

Staunton General District Court



SGDC Clerk's Office

Location and Contact Information:

Address: 113 E. Beverley St., 1st Floor, Staunton, VA 24401.

Phone: (540) 332-3878.

Fax: (540) 332-3985.

Clerk: Ms. Amanda M. Knighting.

Court Schedule:

Traffic and criminal court sessions are held

- Every Wednesday,
- 5th Thursday,
- 1st and 3rd Fridays of each month

Civil court sessions take place on

- the 2nd and 4th Fridays of the month

Excluding holidays

Cell Phone Policy:

Cell phones are not allowed inside the building.

SGDC Judges

Sitting Judge

- Judge Mayer

Chief Judge

- Judge Billias

Substitute Judge

- Retired Judges
- Attorneys

Things to know

- Only handle Adult Cases
- Court of Open Record
- Public has limited access to Judges
 - Only during scheduled court proceedings
 - Some cases require a Motion before seeing the Judge
 - Community Service
 - Restricted Driver's Licenses
 - Rehearing Request



*We are not
Legal Assistants or Lawyers
& cannot provide legal advice.*

Virginia Court Self-Help



selfhelp.vacourts.gov

- Find Legal Information
 - Simple explanations in easy-to-read articles
- Find Referrals
 - To courts, community services, lawyers and legal aid organizations
- Find Do-It-Yourself Tools
 - You can complete forms easily

Clerk & Deputy Clerk Responsibilities

Customer Service & Information:

- Answering incoming calls
- Providing customer service at the front counter & over the phone.
- Responding to inquiries.
- Providing information about court processes and procedures.

Financial:

- Receiving, documenting, and issuing receipts for court fees, fines, bail, and penalties.
- Balancing and maintaining financial reports
- Processing Garnishments.

Case Management & Filing:

- Entering and filing infractions, animal seizures, mental commitments, and civil cases.
- Logging and filing search warrants, fingerprints, bonds, & prepayments.
- Issue Show Causes & Capias

Process paperwork for:

- Staunton Police Department
- Virginia State Police
- Game & Inland Fisheries
- Staunton City Sheriff's Office
- Staunton Fire Department's Fire Marshall

Criminal Case Support:

- Coordinating the assignment of public defenders to qualified parties.
- Tracking and monitoring non-probation supervised criminal cases.

Administrative Tasks:

- Updating and maintaining court calendars.
- Handling departmental mail.
- Other general office duties.

Types of Cases

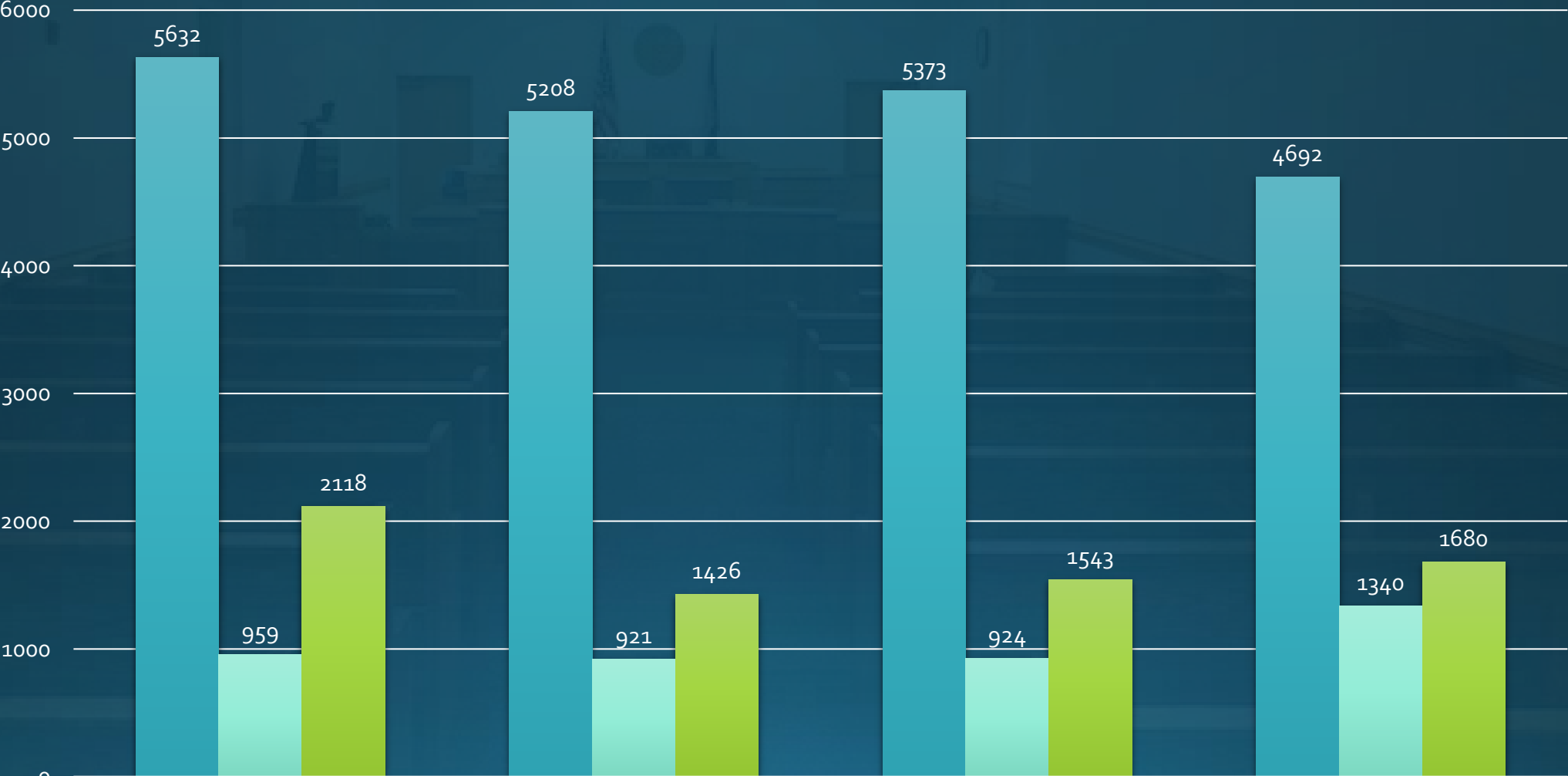
Traffic violations.

