

**Sample Praecipe for an Administrative Appeal from the Department of Transportation, Division of Motor Vehicles to the Court of Common Pleas.**

**IN THE COURT OF COMMON PLEAS FOR THE STATE OF DELAWARE**

**IN AND FOR (Kent, New Castle, Sussex) COUNTY**

**PRAECIPE**

NAME, )  
APPELLANT, )  
)  
)  
v. ) Civil Action No. \_\_\_\_\_  
) (This number is to be assigned by  
) the clerk)  
NAME, )  
APPELLEE. )

Please issue Citation on Appeal:

Michael D. Shahan, Director  
Division of Motor Vehicles  
Public Safety Building  
303 Transportation Circle  
Dover, DE 19901

\_\_\_\_\_  
Appellant's Signature  
Print Name  
Street Address  
City, Town and Zip Code  
Daytime Telephone Number

TO: Clerk of the Court  
Street Address  
City, Town and Zip Code

Dated: \_\_\_\_\_