



# Staunton General District Court

Presented by Stacey Sullivan, Deputy Clerk



# General District Court Clerk's Office

- ▶ Clerk of the Court: Amanda Knighting
    - ▶ Hours: 8:30AM-4:30PM
    - ▶ Location: 113 E. Beverley St.
    - ▶ 2 Full Time & 1 Part Time Deputy Clerks
  - ▶ Process paperwork for:
    - ▶ Staunton Police Department
    - ▶ Virginia State Police
    - ▶ Game & Inland Fisheries
    - ▶ Staunton City Sheriff's Office
    - ▶ Staunton Fire Department's Fire Marshall
- 



# Judges



- ▶ Judge Gordon Saunders
  - ▶ Chief Judge
- ▶ Judge Rupen Shah
  - ▶ Regular Judge Wednesdays
- ▶ Substitute Judges
  - ▶ Retired Judges
  - ▶ Attornies

# Courtroom





# Clerk/Deputy Clerk Position

- ▶ Responsibilities
  - ▶ Enter Paperwork
  - ▶ Maintain Case Files
  - ▶ Assist in Courtroom
  - ▶ Court Financial Records
  - ▶ Take Payments
  - ▶ Payment Arrangements
    - ▶ Payment Plans
    - ▶ Payment Extensions
  - ▶ Answer Phone Calls
- ▶ We are not Legal Assistants, Lawyers, or have Legal training and cannot provide legal advice.



# Criminal & Traffic Cases

- 
- ▶ Magistrate
    - ▶ Officer obtained
    - ▶ Citizen obtained
  - ▶ Warrant Types
    - ▶ Misdemeanor
    - ▶ Felony
  - ▶ Criminal Summons
  - ▶ Criminal Proceedings
    - ▶ Advisement (charges that areailable)
    - ▶ Hearing/Trial
  - ▶ 2018: 6,218
  - ▶ 2019: 5,802 (as of 10/2019)



....., Code of Virginia:

RACE SEX M

CLASS

[ ] EXECUT above on this

RAI

# Misdemeanor Warrant

| WARRANT OF ARREST—MISDEMEANOR (STATE)                                                                                                                                                                                                                                                                                |                                                                                                                                                                                               |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| COMMONWEALTH OF VIRGINIA Va. Code § 19.2-71, -72                                                                                                                                                                                                                                                                     |                                                                                                                                                                                               |
| CITY OR COUNTY                                                                                                                                                                                                                                                                                                       | <input type="checkbox"/> General District Court <input type="checkbox"/> Criminal <input type="checkbox"/> Traffic<br><input type="checkbox"/> Juvenile and Domestic Relations District Court |
| TO ANY AUTHORIZED OFFICER:<br>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 _____, 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 _____                                                                                                                                                                      |                                                                                                                                                                                               |
| Execution by summons <input type="checkbox"/> permitted at officer's discretion. <input type="checkbox"/> not permitted.                                                                                                                                                                                             |                                                                                                                                                                                               |
| DATE AND TIME ISSUED                                                                                                                                                                                                                                                                                                 | <input type="checkbox"/> CLERK <input type="checkbox"/> MAGISTRATE <input type="checkbox"/> JUDGE                                                                                             |
| SUMMONS (If authorized above and by serving officer)<br>You are hereby commanded to appear before this court located at _____<br>on _____ at _____                                                                                                                                                                   |                                                                                                                                                                                               |
| I promise to appear in accordance with this Summons and certify that my mailing address as shown at right is correct.                                                                                                                                                                                                |                                                                                                                                                                                               |
| ACCUSED                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                               |
| 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.<br>SIGNING THIS NOTICE DOES NOT CONSTITUTE AN ADMISSION OF GUILT.                                                                             |                                                                                                                                                                                               |
| FORM DC-314 (MASTER, PAGE ONE OF TWO) 07/11                                                                                                                                                                                                                                                                          |                                                                                                                                                                                               |