Minor criminal cases (misdemeanors).

Preliminary hearings for serious criminal cases (felonies).

Civil Cases.

Case Count



	Y21	Y22	Y23	Y24
Traffic & Criminal	5632	5208	5373	4692
Civil	959	921	924	1340
Mental Commitments	2118	1426	1543	1680



Traffic Violations

**WAIVER OF A TRIAL
(PLEA OF GUILTY)**

BY SIGNING BELOW, I CERTIFY THAT I HAVE READ THE NOTICE AND I AM ENTERING MY WRITTEN RATHER THAN PERSONAL APPEARANCE IN THE COURT CASE RESULTING FROM THE VIOLATION CHARGED ON THIS SUMMONS. I UNDERSTAND THAT I HAVE A RIGHT TO A TRIAL, WHICH I AM GIVING UP. I ALSO UNDERSTAND THAT MY PLEA OF GUILTY WILL HAVE THE SAME FORCE AND EFFECT AS A FINDING OF GUILTY BY A JUDGE AND THAT A RECORD OF MY GUILTY PLEA TO AN OFFENSE PERTAINING TO THE OPERATION OF A MOTOR VEHICLE WILL BE SENT TO THE VIRGINIA DEPARTMENT OF MOTOR VEHICLES FOR TO THE LICENSING AUTHORITY, WHICH ISSUED MY LICENSE. I FURTHER UNDERSTAND THAT IF ANY OF THE BLOCKS TO THE RIGHT LABELED "COMMERCIAL MOTOR VEHICLE", "HAZARDOUS MATERIALS", "RESULTED IN FATALITY", "HIGHWAY SAFETY CORRIDOR" OR "CDL HOLDER" ARE CHECKED "YES", MY PLEA IS AN ADMISSION THAT AT THE TIME OF THE VIOLATION CHARGED, I WAS OPERATING A COMMERCIAL MOTOR VEHICLE, CARRYING HAZARDOUS MATERIALS, DRIVING IN A HIGHWAY SAFETY CORRIDOR, WAS A CDL HOLDER, AND/OR THE VIOLATION RESULTED IN A FATALITY, AS INDICATED BY THE "YES" CHECK MARKS. UNDERSTANDING ALL THIS, I PLEAD GUILTY TO THE VIOLATION CHARGED, WAIVE MY RIGHT TO A TRIAL, AND ENCLOSE THE FINE, COSTS AND FEES PRESCRIBED.

SIGNATURE

DATE

IF ACCUSED IS A JUVENILE

IF ACCUSED IS UNDER 18 YEARS OF AGE, THE ACCUSED'S PARENT OR LEGAL GUARDIAN MUST ALSO SIGN, IN PERSON AT THE COURT, OR IF THE FORM IS MAILED TO THE COURT, PARENT'S OR LEGAL GUARDIAN'S SIGNATURE MUST BE NOTARIZED.

SIGNATURE OF PARENT/GUARDIAN

DATE

SWORN AND SUBSCRIBED TO BEFORE ME THIS DATE.

☐ NOTARY PUBLIC ☐ CLERK ☐ MAGISTRATE

DATE

CITY/COUNTY

STATE

MY COMMISSION EXPIRES:

IF PREPAYMENT IS MADE, ATTACH PAYMENT HERE.

001

VIRGINIA UNIFORM SUMMONS

DEPARTMENT OF STATE POLICE

CASE NO.

