

VIRGINIA:

IN THE CIRCUIT COURT FOR THE 31ST JUDICIAL CIRCUIT

_____	)	
Plaintiff/Petitioner or Commonwealth	)	
	)	
v.	)	Case No: _____
	)	
_____	)	
Defendant/Respondent	)	

PRAECIPE FOR FILING

ATTACHED HERETO please find the following Pleading: _____

With the following request: *(Please check one)*

☐ FOR FILING ONLY (NO FURTHER ACTION REQUESTED AT THIS TIME)

☐ SET FOR HEARING ON THIS DATE:
(Chambers will review in preparation for the hearing)

_____ *(Hearing Date & Time)*

☐ SUBMIT TO CHAMBERS FOR REVIEW
I certify that the Court's Guidelines allow for consideration/entry in Chambers.
(Please check all that apply)

- ☐ Sentencing Documents (Judge _____)
☐ Motion to Reconsider (Judge _____)
☐ Agreed Order or Order Otherwise Appropriate for Entry Without a Hearing

Signature of Attorney or Self-Represented Party

Date

Printed Name

Email

Address

Phone

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that I have this _____ day of _____, 20____,
(circle one) mailed/faxed/emailed a copy of this Praecipe to opposing counsel (or opposing party, if
opposing party is self-represented) at _____.

Signature