

**COVER SHEET FOR FILING CIVIL ACTIONS**  
COMMONWEALTH OF VIRGINIA

Case No. ....  
(CLERK'S OFFICE USE ONLY)

..... Circuit Court

..... v./In re: .....  
PLAINTIFF(S) DEFENDANT(S)

I, the undersigned [ ] plaintiff [ ] defendant [ ] attorney for [ ] plaintiff [ ] defendant hereby notify the Clerk of Court that I am filing the following civil action. (Please indicate by checking box that most closely identifies the claim being asserted or relief sought.)

**GENERAL CIVIL**

**Subsequent Actions**

- Claim Impleading Third Party Defendant
  - Monetary Damages
  - No Monetary Damages
- Counterclaim
  - Monetary Damages
  - No Monetary Damages
- Cross Claim
- Interpleader
- Reinstatement (other than divorce or driving privileges)
- Removal of Case to Federal Court

**Business & Contract**

- Attachment
- Confessed Judgment
- Contract Action
- Contract Specific Performance
- Detinue
- Garnishment

**Property**

- Annexation
- Condemnation
- Ejectment
- Encumber/Sell Real Estate
- Enforce Vendor's Lien
- Escheatment
- Establish Boundaries
- Landlord/Tenant
  - Unlawful Detainer
- Mechanics Lien
- Partition
- Quiet Title
- Termination of Mineral Rights

**Tort**

- Asbestos Litigation
- Compromise Settlement
- Intentional Tort
- Medical Malpractice
- Motor Vehicle Tort
- Product Liability
- Wrongful Death
- Other General Tort Liability

**ADMINISTRATIVE LAW**

- Appeal/Judicial Review of Decision of (select one)
  - ABC Board
  - Board of Zoning
  - Compensation Board
  - DMV License Suspension
  - Employee Grievance Decision
  - Employment Commission
  - Local Government
  - Marine Resources Commission
  - School Board
  - Voter Registration
  - Other Administrative Appeal

**DOMESTIC/FAMILY**

- Adoption
  - Adoption – Foreign
- Adult Protection
- Annulment
  - Annulment – Counterclaim/Responsive Pleading
- Child Abuse and Neglect – Unfounded Complaint
- Civil Contempt
- Divorce (select one)
  - Complaint – Contested\*
  - Complaint – Uncontested\*
  - Counterclaim/Responsive Pleading
  - Reinstatement – Custody/Visitation/Support/Equitable Distribution
- Separate Maintenance
  - Separate Maintenance Counterclaim

**WRITS**

- Certiorari
- Habeas Corpus
- Mandamus
- Prohibition
- Quo Warranto

**PROBATE/WILLS AND TRUSTS**

- Accounting
- Aid and Guidance
- Appointment (select one)
  - Guardian/Conservator
  - Standby Guardian/Conservator
- Trust (select one)
  - Impress/Declare
  - Reformation
- Will (select one)
  - Construe
  - Contested

**MISCELLANEOUS**

- Appointment (select one)
  - Church Trustee
  - Conservator of Peace
  - Marriage Celebrant
- Bond Forfeiture Appeal
- Declaratory Judgment
- Declare Death
- Driving Privileges (select one)
  - Reinstatement pursuant to § 46.2-427
  - Restoration – Habitual Offender or 3<sup>rd</sup> Offense
- Expungement
- Firearms Rights – Restoration
- Forfeiture of U.S. Currency
- Freedom of Information
- Injunction
- Interdiction
- Interrogatory
- Judgment Lien-Bill to Enforce
- Law Enforcement/Public Official Petition
- Name Change
- Referendum Elections
- Sever Order
- Taxes (select one)
  - Correct Erroneous State/Local
  - Delinquent
- Vehicle Confiscation
- Voting Rights – Restoration
- Other (please specify) .....

[ ] Damages in the amount of \$ ..... are claimed.

DATE

[ ] PLAINTIFF [ ] DEFENDANT [ ] ATTORNEY FOR [ ] PLAINTIFF [ ] DEFENDANT

PRINT NAME

ADDRESS/TELEPHONE NUMBER OF SIGNATOR

\*"Contested" divorce means any of the following matters are in dispute: grounds of divorce, spousal support and maintenance, child custody and/or visitation, child support, property distribution or debt allocation. An "Uncontested" divorce is filed on no fault grounds and none of the above issues are in dispute.