| CASE NO.                                                                                                    |      |
|-------------------------------------------------------------------------------------------------------------|------|
| ACCUSED:                                                                                                    |      |
| LAST NAME, FIRST NAME, MIDDLE NAME                                                                          |      |
| ADDRESS/LOCATION                                                                                            |      |
| To be completed upon service as Summons                                                                     |      |
| Mailing address <input type="checkbox"/> Same as above                                                      |      |
| <input type="checkbox"/>                                                                                    |      |
| RACE                                                                                                        | SEX  |
| DOB                                                                                                         | YR.  |
| HT.                                                                                                         | WGT. |
| EYES                                                                                                        | HAIR |
| STATE                                                                                                       |      |
| <input type="checkbox"/> Commercial Driver's License                                                        |      |
| CLASS MISDEMEANOR                                                                                           |      |
| <input type="checkbox"/> EXECUTED by arresting the Accused named above on this day:                         |      |
| <input type="checkbox"/> EXECUTED by summoning the Accused named above on this day:                         |      |
| <input type="checkbox"/> 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 _____                                                                                                   |      |
| 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

STATE



# Criminal & Traffic Cases

- ▶ Traffic Cases
  - ▶ Speeding, Traffic Tickets, Accidents, etc.
- ▶ Types of Summons
  - ▶ Handwritten
  - ▶ E-Summons
- ▶ Pre-payable ([www.courts.state.va.us](http://www.courts.state.va.us))
  - ▶ Fine (on pre-payable form given by officer)
  - ▶ \$66 Court Processing Fee
  - ▶ 4% Fee to use a credit/debit card by online, by phone, or in person
  - ▶ No fees for Cash, Check or Money Order

# TRAFFIC/CRIMINAL SUMMONS

**296090 VIRGINIA UNIFORM SUMMONS**

**STAUNTON POLICE DEPARTMENT**

**STAUNTON**

**YOU ARE SUMMONED TO APPEAR IN THE (CITY OF) ~~CHARLOTTESVILLE~~**

**113 E. Beverly St. 6 E. Johnson St. 1st Floor**

**ON** **ADDRESS** **20** **AT** **A.M.** **P.M.**

**FOR VIOLATION OF** **STATE** **COUNTY** **CITY** **TOWN**

**LAW SECTION** **DESCRIBE CHARGE:**

**COMMERCIAL MOTOR VEHICLE** **YES** **NO** **VCC:**

**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. 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 CHECK IS CHECKED, AND ALL INSTRUCTIONS ON DEFENDANT'S**

