. ___2:00 p.m. (Please refer to above for assigned hearing times)

to hear 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, 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 HEARING SET BY THIS PRAECIPE. PLEASE SPECIFY WHETHER EACH NAMED INDIVIDUAL IS AN ATTORNEY OR AN SRL AND THEIR ROLE IN THE LITIGATION (E.G., PLAINTIFF, COUNSEL FOR PLAINTIFF, ETC.):

	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