

VIRGINIA:

IN THE CIRCUIT COURT  
FOR THE CITY OF ALEXANDRIA

COMMONWEALTH OF VIRGINIA

Case No.:

v.

DEFENDANT.

**PRAECIPE**

The undersigned party respectfully requests that the Clerk of the Court  
docket this matter as noticed below:

Proceeding:

Date:

Prosecutor:

Defense Atty:

In-Custody:

Yes

No

(If In-Custody is YES, a Custodial Transportation Order must be filed by counsel)

\_\_\_\_\_  
Counsel's signature

**CERTIFICATE OF SERVICE**

I hereby certify that on the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, a  
true copy of the foregoing Praecipe was sent via \_\_\_\_\_ to  
\_\_\_\_\_, Counsel for \_\_\_\_\_.

\_\_\_\_\_  
Counsel's Signature