**ONLY CALL 332-3879 3306 IF MORE HELP IS NEEDED.**

**MAILING ADDRESS:** **NAME AS APPEAR AT TRIAL** **P.O. BOX/STREET** **CITY/TOWN** **STATE** **ZIP**

**CHARGE FROM**

**DATE** **JUDGE**

**296090**

**COURT COPY - PAGE 1**

**VUS REV. 7-01-15**

**PROSECUTING ATTORNEY (NAME)**

**DEFENDANT'S ATTORNEY (NAME)**

**NO ATTORNEY**

**ATTORNEY WAIVED**

**NO ATTY JAIL WAIVED BY CT**

**THE ACCUSED WAS THIS DAY:**

**TRIED IN ABSENCE**

**PRESENT**

**CERTIFIED PURSUANT TO § 19.2-190.1**

**THE ACCUSED PLEADED:**

**NOT GUILTY**

**NOLO CONTENDERE**

**GUILTY** **PREPAYMENT**

**AND WAS TRIED AND FOUND BY ME:**

**FINDING SUFFICIENT:**

**DEFERRED §**

**NOT GUILTY**

**GUILTY AS CHARGED**

**GUILTY OF**

**COMPLIED WITH LAW UNDER §**

**IN ADDITION I FIND THE ACCUSED WAS:**

**DRIVING A COMMERCIAL M.V.**

**CARRYING HAZARDOUS MAT.**

**A CDL HOLDER**

**AND THE OFFENSE:**

**RESULTED IN A FATALITY**

**WAS IN A HWY. SAFETY COR.**

**I ORDER THE CHARGE DISMISSED**

**I ORDER A NOLLE PROSEQUI ON COMMONWEALTH'S MOTION**

**I IMPOSE THE FOLLOWING SENTENCE:**

**FINE** **CIVIL PENALTY OF \$** **WITH \$** **SUSPENDED.**

**DRIVER'S LICENSE SUSPENDED EFFECTIVE IN THIRTY (30) DAYS IF** **FORFEITURE/PENALTY/RESTITUTION NOT PAID IN THIRTY (30) DAYS**

**JAIL SENTENCE OF** **WITH** **SUSPENDED.**

**CONDITIONED UPON BEING OF GOOD BEHAVIOR AND KEEPING THE PEACE.**

**ON PROBATION FOR**

**DRIVER'S LICENSE SUSPENDED**

**CONSECUTIVE SUSPENSION UNDER §46.2-301** **YES** **NO**

**RESTITUTION OF** **PAIDABLE TO**

**BY** **AS CONDITION OF SUSPENDED SENTENCE.**

**OTHER**

**NAME** **LAST** **FIRST** **MIDDLE**

**RES. ADDRESS** **RES. JURIS.**

**CITY/TOWN** **STATE** **ZIP**

**RACE** **SEX** **MO** **DAY** **YR.** **HT.** **WT.** **EYES** **HAIR**

**CDL # (IF CRIM. LICENSE OR NO LICENSE, USE SSN)** **STATE**

**CDL HOLDER** **YES** **NO** **MAKE** **LICENSE NO.** **YEAR** **STATE**

**VEHICLE TYPE** **TYPE OF OFFENSE** **DAY OF WEEK** **TIME**

**LOCATION OF OFFENSE**

**ARREST DATE** **ARREST LOCATION**

**OFFICER** **CODE/BADGE NO.**

**110/201 FINE** **\$** **121 TIA FEE** **\$**

**114/129/237 CIVIL PENALTY** **\$** **244 C.H. SECURITY FEE** **\$**

**460 FIXED TRAFFIC INFRACTION FEE** **\$** **120/217 CT. APPT. ATTY.** **\$**

**461 FIXED MISDEMEANOR FEE** **\$** **113 WITNESS FEE** **\$**

**462 FIXED MISDEMEANOR FEE - DRUGS** **\$**

**TOTAL** **\$**

**109 INTEREST CHARGE** **\$**

**TOTAL WITH INTEREST** **\$**

**APPEAL BOND** **\$**

**APPEAL NOTED ON**

**APPEAL WITHDRAWN**

# PRE-PAYMENT FORM

## 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.
  - 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 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.courts.state.va.us](http://www.courts.state.va.us). 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

FORM DC-217 FRONT 07/17

(A180688-8/17)