YOU ARE SUMMONED TO APPEAR IN THE (CITY OF / COUNTY OF)

- ☐ GENERAL DISTRICT COURT (TRAFFIC)
☐ GENERAL DISTRICT COURT (CRIMINAL)
☐ JUVENILE & DOMESTIC RELATIONS DISTRICT COURT

ON _____ ADDRESS _____ 20 _____ AT _____
FOR VIOLATION OF ☐ STATE ☐ COUNTY ☐ CITY ☐ TOWN

LAW SECTION _____ DESCRIBE CHARGE: _____

COMMERCIAL MOTOR VEHICLE ☐ YES ☐ NO
HAZARDOUS MATERIALS ☐ YES ☐ NO
RESULTED IN FATALITY ☐ YES ☐ NO
HIGHWAY SAFETY CORRIDOR ☐ YES ☐ NO

I PROMISE TO APPEAR AT THE TIME AND PLACE SHOWN ABOVE. SIGNING THIS SUMMONS IS NOT AN ADMISSION OF GUILT. I CERTIFY THAT MY CURRENT MAILING ADDRESS IS AS SHOWN BELOW

SIGNATURE _____
YOU MUST APPEAR AT TRIAL. (JUVENILES MUST APPEAR WITH PARENT/LEGAL GUARDIAN).

☐ YOU MAY AVOID COMING TO COURT ONLY IF THIS BLOCK IS CHECKED AND ALL INSTRUCTIONS ON DEFENDANT'S COPY ARE FOLLOWED.

ONLY CALL _____ IF MORE HELP IS NEEDED.

MAILING ADDRESS: ☐ SAME AS ABOVE AT RIGHT
☐ CHANGE FROM D.L.

P.O. BOX/STREET

CITY/TOWN

STATE

ZIP

NAME: LAST FIRST MIDDLE

RES. ADDRESS

RES. JURIS

CITY/TOWN

STATE

ZIP

TRADE

SEX

D.O.B.

HT

WG

EYES

HAIR

MO.

DAY

YR.

FT.

IN.

DEL. CDL # (IF CRIMINAL OFFENSE OR NO LICENSE, USE SSN)

STATE

CDL HOLDER ☐ YES ☐ NO

VEH

YEAR

MAKE

TYPE

LICENSE NO.

YEAR

STATE

JURISDICTION OF OFFENSE

DATE OF OFFENSE

DAY OF WEEK

TIME

A.M.

P.M.

DIRECTION

ACCIDENT

WEATHER

ROUTE NUMBER/STREET

YES

NO

LOCATION OF OFFENSE

ARREST DATE

ARREST LOCATION

OFFICER

OFFICER'S NO.

PRETRIAL WAIVER AND PREPAYMENT INSTRUCTIONS

- CALCULATE THE AMOUNT OWED FROM PREPAYABLE OFFENSE INFORMATION SHEET IF GIVEN A COPY BY THE ARRESTING OFFICER, OTHERWISE:
 - PROMPTLY CALL THE TELEPHONE NUMBER LISTED ABOVE.
 - IF YOU HEAR A PRE-RECORDED MESSAGE, LISTEN TO THE ENTIRE MESSAGE, OTHERWISE, TELL THE PERSON ANSWERING THE TELEPHONE THAT YOU WISH TO WAIVE TRIAL AND "PREPAY" THE FINE, COSTS AND FEES. STATE THE EXACT CHARGE DESCRIPTION AND LAW SECTION NUMBER (IF ANY) WRITTEN ON THE SUMMONS. DISTRICT COURTS ACCEPT PERSONAL CHECKS AND CREDIT CARDS BUT, IF YOU WISH TO PAY BY CREDIT CARD, YOU SHOULD ASK THE COURT WHICH TYPE OF CREDIT CARD IT ACCEPTS.
 - WRITE DOWN THE AMOUNT TO BE PAID AND ANY SPECIAL INSTRUCTIONS.
- SIGN AND DATE THE WAIVER OF A TRIAL ON THIS SUMMONS. ALSO COMPLETE PROCEDURE "IF ACCUSED IS A JUVENILE" IF YOU ARE CHARGED WITH A MOTOR VEHICLE OFFENSE AND ARE UNDER AGE 18.
- PROMPTLY MAIL OR DELIVER TO THE COURT THIS SUMMONS WITH PAYMENT ATTACHED. PAYMENT MUST BE RECEIVED BY THE COURT BEFORE THE TRIAL DATE. TIMELY DELIVERY BY MAIL IS AT THE SENDER'S RISK.

DEFENDANT'S COPY - PG. 2

READ NOTICE ON REVERSE.

VUS REV. 7-01-02

**IMPORTANT:
READ NOTICE ON REVERSE SIDE.**

TRAFFIC/CRIMINAL SUMMONS

- Speeding offenses.
- Reckless driving.
- Driving without a valid license.
- Parking violations

VIRGINIA PREPAYABLE OFFENSES INFORMATION SHEET

You have been given a summons accusing you of violating state or local traffic laws. If you wish to plead guilty, waive your right to trial and pay the applicable prepayable fine(s) and fee(s) prior to trial (thereby avoiding having to appear in court), you must do all of the following:

