

VIRGINIA:

IN THE JUVENILE AND DOMESTIC RELATIONS DISTRICT COURT
FOR THE CITY OF ALEXANDRIA

IN RE: _____ D.O.B. _____ JJ# _____
Child's Name _____ JJ# _____
_____ PETITIONER
Name _____
V. _____ JA# _____
_____ RESPONDENT JA# _____
Name _____

THURSDAY CIVIL MOTIONS DAY – PRAECIPE/NOTICE

Title of Motion: _____ Attached; _____ Previously Filed
Moving Party: _____ Petitioner; _____ Respondent; _____ Guardian ad Litem
Date To Be Heard: _____ (Thursday);
_____ 1:00PM Uncontested/Agreed Order;
_____ 2:00PM (contested motions) Time Estimate: _____ minutes (60 mins max)
_____ 3:00PM (contested motions) Time Estimate: _____ minutes (60 mins max)

Interpreter Needed for Motion? _____ Yes; _____ No Language: _____

Parties to be served (provide complete contact information below):

Name: _____ Name: _____ Name: _____
Add: _____ Add: _____ Add: _____

Motion filed by: _____
(Printed Attorney Name/Moving Party Name)

Address: _____

Daytime Phone #: _____ VSB#: _____ Email: _____

Moving Party/Counsel of Record Signature

REPRESENTATIONS OF COUNSEL / MOVING PARTY

I certify that:

_____ Prior to placing this matter on the court's docket, I made a good faith effort to resolve this matter with opposing counsel of record/opposing self-represented party; or
_____ Prior to placing this matter on the court's docket, I attempted without success to contact opposing counsel/opposing self-represented party to attempt to resolve this matter; or
_____ There is no opposing counsel of record as of this time

I further certify that I have read each of the instructions on the reverse side of this form.

Moving Party/Counsel of Record Signature

CERTIFICATE OF SERVICE

I certify that a true copy of this PRAECIPE/NOTICE was _____ mailed _____ faxed _____ delivered by _____
to all counsel of record pursuant to Rule 1:12 of the Rules of the Supreme Court of Virginia this _____ day of _____, 20____.

Moving Party/Counsel of Record Signature

*** See Instructions on Reverse Side of Form**

INSTRUCTIONS

(A) One Praecipe/Notice Must be filed for each separate motion to be heard on the Thursday Motions Docket. Any motion in a civil case can be docketed for hearing on the Thursday Motions Docket, so long as the hearing will be 60 minutes or less. For motions requiring longer than 60 minutes, counsel must contact the Clerk of the Court to select a date certain for the hearing. Civil Motions dockets are filled on a first-come/first served basis.

(B) Uncontested Motions: Once a motion has been filed, if all parties agree to the request in the motion, it is uncontested and the parties shall file an order endorsed by all parties that reflects their agreement. There are two ways to file this order with the court. The parties can schedule a hearing on the 1:00PM Thursday Motions Docket, and submit the order at the hearing and the judge will sign it in court. The parties can also file an Agreed Order signed by all parties with the clerk's office. The clerk will forward the order to the assigned judge for signature. **The filing deadline for uncontested motions is 24 hours prior to the hearing.**

(C) Contested Motions: If all parties do not agree to the request stated in the motion, the motion is contested. Before filing a contested motion, the party filing the motion (or their attorney) must contact the opposing party's attorney or the opposing party directly if they are self-represented and have a good-faith discussion to try and resolve the request. If the parties cannot resolve the issue a party can file a contested motion with the clerk's office. **The filing deadline for contested motions is two weeks prior to the hearing.**

(D) Hearing: Parties with contested motions must go before a judge for a hearing. If you believe that the hearing will take sixty (60) minutes or less, you can schedule a hearing on the Thursday Motions docket. If you believe that the hearing will take more than sixty (60) minutes the party (or their attorney if represented) must contact the Clerk of the Court to select a date certain for the hearing. At the Thursday Motions hearing, after considering all arguments, the judge will sign an order that reflects the judge's decision. Counsel shall bring a proposed order to the hearing.

(E) Responses: Any party may file a written response to a motion. Responses should be filed at least one week before the hearing.

(F) Service: It is the responsibility of the moving party to ensure that **at least two weeks prior to the hearing** copies of the documents filed are "served" upon all other attorney(s) (including the Guardian ad litem) and opposing parties (except if the other party's address is confidential) pursuant to the Code of Virginia and the Rules of the Supreme Court of Virginia . There are several methods of service, including (1) service by the sheriff, (2) mailing, (3) facsimile, (4) electronic mail (if the opposing party/attorney authorized service by electronic mail, in writing), (5) publication (if approved by the Court), or (6) private process server.

(G) Canceling a Thursday Motion Hearing: Only the party that filed the motion may remove it from the docket. If a party does not want to move forward with a hearing on the Thursday Motions docket, that party (or their attorney if represented) must file a praecipe with the Clerk's Office as soon as possible to remove the matter from the docket.