

**IN THE JUVENILE AND DOMESTIC RELATIONS DISTRICT COURT  
OF FAIRFAX COUNTY** (revised 2/6/18)  
PLEASE TYPE OR PRINT LEGIBLY

IN RE: \_\_\_\_\_ D.O.B. \_\_\_\_\_ JJ# \_\_\_\_\_  
Name

\_\_\_\_\_ PETITIONER  
Name

V. \_\_\_\_\_ JA# \_\_\_\_\_

\_\_\_\_\_ RESPONDENT  
Name

**WEDNESDAY MOTIONS DAY – PRAECIPE/NOTICE**

Title of Motion: \_\_\_\_\_ Attached; \_\_\_\_\_ Previously Filed

Moving Party: \_\_\_\_\_ Petitioner; \_\_\_\_\_ Respondent; \_\_\_\_\_ Guardian ad Litem

Date To Be Heard: \_\_\_\_\_ (Wednesday); Courtroom 3K

To Be Heard: \_\_\_\_\_ 9:00 AM Uncontested/Agreed Order;

\_\_\_\_\_ 10:00 AM (All other motions) Time Estimate: \_\_\_\_\_ minutes

(combined no more than 30 minutes)

1. Does this motion require two (2) weeks notice? \_\_\_\_\_ Yes; \_\_\_\_\_ No
2. Interpreter Needed for Motion? \_\_\_\_\_ No \_\_\_\_\_ Yes Language: \_\_\_\_\_
3. Case to be removed from \_\_\_\_\_ Docket and continued to \_\_\_\_\_ Docket
4. 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 No. \_\_\_\_\_ VSB#: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_  
Moving Party/Counsel of Record

**REPRESENTATIONS OF MOVING PARTY**

5a). 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

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

\_\_\_\_\_  
Moving Party/Counsel of Record

**CERTIFICATE OF SERVICE (Attorneys Only) or (Sign only when attorneys involved)**

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

\_\_\_\_\_  
Counsel of Record

## GENERAL INSTRUCTIONS

- (A) In setting a matter down for a hearing on the Wednesday motions docket, the moving party is representing that in their opinion, the entire hearing on the motion will not require more than thirty (30) minutes. If a hearing will require more than thirty (30) minutes, then the parties (or their counsel) should contact the Judge assigned to the matter to schedule the hearing on a date certain to be set by the Judge assigned to the matter.
- (B) Each side should bring a proposed order to court on the day of the hearing, as the ruling must be reduced to an order that day.
- (C) Do not set down Motions To Reconsider for hearing.  
(See instruction sheet available in Clerk's Office and Bar Association Office for procedures concerning such motions.)

## INSTRUCTIONS

All motions should be noticed for 10:00 AM, unless the moving party believes the motion will be uncontested. Uncontested motions may be set at 9:00 AM. Any motion subsequently deemed not to be uncontested will be transferred to the 10:00 AM docket.

- 1a). The requesting party is responsible for service upon all *pro se* (self-represented) parties involved in the case with the exception of confidential addresses. Service is available through any appropriate Sheriff's Office for a fee.
- 1b). A copy of this PRAECIPE/NOTICE, the MOTION and any MEMORANDUM must be [mailed/faxed/delivered] to all counsel of record in sufficient time to be received by 4:00 p.m. on the Wednesday before the scheduled hearing (two Wednesdays before if a memorandum accompanies the motion), and if faxed, a confirming copy must be mailed pursuant to Rule 1:12 of the Rules of the Supreme Court of Virginia.
2. All motions must be filed no later than 12:00pm on the Wednesday preceding the date of hearing.
3. All Motions pertaining to discovery disputes require two weeks' notice.
  - a) A Memorandum of Points and Authorities of five pages or less must accompany any of these pleadings and any other motions placed on the two week docket.
  - b) A response to any such pleadings from opposing counsel of record must be received by the Clerk of the Court and opposing counsel of record, along with the Court's GREEN Response to Motion form (*available in the Clerk's Office*) no later than 12:00 p.m. on the Wednesday preceding the date of the hearing or the Court may treat the matter as uncontested.
  - c) If a good-faith discussion between counsel has taken place *prior* to the filing of a two-week motion, responding counsel need not make additional contact with counsel for the moving party before signing the good-faith certification on the green response form. (*See J&DR Wednesday Court procedures for details of requirement of good-faith effort to resolve.*)
4. Cases may only be removed from the docket by counsel of record for the moving party. Except as set forth in paragraph 3 above, cases can be removed from the docket up until 4:00 p.m. on the Tuesday preceding the hearing date by filing with the Clerk of Court a PRAECIPE/NOTICE removing the case from the docket.