1. Read the NOTICE on the back side of your summons.
2. Read the description of your alleged violation, which follows "Describe charge:" on your summons.
3. Examine the "Brief Description(s)" portion of the Table on the right side of this form for description(s) that matches or very closely matches the description(s) on your summons.
4. a. If your violation is described in the Table, **calculate the total fine(s) and fees** by adding all applicable fines, inserting the total in the total fines blank and then adding the applicable fees to determine the total prepayment due. You must also follow all the instructions on the summons in PRETRIAL WAIVER AND PREPAYMENT INSTRUCTIONS.
b. If your violation is not described in the Table, call the telephone number listed on your summons and follow all of the instructions on the summons in PRETRIAL WAIVER AND PREPAYMENT INSTRUCTIONS.
5. YOU MAY NOT PREPAY if the charge is for reckless driving.
6. If you prepay more than one violation arising out of the same incident, add only one \$ 51.00 processing fee plus any other fees shown at the bottom right side of the form.
7. To provide for timely delivery by mail, payment should be mailed at least 7 days before your court date. Prepayment is effective only on receipt by the court, not on the date that you mail it. An additional fee will be added if payment is received after the court date. **Make checks payable to the District Court.**
8. General district courts and juvenile and domestic relations district courts accept credit or debit card payments via the Internet. Online payments are accepted until 3:30 p.m. (eastern time) on the last business day before your court date. **Go to: www.vacourts.gov.**
If you pay by credit or debit card, you will be charged a 4% convenience fee.

The Uniform Fine Schedule does not restrict the fine a judge may impose for an offense listed here or in the Uniform Fine Schedule in Rule 3B:2 in any case for which there is a court hearing.

If you were involved in an accident and desire to plead NOT GUILTY and have your case heard on the date set, please notify the court by checking the not guilty box below and returning this form to the court within 7 calendar days from the date the summons was issued. If this notice is not received by the court and the officer needs witnesses for the trial, the case may have to be continued from the original court date. You are still required to appear on the original court date whether you send this form or not unless you have received official notice from the court that the case has been continued to a future date or unless you decide to plead guilty and prepay the offense. Failure to appear may result in your being tried in your absence.

☐ I was involved in an accident and want to plead NOT GUILTY.

NAME (PLEASE PRINT)

TRIAL DATE

NAME OF ATTORNEY, IF RETAINED

DRIVER'S LICENSE NUMBER

SUMMONS NUMBER

FINES FOR CERTAIN PREPAYABLE VIOLATIONS

Brief Description	Fine
☐ Child restraint/safety belt violation (under 18 years; first offense – pay fine only)	\$ 50.00
☐ Failure to use seat belt (pay fine only)	25.00
☐ Disabled parking violation	150.00
☐ Driving wrong way on one-way street	30.00
☐ Earphones while driving	25.00
☐ Equipment violation (each charge)	30.00
☐ Expired rejection sticker	50.00
☐ Failure to dim headlights while moving	30.00
☐ Failure to display license plates	25.00
☐ Failure to drive on right side of highway	100.00
☐ Failure to give proper signal	30.00
☐ Failure to have vehicle inspected	30.00
☐ Failure to correct defects	50.00
☐ Failure to obey highway sign	30.00
☐ Failure to obey traffic lights	100.00
☐ Evasion of a traffic control device	50.00
☐ Failure to obtain registration	25.00
☐ Failure to secure load	30.00
☐ Failure to yield right of way	30.00
☒ Following too closely	30.00
☐ Illegal radar detector	40.00
☐ Impeding flow of traffic	30.00
☐ Improper lane change	100.00
☐ Improper passing	30.00
☐ Improper U-turn	30.00
☐ Stop sign	30.00
☐ Speeding (except as provided below)	6.00 per MPH over speed limit
☐ Speeding of 81 MPH to 85 MPH on highway with 65 MPH speed limit	Additional 100.00
☐ Speeding in highway work zone § 46.2-878.1, or school crossing zone § 46.2-873	7.00 per MPH over speed limit
☐ Speeding in enhanced residence zone, § 46.2-878.2	200.00 plus 8.00 per MPH over speed limit
☐ Highway Safety Corridor moving violation (double the prepayable fine) § 46.2-808.2	
	\$ <u>30</u>
Personal checks and credit or debit cards accepted. See reverse.	\$ <u>51.00</u>
	\$ <u>25.00</u>
	\$ <u>106</u>
	TOTAL FINES
	PLUS PROCESSING FEE
	LOCAL FEES (per charge)
	TOTAL PREPAYMENT
	Payable in U.S. Dollars only

***SEND PAYMENT TO:

STAUNTON GENERAL DISTRICT COURT
113 E. BEVERLY ST.
STAUNTON, VA 24401-4390
540-332-3878

PRE-PAYMENT FORM

- By prepaying a ticket you are admitting guilt and the case is reported to the DMV as Guilty.
- Fill in the Total Fines based on Brief Description
- Add Total Fines, Processing Fee, & Local Fees to determine the TOTAL PREPAYMENT

CREDIT/DEBIT CARD PAYMENT: COMPLETE THIS FORM AND MAIL TO COURT LISTED ON FRONT OF THIS FORM

TYPE OF CREDIT/DEBIT CARDS ACCEPTED BY THE COURT: MASTERCARD/VISA/DISCOVER
(IF THE LINE ABOVE IS BLANK, PLEASE CONTACT THE COURT)

