

**IN THE FAIRFAX CIRCUIT COURT**

\_\_\_\_\_  
Plaintiff or Complainant

**versus**

Case No. CL- \_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_  
Defendant or Respondent

**TERM DAY PRAECIPE**

I certify that the above styled cause is matured for trial on its merits and request the Clerk to place it on the docket to be called on \_\_\_\_\_:

To be set for trial with ( ) a jury or without ( ) a jury

I also certify that on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.  
I mailed or delivered a true copy of the foregoing praecipe to all counsel of record herein pursuant to the provisions of Rule 1:12 of the Rule of the Supreme Court of Virginia, and served a true copy upon parties not represented by counsel, if any.

\_\_\_\_\_  
Counsel for \_\_\_\_\_  
Telephone No. (\_\_\_\_) \_\_\_\_\_  
VSB Number \_\_\_\_\_

**NOTE:** The Praecipe must be filed no later than 4:00 p.m. on the Tuesday prior to Term Day. If the case is to be set at docket call, the attorney must be present. In lieu of filing a Praecipe, by agreement, counsel may select a date from available dates through staff in the Civil Case Tracking department at 703-246-2880.

**MAIL OR DELIVER THIS PRAECIPE TO:**  
  
JOHN T. FREY, Clerk of Court  
Attention: Term Day Praecipe Clerk  
4110 Chain Bridge Road  
Fairfax, Virginia 22030