

VIRGINIA:  
IN THE CIRCUIT COURT OF PRINCE WILLIAM COUNTY

\_\_\_\_\_  
Plaintiff (email \_\_\_\_\_)

Case No. \_\_\_\_\_

v.

\_\_\_\_\_  
Defendant (email \_\_\_\_\_)

**Motion's Day Praecept/Notice**

The Clerk of said Court will please place the above-referenced case on the Civil Motion's Day docket to be called on Friday \_\_\_\_\_, 20\_\_ at 10:30 a.m., for the following action:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE**

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**CERTIFICATE OF SERVICE:**

\_\_\_\_ I CERTIFY that I have in good faith conferred or attempted to confer with other affected parties in an effort to resolve the subject of the motion without Court action and to determine a mutually agreeable hearing date and time, pursuant to Rule 4:15(b) of the Rules of the Supreme Court of Virginia.

\_\_\_\_ I CERTIFY that on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, I sent a copy of the foregoing to opposing party/counsel by \_\_\_ Mail \_\_\_ Fax \_\_\_ Hand Delivery.

List the name, address, phone number for opposing party/counsel:

\_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE**

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**Mail or Deliver original to:**

Clerk of the Circuit Court  
9311 Lee Ave, Rm 314  
Manassas, VA 20110  
(703) 792-6029

or

Email to:  
circuitcourt@pwcgov.org