General district courts and juvenile and domestic relations district courts accept credit or debit card payments via the Internet. Go to: www.vacourts.gov

CREDIT/DEBIT CARD AUTHORIZATION

The offender elects to pay his/her fines and costs using the following credit or debit card:

Type of credit/debit card: _____

Name as appears on card: _____

Credit/debit card number: _____ Exp. date (mm/yy) _____

Total Amount*: _____ Trial Date: _____

*** You will also be charged a 4% convenience fee.**

The offender and cardholder understand that in order for this payment to be accepted, the cardholder must possess the valid credit or debit card recorded above. The offender and cardholder have accurately recorded the correct card number and understand that:

- The provision of incomplete or inaccurate data by the offender and cardholder, or the failure to sign in the space below, may result in delays in processing.
• If an error has been made in calculating the amount of fines and costs, the clerk will correct the error and charge the appropriate amount to the credit or debit card.
- If delays occur, and if the offender does not appear on the court date or pay the fines and costs prior to the court date, the court will proceed to try the offender in his or her absence and, upon conviction the judge may impose a fine that is different from the amounts shown on the front of this form. Also, pursuant to Virginia Code Section 16.1-69.48:1, an additional penalty will be assessed.
- If the credit or debit card charge is not honored, a penalty will be charged.

SIGNATURE OF OFFENDER

DATE

PRINTED NAME OF OFFENDER, AS SHOWN ON TRAFFIC SUMMONS

SIGNATURE OF CARDHOLDER (IF CARDHOLDER IS NOT OFFENDER)

DATE

Daytime Phone No. of offender: _____

Please attach your copy of the Uniform Traffic Summons to this form.

PRE-PAYMENT FORM

- 4% Convenience Fee to use a card
- No Convenience fees for Cash, Check or Money Order



VIRGINIA'S JUDICIAL SYSTEM



For Citizens

For Legal Community

For Students/Teachers

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[Online Services](#)
[Case Status and Information](#)
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[Pay Traffic Tickets and Other Offenses](#)
[Orders \(I-CAN!\)](#)
[Electronic Voucher Payment System \(EVPS\)](#)
[Virginia Appellate Courts Electronic System \(VACES\)](#)
[Virginia Judiciary E-Filing System \(VJEFS\)](#)
[Virginia Date of Birth Confirmation \(VDBC\)](#)
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Public Advisory: Telephone Scam Warning Regarding the Office of the Executive Secretary.

[Court Closings](#)

Office of Virginia's Judicial System

...olved justly, promptly, and economically through a court system unified in its structures and administration. This system is comprised of the Supreme ...als of Virginia, circuit courts in thirty-one judicial circuits, general district and juvenile and domestic ...districts, and magistrates in offices in thirty-two districts. The administrative office of the courts, known ...utive Secretary, supports the administration of the court system under the direction of the Chief Justice

...ss

...dicial Conference of Virginia by the Honorable S. Bernard Goodwyn, Chief Justice

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How Do I ...?

Please select from list below

Virginia's Judicial System Court Self-Help

Resources for Self-Represented Litigants

Quick Links

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- [Payment Plan Policies for Fines and Costs](#)
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Subscription Type

Email

*Email Address

https://www.vacourts.gov/online/home.html

Court Website: www.vacourts.gov



Criminal Cases

WARRANT OF ARREST—MISDEMEANOR (STATE)

COMMONWEALTH OF VIRGINIA Va. Code § 19.2-71, -72

☐ General District Court ☐ Criminal ☐ Traffic
CITY OR COUNTY ☐ Juvenile and Domestic Relations District Court

TO ANY AUTHORIZED OFFICER:

You are hereby commanded in the name of the Commonwealth of Virginia forthwith to arrest and bring the Accused before this Court to answer the charge that the Accused, within this city or county, on or about _____ did unlawfully in violation of Section _____

DATE

_____, Code of Virginia:

_____ *

I, the undersigned, have found probable cause to believe that the Accused committed the offense charged, based on the sworn statements of _____

_____, Complainant.

Execution by summons ☐ permitted at officer's discretion. ☐ not permitted.

DATE AND TIME ISSUED

☐ CLERK ☐ MAGISTRATE ☐ JUDGE

SUMMONS (If authorized above and by serving officer)

You are hereby commanded to appear before this court located at _____
on _____ at _____ AM/PM.

I promise to appear in accordance with this Summons and certify that my mailing address as shown at right is correct.

ACCUSED

☐ The Accused refused to sign this promise to appear. (Virginia Code § 46.2-936)

WARNING TO ACCUSED: You may be tried and convicted in your absence if you fail to appear in response to this Summons. Willful failure to appear is a separate offense.

SIGNING THIS NOTICE DOES NOT CONSTITUTE AN ADMISSION OF GUILT.