## FINES FOR CERTAIN PREPAYABLE VIOLATIONS

| Brief Description                                                                                                      | Fine                                      |
|------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| <input type="checkbox"/> Child restraint/safety belt violation (under 18 years; first offense — <b>pay fine only</b> ) | \$ 50.00                                  |
| <input type="checkbox"/> Failure to use seat belt ( <b>pay fine only</b> )                                             | 25.00                                     |
| <input type="checkbox"/> Disabled parking violation                                                                    | 150.00                                    |
| <input type="checkbox"/> Driving wrong way on one-way street                                                           | 30.00                                     |
| <input type="checkbox"/> Earphones while driving                                                                       | 25.00                                     |
| <input type="checkbox"/> Equipment violation (each charge)                                                             | 30.00                                     |
| <input type="checkbox"/> Expired rejection sticker                                                                     | 50.00                                     |
| <input type="checkbox"/> Failure to dim headlights while moving                                                        | 30.00                                     |
| <input type="checkbox"/> Failure to display license plates                                                             | 25.00                                     |
| <input type="checkbox"/> Failure to drive on right side of highway                                                     | 100.00                                    |
| <input type="checkbox"/> Failure to give proper signal                                                                 | 30.00                                     |
| <input type="checkbox"/> Failure to have vehicle inspected                                                             | 30.00                                     |
| <input type="checkbox"/> Failure to correct defects                                                                    | 50.00                                     |
| <input type="checkbox"/> Failure to obey highway sign                                                                  | 30.00                                     |
| <input type="checkbox"/> Failure to obey traffic lights                                                                | 100.00                                    |
| <input type="checkbox"/> Evasion of a traffic control device                                                           | 50.00                                     |
| <input type="checkbox"/> Failure to obtain registration                                                                | 25.00                                     |
| <input type="checkbox"/> Failure to secure load                                                                        | 30.00                                     |
| <input type="checkbox"/> Failure to yield right of way                                                                 | 30.00                                     |
| <input type="checkbox"/> Following too closely                                                                         | 30.00                                     |
| <input type="checkbox"/> Illegal radar detector                                                                        | 40.00                                     |
| <input type="checkbox"/> Impeding flow of traffic                                                                      | 30.00                                     |
| <input type="checkbox"/> Improper lane change                                                                          | 100.00                                    |
| <input type="checkbox"/> Improper passing                                                                              | 30.00                                     |
| <input type="checkbox"/> Improper U-turn                                                                               | 30.00                                     |
| <input type="checkbox"/> Stop sign                                                                                     | 30.00                                     |
| <input type="checkbox"/> Speeding (except as provided below)                                                           | 6.00 per MPH over speed limit             |
| <input type="checkbox"/> Speeding in highway work zone § 46.2-878.1, or school crossing zone § 46.2-873                | 7.00 per MPH over speed limit             |
| <input type="checkbox"/> Speeding in enhanced residence zone, § 46.2-878.2                                             | 200.00 plus 8.00 per MPH over speed limit |
| <input type="checkbox"/> Highway Safety Corridor moving violation (double the prepayable fine) § 46.2-947              |                                           |

|                                                                  |          |                              |
|------------------------------------------------------------------|----------|------------------------------|
| Personal checks and credit or debit cards accepted. See reverse. | \$ 51.00 | TOTAL FINES                  |
|                                                                  | \$ 15.00 | PLUS PROCESSING FEE          |
|                                                                  |          | LOCAL FEES (per charge)      |
|                                                                  |          | <b>TOTAL PREPAYMENT</b>      |
|                                                                  |          | Payable in U.S. Dollars only |

### \*\*\*SEND PAYMENT TO:

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

# PRE-PAYMENT FORM

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**  
(IF THE LINE ABOVE IS BLANK, PLEASE CONTACT THE COURT)

**General district courts accept credit or debit card payments via the Internet. Go to: [www.courts.state.va.us](http://www.courts.state.va.us)**

## 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.
- Pursuant to Virginia Code Section 46.2-395, the court shall proceed to suspend the offender's driver's license/driving privilege until said fines and costs are paid in full.
- 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.



# Civil Cases

- ▶ Types of Cases:
  - ▶ Warrant in Debt
    - ▶ To take someone to court for money
  - ▶ Warrant in Detinue
    - ▶ To take someone to court for property
  - ▶ Unlawful Detainer
    - ▶ To remove someone from a property
    - ▶ Must provide, at minimum, a 5 day notice that has already been served & passed.
- ▶ Cost:
  - ▶ \$56 one person/\$68 two people (\$12 extra for each additional person)
- ▶ 2018: 1,568
- ▶ 2019: 1,281 (as of 10/2019)

# Warrant in Debt

## 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 summon the Defendant(s).

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

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

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

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-412 (PAGE ONE OF TWO) 07/04 PDF

CASE NO.

