

**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  
\*1<sup>st</sup> 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  
\*4<sup>th</sup> Friday of each month  
\*9:00 a.m.  
\*Criminal Scheduling at 9:00 a.m.

\_\_\_\_ Ore Tenus Docket (Uncontested Divorces)  
\*1<sup>st</sup> Friday of each month  
\*9:00 a.m.

\_\_\_\_ Scheduling Docket  
\*9:00 a.m.  
\*Every Monday  
\*This is to set a hearing date

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

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