FORM DC-314 (MASTER, PAGE ONE OF TWO) 07/21

CASE NO.						
ACCUSED:						
LAST NAME, FIRST NAME, MIDDLE NAME						
ADDRESS/LOCATION						
To be completed upon service as Summons						
Mailing address ☐ Same as above						
☐						
RACE	SEX	BORN	HT.	WGT.	EYES	HAIR
		MO. DAY YR.	FT. IN.			
SSN						
DL#						
STATE						
☐ Commercial Driver's License						
☐ Commercial Motor Vehicle ☐ Hazardous Materials						
CLASS MISDEMEANOR						
☐ EXECUTED by arresting the Accused named above on this day:						
☐ EXECUTED by summoning the Accused named above on this day:						
☐ For legal entities other than individuals, service pursuant to Va. Code § 19.2-76.						
DATE AND TIME OF SERVICE						
_____, ARRESTING OFFICER						
BADGE NO., AGENCY AND JURISDICTION						
for _____						
SHERIFF						
Attorney for the Accused:						
Short Offense Description (not a legal definition):						
Offense Tracking Number:						
FOR ADMINISTRATIVE USE ONLY						
Virginia Crime Code:						

M

Hearing Date/Time

Minor Criminal Cases (Misdemeanors)

- Simple assault.
- Petty theft.
- Trespassing.
- Disorderly conduct.

STATE

COMMONWEALTH OF VIRGINIA Va. Code § 19.2-71, -72

FORM DC-312 (MASTER, PAGE ONE OF TWO) 03/21

- Murder
- Grand Larceny
- Drug trafficking

FELONY



Civil Cases

Civil Cases

- Claims up to \$50,000
- Filing and Cost
 - All forms are available online or in the Clerk's office
 - Filing Fee \$50 + \$12 service fee per person

Civil Cases

Warrant in Debt

Warrant in Detinue

Unlawful Detainer

Clear All Data

WARRANT IN DEBT (CIVIL CLAIM FOR MONEY)

Commonwealth of Virginia VA. CODE § 16.1-79

CITY OR COUNTY General District Court

STREET ADDRESS OF COURT

TO ANY AUTHORIZED OFFICER: You are hereby commanded to summons the Defendant(s).

TO THE DEFENDANT(S): You are summoned to appear before this Court at the above address on

_____ to answer the Plaintiff(s)' civil claim (see below)
RETURN DATE AND TIME

DATE ISSUED [] CLERK [] DEPUTY CLERK [] MAGISTRATE

CLAIM: Plaintiff(s) claim that Defendant(s) owe Plaintiff(s) a debt in the sum of

\$ _____ net of any credits, with interest at _____ % from date of _____ until paid,

\$ _____ costs and \$ _____ attorney's fees with the basis of this claim being

☐ Open Account ☐ Contract ☐ Note ☐ Other (EXPLAIN)

HOMESTEAD EXEMPTION WAIVED? ☐ YES ☐ NO ☐ cannot be demanded

DATE ☐ PLAINTIFF ☐ PLAINTIFF'S ATTORNEY ☐ PLAINTIFF'S EMPLOYEE/AGENT

CASE DISPOSITION

JUDGMENT against [] named Defendant(s) [] _____

for \$ _____ net of any credits, with interest at _____ % from date

of _____ until paid, \$ _____ costs and \$ _____ attorney's fees

[] and \$ _____ costs for Servicemember Civil Relief Act counsel fees

HOMESTEAD EXEMPTION WAIVED? [] YES [] NO [] CAN NOT BE DEMANDED

[] JUDGMENT FOR [] NAMED DEFENDANT(S) [] _____

[] NON-SUIT [] DISMISSED _____

Defendant(s) Present: [] NO [] YES _____

DATE JUDGE

FORM DC-412 (FRONT) 10/22

CASE NO.

PLAINTIFF(S) (LAST NAME, FIRST NAME, MIDDLE INITIAL)

ADDRESS

V.

DEFENDANT(S) (LAST NAME, FIRST NAME, MIDDLE INITIAL)

ADDRESS

WARRANT IN DEBT

TO DEFENDANT: You are not required to appear; however, if you fail to appear, judgment may be entered against you. See the additional notice of the reverse about requesting a change of trial location.

[] To dispute this claim, you must appear on the return date to try this case.

[] To dispute this claim, you must appear on the return date for the judge to set another date for trial.

Bill of Particulars _____
ORDERED DUE

Grounds of Defense _____
ORDERED DUE

ATTORNEY FOR PLAINTIFF(S)

ATTORNEY FOR DEFENDANT(S)

HEARING DATE
AND TIME

JUDGMENT PAID OR
SATISFIED PURSUANT
TO ATTACHED NOTICE
OF SATISFACTION.

DATE

CLERK

**DISABILITY
ACCOMMODATIONS**
for loss of hearing,
vision, mobility, etc.,
contact the court ahead
of time.

Warrant in Debt

A lawsuit filed to recover money owed.

It doesn't involve an arrest warrant or immediate payment order.

Common scenarios include:

- Credit card debts
- Personal loans
- Contracts
- Car accident damages

• After a judgment, they can pursue collection:

- Wage garnishment
- Seizing bank account

Clear All Data

WARRANT IN DETINUE (CIVIL CLAIM FOR SPECIFIC PERSONAL PROPERTY)

Commonwealth of Virginia VA. CODE §§ 16.1-79, 8.01-114, 8.01-121

..... General District Court
CITY OR COUNTY

STREET ADDRESS OF COURT

TO ANY AUTHORIZED OFFICER: You are hereby commanded to summon the defendant(s).