**Civil Action Type Codes  
(Clerk's Office Use Only)**

Accounting .....	ACCT	Ejectment .....	EJET
Adoption .....	ADOP	Encumber/Sell Real Estate .....	RE
Adoption – Foreign .....	FORA	Enforce Vendor's Lien .....	VEND
Adult Protection .....	PROT	Escheatment .....	ESC
Aid and Guidance .....	AID	Establish Boundaries .....	ESTB
Annexation .....	ANEX	Expungement .....	XPUN
Annulment .....	ANUL	Forfeiture of U.S. Currency .....	FORF
Annulment – Counterclaim/Responsive Pleading...	ACRP	Freedom of Information .....	FOI
Appeal/Judicial Review		Garnishment .....	GARN
ABC Board .....	ABC	Injunction .....	INJ
Board of Zoning .....	ZONE	Intentional Tort .....	ITOR
Compensation Board .....	ACOM	Interdiction .....	INTD
DMV License Suspension .....	JR	Interpleader .....	INTP
Employment Commission .....	EMP	Interrogatory .....	INTR
Employment Grievance Decision .....	GRV	Judgment Lien – Bill to Enforce .....	LIEN
Local Government .....	GOVT	Landlord/Tenant .....	LT
Marine Resources .....	MAR	Law Enforcement/Public Official Petition .....	LEP
School Board .....	JR	Mechanics Lien .....	MECH
Voter Registration .....	AVOT	Medical Malpractice .....	MED
Other Administrative Appeal .....	AAPL	Motor Vehicle Tort .....	MV
Appointment		Name Change .....	NC
Conservator of Peace .....	COP	Other General Tort Liability .....	GTOR
Church Trustee .....	AOCT	Partition .....	PART
Guardian/Conservator .....	APPT	Petition – (Miscellaneous) .....	PET
Marriage Celebrant .....	ROMC	Product Liability .....	PROD
Standby Guardian/Conservator .....	STND	Quiet Title .....	QT
Asbestos Litigation .....	AL	Referendum Elections .....	ELEC
Attachment .....	ATT	Reinstatement (Other than divorce or driving privileges) .....	REIN
Bond Forfeiture Appeal .....	BFA	Removal of Case to Federal Court .....	REM
Child Abuse and Neglect – Unfounded Complaint ..	CAN	Restore Firearms Rights – Felony .....	RFRF
Civil Contempt .....	CCON	Restore Firearms Rights – Review .....	RFRR
Claim Impleading Third Party Defendant –		Separate Maintenance .....	SEP
Monetary Damages/No Monetary Damages .....	CTP	Separate Maintenance – Counterclaim/Responsive Pleading .....	SCRP
Complaint – (Miscellaneous) .....	COM	Sever Order .....	SEVR
Compromise Settlement .....	COMP	Taxes	
Condemnation .....	COND	Correct Erroneous State/Local .....	CTAX
Confessed Judgment .....	CJ	Delinquent .....	DTAX
Contract Action .....	CNTR	Termination of Mineral Rights .....	MIN
Contract Specific Performance .....	PERF	Trust – Impress/Declare .....	TRST
Counterclaim – Monetary Damages/No Monetary Damages .....	CC	Trust – Reformation .....	REFT
Cross Claim .....	CROS	Unlawful Detainer .....	UD
Declaratory Judgment .....	DECL	Vehicle Confiscation .....	VEH
Declare Death .....	DDTH	Voting Rights – Restoration .....	VOTE
Detinue .....	DET	Will Construction .....	CNST
Divorce		Will Contested .....	WILL
Complaint – Contested/Uncontested .....	DIV	Writs	
Counterclaim/Responsive Pleading .....	DCRP	Certiorari .....	WC
Reinstatement – Custody/Visitation/Support/ Equitable Distribution .....	CVS	Habeas Corpus .....	WHC
Driving Privileges		Mandamus .....	WM
Reinstatement pursuant to § 46.2-427 .....	DRIV	Prohibition .....	WP
Restoration – Habitual Offender or 3 <sup>rd</sup> Offense .....	REST	Quo Warranto .....	WQW
		Wrongful Death .....	WD