

VIRGINIA:

IN THE CIRCUIT COURT OF THE CITY OF ALEXANDRIA

(Plaintiff)

v.

Civil Case No. _____

(Defendant)

CIVIL MOTIONS DAY PRAECIPE
For in-person hearing

Please place the above case on the MOTIONS DAY docket for _____, 20__ at
10:00 a.m. The Motions Day hearing will be held in-person at 520 King St, Fourth Floor, Alexandria, VA 22314
The title of the motion(s) is (are) _____

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____.

CERTIFICATIONS

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, pursuant to Rule 4:15(b) of the Rules of the Supreme Court of Virginia.

For Motions Day instructions, a list of upcoming Motions Day dates and filing deadlines, refer to the Court's website www.alexandriava.gov/CircuitCourt (scroll to Motions Day sections).

[Name of Pro se moving party or counsel]

Address: _____

Email: _____

Phone: _____

Starting with the October 14, 2026, Motions Day and thereafter, all
Motions Day hearings will be in-person.