TO THE DEFENDANT(S): You are summoned to appear before this Court at the above address on

..... to answer the Plaintiff(s)' civil claim (see below)

RETURN DATE AND TIME

DATE ISSUED

☐ CLERK

☐ DEPUTY CLERK

☐ MAGISTRATE

CLAIM: Plaintiff(s) claim the item(s) below to be unjustly withheld from Plaintiff's possession by Defendant(s).					
ITEM		ALTERNATE VALUE		ITEM	ALTERNATE VALUE
1.				5.	
2.				6.	
3.				7.	
4.				8.	
\$ 0.00	\$	INTEREST AT THE RATE	\$	\$	
TOTAL ALTERNATE VALUE	COSTS	OF %	AMOUNT CLAIMED AS ATTY'S FEES	DAMAGES CLAIMED DUE TO UNJUST DETENTION	

Plaintiffs seek possession of the items listed above, or their alternative values, damages resulting from the unjust detention of the items by Defendant(s), attorney's fee as indicated and interest as indicated. The alternate values given are based upon ☐ actual value [or] ☐ amount due on written contract of sale for which the items were offered as security.

THE BASIS OF CLAIM IS: ☐ WRITTEN CONTRACT OF SALE ☐ OTHER (EXPLAIN)

HOMESTEAD EXEMPTION WAIVED? ☐ YES ☐ NO ☐ cannot be demanded

DATE ☐ PLAINTIFF ☐ PLAINTIFF'S ATTORNEY ☐ PLAINTIFF'S EMPLOYEE/AGENT

☐ JUDGMENT that Plaintiff(s) recover against ☐ named Defendant(s) ☐ possession of each item listed above, or its alternate value as shown above, at the election of

☐ Plaintiff(s) [or] ☐ Defendant(s), (if made within days, then at election of Plaintiff(s)), with the exception of the following item nos.

(\$ Total Alternate Value Recoverable): \$ damages with interest: \$ costs and \$ attorney's fee
INTEREST RATE AND BEGINNING DATE

☐ and \$ costs for Servicemember Civil Relief Act counsel fees.

Homestead exemption waived? ☐ Yes ☐ No ☐ Cannot be demanded

☐ Judgment for ☐ Named defendant(s) ☐

☐ Non-suit ☐ Dismissed

Defendant(s) present? ☐ YES ☐ NO

DATE JUDGE

FORM DC-414 FRONT 10/18

CASE NO.

PLAINTIFF(S) (LAST NAME, FIRST NAME, MIDDLE INITIAL)

V.

DEFENDANT(S) (LAST NAME, FIRST NAME, MIDDLE INITIAL)

WARRANT IN DETINUE

RECEIPT NO.

DATE FEE RECEIVED

TO DEFENDANT: You are not required to appear; however, if you fail to appear, judgment may be entered against you. See the additional notice of the reverse about requesting a change of trial location.

☐ To dispute this claim, you must appear on the return date to try this case.

☐ To dispute this claim, you must appear on the return date for the judge to set another date for trial.

Bill of Particulars
ORDERED DUE

Grounds of Defense
ORDERED DUE

ATTORNEY FOR PLAINTIFF(S)

ATTORNEY FOR DEFENDANT(S)

HEARING DATE
AND TIME

JUDGMENT PAID OR
SATISFIED PURSUANT
TO ATTACHED NOTICE
OF SATISFACTION.

DATE

CLERK

**DISABILITY
ACCOMMODATIONS**
for loss of hearing,
vision, mobility, etc.,
contact the court ahead
of time.

Warrant in Detinue

- Focuses on the wrongful holding and detention of personal property.
- Addresses situations where someone wrongfully keeps possession of property they don't own

Clear All Data

SUMMONS FOR UNLAWFUL DETAINER (CIVIL CLAIM FOR EVICTION)

Commonwealth of Virginia

VA. CODE § 8.01-126

General District Court

CITY OR COUNTY

STREET ADDRESS OF COURT

TO ANY AUTHORIZED OFFICER: Summon the Defendant(s) as provided below:

TO THE DEFENDANT(S): You need to come to this Court on

to answer this civil claim for eviction.

RETURN DATE AND TIME

DATE ISSUED

☐ CLERK ☐ DEPUTY CLERK ☐ MAGISTRATE

CLAIM AND AFFIDAVIT: Defendant(s) unlawfully detains and withholds from Plaintiff(s):

ADDRESS/DESCRIPTION OF DETAINED PROPERTY

and Defendant should be removed from possession of the property (evicted) because of:

☐ unpaid rent ☐

Plaintiff states that rent is due and not paid and damages have been incurred as follows:

\$ RENT rent due for PERIOD and \$ late fee

and \$ damages for with interest RATE(S) AND BEGINNING DATE(S)

and \$ costs and \$ civil recovery and \$ attorney's fees.

