

USING THIS FORM

1. Copies
 - a. Original - to court
 - b. First copy - to appellant
 - c. Additional copies as dictated by local practice.
2. Prepared by clerk.
3. Attachments - None
4. Preparation details
 - a. Form is to be used in criminal cases only.

**NOTICE OF HEARING ON AN APPEAL
FROM A DISTRICT COURT
COMMONWEALTH OF VIRGINIA**

Case No. 1

2 Circuit Court

3
ADDRESS

4 Commonwealth of Virginia v.

5 v.

6 District Court is the court
from which this case is appealed.

This case is scheduled in the circuit court at the address shown

above on 7 for the following purpose:
DATE AND TIME

8 scheduling a date on which this case will be tried

9 trial of this case, and

- you must be present and ready to try this case at the hearing
- Immediately contact the clerk's office of this court if you want one or more of the following:
 - a lawyer to represent you at trial
 - witnesses to be subpoenaed to appear in court to testify for you
 - a jury trial

NOTICE IN SUPPORT CASES – Sections 16.1-298 and 20-74 of the Code of Virginia, 1950, as amended, provide that any order of support or amendment thereof entered by the Juvenile and Domestic Relations District Court shall remain in full force and effect until changed or annulled by the Circuit Court.

NOTICE ABOUT WITHDRAWAL OF APPEALS (Criminal Cases only) – If you withdraw your appeal, you must notify in writing both the clerk's office of this court and the prosecuting attorney before the trial date. In addition, you must pay all costs and fines through the clerk's office of this court and perform all other parts of the district court's punishment.

10
DATE

11 _____, Clerk

by, 12 _____, Deputy Clerk

DATA ELEMENTS

1. Court case number.
2. Court name.
3. Address of court.
4. Check and complete if Commonwealth is plaintiff.
5. Check and complete style of case if other than Data Element No. 4.
6. Name of district court from which case was appealed.
7. Date and time of required appearance in circuit court by the person served.
8. Check box if purpose of hearing is to schedule a trial date.
9. Check box if the date and time entered in Data Element No. 7 is for trial of case.
10. Date notice issued.
11. Signature of clerk if the clerk executed this form. If deputy clerk executed this form, print or type the clerk's name.
12. Signature of deputy clerk if deputy clerk executed this form.