

NOTICE:

Upon receipt of the subpoenaed documents, the requesting party must, if requested, provide true and full copies of those documents to any other party or to the attorney for any other party, provided the other party or attorney for the other party pays the reasonable cost of copying or reproducing those documents. This does not apply when the subpoenaed documents are returnable to and maintained by the clerk of the court in which the action is pending. Va. Code § 8.01-417

RETURNS: Each respondent was served according to law, as indicated below, unless not found.

NAME.....	
ADDRESS.....	
<input type="checkbox"/> PERSONAL SERVICE	Tel. No.
<input type="checkbox"/> Being unable to make personal service, a copy was delivered in the following manner: <input type="checkbox"/> Delivered to family member (not temporary sojourner or guest) age 16 or older at usual place of abode of party named above after giving information of its purport. List name, age of recipient, and relation of recipient to party named above. <input type="checkbox"/> Posted on front door or such other door as appears to be the main entrance of usual place of abode, address listed above. (Other authorized recipient not found.) <input type="checkbox"/> Served on Secretary of the Commonwealth. <input type="checkbox"/> NOT FOUND	
DATE..... for.....	
SERVING OFFICER.....	
NAME.....	
ADDRESS.....	
<input type="checkbox"/> PERSONAL SERVICE	Tel. No.
<input type="checkbox"/> Being unable to make personal service, a copy was delivered in the following manner: <input type="checkbox"/> Delivered to family member (not temporary sojourner or guest) age 16 or older at usual place of abode of party named above after giving information of its purport. List name, age of recipient, and relation of recipient to party named above. <input type="checkbox"/> Posted on front door or such other door as appears to be the main entrance of usual place of abode, address listed above. (Other authorized recipient not found.) <input type="checkbox"/> Served on Secretary of the Commonwealth. <input type="checkbox"/> NOT FOUND	
DATE..... for.....	
SERVING OFFICER.....	

AFFIDAVIT (continued) Question #2: Places where and persons with whom the child has lived during the last five (5) years.

DATE **ADDRESS WHERE CHILD RESIDED** **PERSON WITH WHOM CHILD RESIDED** **CURRENT ADDRESS OF PERSON WITH WHOM CHILD RESIDED**

From
To
From
To
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From
To

**IN THE JUVENILE AND DOMESTIC RELATIONS DISTRICT COURT
OF FAIRFAX COUNTY**

IN RE: _____ D.O.B. _____ CASE NO. _____
Name

Name
V. _____ Case No. _____

_____, RESPONDENT.
Name

WEDNESDAY MOTIONS DAY – PRAECIPE/NOTICE

Title of Motion: _____ Attached; _____ Previously Filed

Moving Party: _____ Petitioner; _____ Respondent; _____ Guardian ad Litem

1. Date To Be Heard: _____ (Wednesday); To Be Heard: 10:00 AM
2. Is this a motion requiring two (2) weeks notice? _____ Yes; _____ No
3. _____ Contested; _____ Uncontested; _____ Time Estimate
4. Case to be removed from _____ Docket and continued to _____ Docket

Praecipe/Notice filed by: _____

Attorney Name: _____ Daytime Phone No. (_____) _____

Attorney Address: _____ VSB No. _____

REPRESENTATION OF COUNSEL OF RECORD

5. I certify that:
- _____ Prior to placing this matter on the court's docket, I made a good faith effort to resolve this matter with Counsel of Record for the opposing party; or
 - _____ Prior to placing this matter on the court's docket, I attempted without success to contact opposing counsel 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.

Counsel of Record for Moving Party

CERTIFICATE OF SERVICE

6. I certify that I have served a copy of this PRAECIPE/NOTICE on all Counsel of Record pursuant to 1:12 of the Rules of the Supreme Court of Virginia this _____ day of _____, 2002.

Counsel of Record for Moving Party

GENERAL INSTRUCTIONS

- (A) In setting a matter down for a hearing of the Wednesday motions docket, counsel of record for the moving party is representing that in counsel's 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 counsel of record for each of the parties 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 must bring a proposed order to court on the day of the hearing so the ruling can 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

1. All motions should be noticed for 10:00 a.m.
2. All Motions pertaining to discovery disputes, require two weeks notice.
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.
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 Courts GREEN Response to Motion form (available in the Clerk's Office) no later than 4:00 p.m. on the Wednesday preceding the date of the hearing or the Court may treat the matter as uncontested.
3. Alert Judge as to nature of matter and a preliminary time estimate for **planning** purposes.
4. Cases may only be removed from the docket by counsel of record for the **moving party**. Except as set forth in paragraph 2 above, cases can be removed from the docket up until **4:00 p.m. on the Tuesday preceding the hearing date** by contact the Motions Clerk at (703) 246-3016.
5. 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.*)
6. A copy of this PRAECIPE/NOTICE, the MOTION and any MEMORANDUM must be [mailed/delivered/faxed] 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.