

VIRGINIA:

IN THE CIRCUIT COURT OF LOUDOUN COUNTY

___ Commonwealth of Virginia
___ County of Loudoun
___ Town of _____

v. CR # _____

CRIMINAL DOCKET PRAECIPE

***** TO BE USED ONLY FOR CRIMINAL DOCKET FOR PURPOSE OF DOCKETING PLEAS AND CRIMINAL MOTIONS *****

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 (TO INCLUDE COMBINED PLEA AND SENTENCING AND COMBINED PLEA AND REVOCATION)

1:00 P.M. SENTENCINGS, REVOCATIONS AND CRIMINAL MOTIONS

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

NOTE: PRAECIPES MUST BE FILED AT LEAST 14 DAYS PRIOR TO THE REQUESTED HEARING FOR CRIMINAL MOTIONS AND 7 DAYS PRIOR TO THE REQUESTED HEARING FOR ENTRY OF A PLEA.

at ___ 10:00 a.m. ___ 1:00 p.m. (Please refer to above for assigned hearing times.)

For the purpose of: _____

Dated this _____ day of _____, 20____.

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

Signature: _____

___ Attorney for the Commonwealth/County/Town of _____

___ Defendant

___ Counsel for Defendant

Name and Phone **and** Email (required if known) for Attorney/Deputy Attorney/Assistant Attorney for the Commonwealth/County/Town:

Name and Phone **and** Email (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

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 HEARING DATE TO PROVIDE YOUR EMAIL ADDRESS AND PHONE NUMBER TO ALLOW THE COURT TO CONTACT YOU IF NECESSARY SHOULD YOUR HEARING BE SCHEDULED TO BE HEARD REMOTELY. FOR REMOTE HEARINGS, PLEASE REMAIN NEAR YOUR PHONE AND/OR ELECTRONIC DEVICE UNTIL YOU ARE CONTACTED. FAILURE TO PROVIDE THE NECESSARY INFORMATION OR FAILURE TO BE READY TO APPEAR REMOTELY WHEN CONTACTED BY THE COURT MAY RESULT IN THE CASE BEING HEARD WITHOUT YOUR PARTICIPATION AND/OR THE IMPOSITION OF SANCTIONS IN THE DISCRETION OF THE COURT.