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

V.

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

HEARING DATE  
AND TIME

### 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 on 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)

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

## WARRANT IN DETINUE (CIVIL CLAIM FOR SPECIFIC PERSONAL PROPERTY) Commonwealth of Virginia Va. Code §§ 16.1-79, 8.01-114, 8.01-121

CITY OR COUNTY \_\_\_\_\_ General District Court

STREET OF 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 _____                                                                                                |                 | <input type="checkbox"/> CLERK <input type="checkbox"/> DEPUTY CLERK <input type="checkbox"/> 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. _____                                                                                                 | _____                                      |
| \$ TOTAL ALTERNATE VALUE 0.00                                                                                    | \$ COSTS _____  | INTEREST AT THE RATE OF % _____                                                                          | \$ AMOUNT CLAIMED AS ATTORNEY'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 \_\_\_\_\_

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 (PAGE ONE OF TWO) 07/94 PDF

CASE NO. \_\_\_\_\_

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

V. \_\_\_\_\_

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

HEARING DATE AND TIME \_\_\_\_\_

## 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 on 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) \_\_\_\_\_

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.

# Unlawful Detainer

| SUMMONS FOR UNLAWFUL DETAINER<br>(CIVIL CLAIM FOR EVICTION)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  | VA. CODE § 8.01-126<br>Commonwealth of Virginia<br>General District Court                                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|----------------------------------------------------------------------------------------------------------|
| CITY OR COUNTY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |                                                                                                          |
| STREET ADDRESS OF COURT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |                                                                                                          |
| TO ANY AUTHORIZED OFFICER: Summon the Defendant(s) as provided below:<br>TO THE DEFENDANT(S): You are commanded to appear before this Court on                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  | to answer this civil claim.                                                                              |
| RETURN DATE AND TIME                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |                                                                                                          |
| DATE ISSUED                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  | <input type="checkbox"/> CLERK <input type="checkbox"/> DEPUTY CLERK <input type="checkbox"/> MAGISTRATE |
| CLAIM AND AFFIDAVIT: That Defendant(s) unlawfully detains and withholds from Plaintiff(s):                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |                                                                                                          |
| ADDRESS/DESCRIPTION OF DETAINED PROPERTY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |                                                                                                          |
| and that the Defendant should be removed from possession based on the following:<br><input type="checkbox"/> unpaid rent <input type="checkbox"/> and further that rent is due and owing and damages have been incurred as follows:<br>\$ ..... rent due for ..... and \$ ..... late fee<br>and \$ ..... damages for ..... with interest .....<br>and \$ ..... costs and \$ ..... civil recovery and \$ ..... attorney's fees.<br><input type="checkbox"/> Plaintiff requests judgment for all amounts due as of the date of the hearing.<br><input type="checkbox"/> This summons is filed to terminate a tenancy pursuant to the Virginia Residential Landlord and Tenant Act, § 55-248.2 <i>et seq.</i> of the Code of Virginia.<br>All required notices have been given. <input type="checkbox"/> PLAINTIFF(S) <input type="checkbox"/> PLAINTIFF'S ATTORNEY <input type="checkbox"/> PLAINTIFF'S AGENT<br>Subscribed and sworn to before me this ..... day of ....., 20 ..... |  |                                                                                                          |
| My commission expires: .....<br>NOTARY REGISTRATION NO. .... <input type="checkbox"/> CLERK <input type="checkbox"/> DEPUTY CLERK <input type="checkbox"/> MAGISTRATE <input type="checkbox"/> NOTARY PUBLIC<br>..... <input type="checkbox"/> City <input type="checkbox"/> County of .....                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |                                                                                                          |
| CASE DISPOSITION<br><input type="checkbox"/> JUDGMENT that Plaintiff(s) recover against { <input type="checkbox"/> named DEFENDANT(S).<br><input type="checkbox"/> possession of the premises described above pursuant to § 8.01-128.<br><input type="checkbox"/> A hearing shall be held on ..... to establish final rent and damages.<br><input type="checkbox"/> Immediate writ of possession<br><input type="checkbox"/> ordered pursuant to Va. Code § 8.01-129 upon request of Plaintiff.<br><input type="checkbox"/> granted pursuant to Va. Code § 55-243(C) or § 55-248.34-1(C).<br>DEFENDANT(S) PRESENT? <input type="checkbox"/> YES <input type="checkbox"/> NO                                                                                                                                                                                                                                                                                                        |  |                                                                                                          |
| DATE ..... JUDGE .....                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |                                                                                                          |
| <input type="checkbox"/> Rent, in the sum of \$ ..... and \$ ..... late fee<br>and \$ ..... damages with interest ..... and<br>\$ ..... costs and \$ ..... civil recovery and \$ ..... attorney's fees.<br>HOMESTEAD EXEMPTION WAIVED? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> CANNOT BE DEMANDED<br><input type="checkbox"/> JUDGMENT FOR <input type="checkbox"/> NAMED DEFENDANT(S) <input type="checkbox"/><br><input type="checkbox"/> NON-SUIT <input type="checkbox"/> DISMISSED DEFENDANT(S) PRESENT? <input type="checkbox"/> YES <input type="checkbox"/> NO                                                                                                                                                                                                                                                                                                                                                                   |  |                                                                                                          |
| DATE ..... JUDGE .....                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |                                                                                                          |
| FORM DC-421 FRONT 07/18                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |                                                                                                          |

