Clear All Data

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
  - [ ] Custodian/Successor Custodian (UTMA)
- [ ] Trust (select one)
  - [ ] Impress/Declare/Create
  - [ ] Reformation
- [ ] Will (select one)
  - [ ] Construe
  - [ ] Contested

MISCELLANEOUS

- [ ] Amend Birth/Death Certificate
- [ ] Appointment (select one)
  - [ ] Church Trustee
  - [ ] Conservator of Peace
  - [ ] Marriage Celebrant
- [ ] Approval of Transfer of Structured Settlement
- [ ] Bond Forfeiture Appeal
- [ ] Declaratory Judgment
- [ ] Declare Death
- [ ] Driving Privileges (select one)
  - [ ] Reinstatement pursuant to § 46.2-427
  - [ ] Restoration – Habitual Offender or 3rd Offense
- [ ] Expungement
- [ ] Firearms Rights – Restoration
- [ ] Forfeiture of Property or Money
- [ ] 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

.....

.....
EMAIL ADDRESS OF SIGNATOR (OPTIONAL)

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