☐ Plaintiff asks for judgment for all amounts due as of the hearing date. ☐ If Defendant makes no payments before that date, the approximate amount Defendant may owe on that date will be

☐ This summons is filed to end a tenancy not governed by the Virginia Residential Landlord and Tenant Act, § 55.1-1200 *et seq.* of the Code of Virginia.

All required notices have been given. I state under penalty of perjury that the foregoing is true and correct.

☐ PLAINTIFF(S) ☐ PLAINTIFF'S ATTORNEY ☐ PLAINTIFF'S AGENT

DATE

CASE DISPOSITION

☐ JUDGMENT that Plaintiff(s) recover against { ☐ named DEFENDANT(S).

☐ possession of the premises described above pursuant to § 8.01-128.

☐ A hearing will be held on to decide final rent and damages.

DATE AND TIME

☐ Immediate writ of eviction ☐ ordered pursuant to Va. Code § 8.01-129 upon request of Plaintiff.

☐ granted pursuant to Va. Code § 55.1-1250(C).

DEFENDANT(S) PRESENT? ☐ YES ☐ NO

DATE

JUDGE

☐ Rent, in the sum of \$ and \$ late fee

and \$ damages with interest and

RATE(S) AND BEGINNING DATE(S)

\$ costs and \$ civil recovery and \$ attorney's fees

☐ and \$ costs for Servicemembers Civil Relief Act counsel fees.

HOMESTEAD EXEMPTION WAIVED? ☐ YES ☐ NO ☐ CANNOT BE DEMANDED

☐ JUDGMENT FOR ☐ NAMED DEFENDANT(S) ☐

\$ costs and \$ attorney fees

awarded to Defendant(s)

☐ NON-SUIT* ☐ DISMISSED* DEFENDANT(S) PRESENT? ☐ YES ☐ NO

DATE

JUDGE

FORM DC-421 FRONT 07/24

CASE NO.

PLAINTIFF(S) NAME(S) (LAST, FIRST, MIDDLE)

ADDRESS

TELEPHONE NUMBER

v.

DEFENDANT(S) NAME(S) (LAST, FIRST, MIDDLE)

ADDRESS

TELEPHONE NUMBER

TO DEFENDANT: You are not required to come to court; however, if you do not come to court, judgment may be entered against you and you may be evicted. See information on the reverse about your right to prevent this unlawful detainer action by paying the money owed.

☐ If you disagree with this case, you must come to court on the **RETURN DATE** to try this case.

☐ If you disagree with this case, you must come to court on the **RETURN DATE** for the judge to set another date for the trial.

If you do not come to court and a judgment is entered against you, a writ of eviction may be issued immediately to give possession of the property to the Plaintiff.

Bill of Particulars ordered DUE DATE

Grounds of Defense ordered DUE DATE

ATTORNEY FOR PLAINTIFF(S)

TELEPHONE NUMBER

ATTORNEY FOR DEFENDANT(S)

TELEPHONE NUMBER

DISABILITY ACCOMMODATIONS for loss of vision, hearing, mobility, etc. Contact the court ahead of time.

HEARING DATE AND TIME

☐ Redemption tender presented; continued to:

HEARING DATE AND TIME

☐ Defendant must pay:

\$ RENT OWED into the court to be held in escrow by

DATE

and any rents coming due prior to the next hearing date must also be paid into the court.

JUDGE'S INITIALS

MONEY JUDGMENT PAID OR SATISFIED PURSUANT TO ATTACHED NOTICE OF SATISFACTION

DATE

CLERK

*This case shall be expunged 30 days after dismissal or six months after nonsuit, if an order of possession was not entered, pursuant to Va. Code § 8.01-130.01.

Unlawful Detainer

- A summons served to recover possession of property and unpaid rent.
- If a tenant doesn't pay rent after a 5-day notice, landlords can proceed with an unlawful detainer.
- It allows them to regain possession and seek unpaid rent.



Other Cases

Protective Orders

Emergency Protective Order (EPO):

- Issued by Magistrate
- 3 DAYS

Preliminary Protective Order (PPO)

- Lasts 15 days or until a full hearing.

Protective Order (PO):

- May last up to 2 years.

Questions about Protective Orders

Where do I go to get a Protective Order?

- If the person you seek protection from is a family or household member or a juvenile, go to the juvenile and domestic relations district court.
- Otherwise, visit the general district court.

When am I protected?

- Effective only after personal service to the person you want protection from.

Will the other party be there?

- Both parties present evidence before the court during the full hearing.
- If you don't attend, the Preliminary Protective Order ends on the hearing date.

How do I file and what does it costs?

- Fill out the court forms and the Deputy Clerk will answer any questions.
- There is no cost to file for a protective order!

QUESTIONS

The background of the slide is a blurred, low-angle shot of a lecture hall. Rows of dark-colored seats are visible, receding into the distance. At the front of the room, there is a stage area with some equipment and a screen, though the details are out of focus. The overall color palette is a range of blues, from a deep navy blue at the top to a lighter, more vibrant blue at the bottom.