

**VIRGINIA:
IN THE JUVENILE & DOMESTIC RELATIONS DISTRICT
COURT OF LOUDOUN COUNTY**

Commonwealth of Virginia *
*
vs. * NO. JA _____
*
_____ *
Defendant *

Intent to Hire an Attorney-Adult Cases

I have been advised of my right to be represented by an attorney in this case(s) and I intend to hire an attorney of my own choosing to represent me.

A trial date has been scheduled for _____ 20__ at _____ () am () pm. I am required to appear on the trial date.

I must inform the attorney that I hire that a trial date has been scheduled. The attorney must promptly notify the Court of any conflict and file a motion for a continuance on the forms available in the clerk's office with a copy to the Commonwealth's attorney. A continuance of the trial date must be approved in advance by the Court and good cause must exist to continue the case.

If I fail to hire an attorney, the Court may find that that this failure is a waiver of the right to hire an attorney and the Court may proceed to trial of this case(s) even though I do not have an attorney.

If I determine that I can not afford to hire an attorney and I want to apply for a court appointed attorney, I must promptly notify the Clerk and ask the Clerk to place my case before the Court one morning at 8:30 am. at least 15 days before the trial date. I will be required to fill out a financial statement under oath and meet the requirements for a court appointed attorney. If I fail to notify the Clerk, the Court may find that that this failure is a waiver of the right to seek court appointed counsel and the case will proceed to trial.

The clerk is located at 18 E. Market St., Leesburg, VA 20176-2809. The phone is 703 777- 0300 and the FAX is 703 771-5039.

Date: _____ 20__ . _____
Defendant