

VIRGINIA:

IN THE CIRCUIT COURT OF THE CITY OF ALEXANDRIA

(Plaintiff)

v.

Civil Case No. _____

(Defendant)

REMOTE CIVIL MOTIONS DAY PRAECIPE

Please place the above case on the MOTIONS DAY docket for _____, 20__ at
10:00 a.m. The title of the motion(s) is (are) _____

Mandatory Remote Hearing Notices:

- a. **The matter will be heard remotely via Microsoft Teams; and**
- b. **Opposing counsel/party will receive an email from the Court two (2) days prior to the Motions Day hearing. The Court’s email will include a link to the Microsoft Teams meeting and a telephone number to be used by those participants who do not have internet access.”**

My email address is _____.

Email addresses for non-moving pro se party or counsel is _____.

Email addresses for all interested parties are _____,

_____, and _____.

I hereby certify that Notice of the foregoing praecipe has been delivered/mailed to

_____ [name of non-moving pro se party or counsel]

on the _____ day of _____, 20__.

[Name of Pro se moving party or counsel]

Address: _____

Email: _____

Phone: _____

Motions Days instructions are available at
www.alexandriava.gov/CircuitCourt
(scroll to Motions Day sections).