***V I R G I N I A:***

**IN THE GENERAL DISTRICT COURT**

**FOR the COUNTY of ARLINGTON**

**XXXXXXXXX )**

**Plaintiff, ) Case Number # GV\_\_\_\_\_\_\_\_\_\_\_**

**)**

**v. )**

 **)**

**XXXXXXXXX )**

**Defendant. )**

**)**

**REMOTE HEARING PRAECIPE**

TO THE CLERK, please note Defendant, **DEFENDANT’S NAME**, requests to appear remotely on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(court date) and all future court dates in relation to this case. In support, I state as follows:

1. Pursuant to the Virginia Supreme Court alternate methods of appearance in Virginia courts are to be preferred over in-person court proceedings.
2. Most recently Virginia Supreme Court order dated June 22, 2020, paragraph number 4 states courts should conduct as much business as possible by means other than in court proceedings, including video conferencing, teleconferencing, and email.
3. Due to the health risks associated with COVID-19, I would like to minimize my potential exposure to COVID-19 and appear remotely instead of in person.
4. This request is made at least twenty-four (24) hours prior to the court date. I faxed/mailed/emailed (pick one) this Remote Hearing Praecipe to the clerk of court on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date), at the following \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ address/fax number/email (pick one).
5. I am available to appear by [PICK ONE]
	1. phone on the following phone number: (\_\_)\_\_\_\_\_\_\_\_\_\_\_(phone number).
	2. Videoconference on webex or polycom.
6. I have informed, or made reasonable efforts to inform, the Plaintiff that I would like to appear by phone and there are no objections that I am aware of.

WHEREFORE, will the Clerk of Court please make note that I will make court appearances by phone/webex/polycom (pick one).

Respectfully submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Defendant’s Name

Address

City, State Zip

Telephone

Facsimile (if applicable)

Email

**Certificate of Service**

I hereby certify that a true and complete copy of the foregoing was sent to Plaintiff on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (month) \_\_\_\_\_\_(day), 2020, by mail/fax/email (pick one) to the following:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (state the address, or fax number, or email).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DEFENDANT’S NAME