| CASE NO.                                                                                                                                                                                                                                                                                         | HEARING DATE AND TIME |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| PLAINTIFF(S) NAME(S) (LAST, FIRST, MIDDLE)                                                                                                                                                                                                                                                       |                       |
| TELEPHONE NUMBER                                                                                                                                                                                                                                                                                 |                       |
| V.                                                                                                                                                                                                                                                                                               |                       |
| DEFENDANT(S) NAME(S) (LAST, FIRST, MIDDLE)                                                                                                                                                                                                                                                       |                       |
| TELEPHONE NUMBER                                                                                                                                                                                                                                                                                 |                       |
| TO DEFENDANT: You are not required to appear; however, if you fail to appear, judgment may be entered against you. See the additional notice on the reverse about requesting a change of trial location and your right to prevent this unlawful detainer action through payment of amounts owed. |                       |
| <input type="checkbox"/> To dispute this case, you <u>must</u> appear on the return date to try this case                                                                                                                                                                                        |                       |
| <input type="checkbox"/> To dispute this case, you <u>must</u> appear on the return date for the judge to set another date for trial.                                                                                                                                                            |                       |
| If you fail to appear and a default judgment is entered against you, a writ of possession may be issued immediately for possession of the premises.                                                                                                                                              |                       |
| Bill of Particulars ordered                                                                                                                                                                                                                                                                      | DATE                  |
| Grounds of Defense ordered                                                                                                                                                                                                                                                                       | 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                                                                             |
|---------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Redemption tender presented; continued to:                               |
| HEARING DATE AND TIME                                                                             |
| <input type="checkbox"/> Defendant must pay:                                                      |
| \$ ..... RENT OWED<br>into the court to be held in escrow by                                      |
| DATE<br>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                                                                                             |



# Protective Order

- ▶ Types:
  - ▶ Emergency: 72hours
    - ▶ Issued by Magistrate
  - ▶ Preliminary: 14 days
    - ▶ Issued by the Courts
    - ▶ Can be extended by the Judge
  - ▶ Order of Protection
    - ▶ Issued by the Court



# Mental Health Commitments



- ▶ Western State Hospital
  - ▶ Commonwealth of Virginia Mental Health Hospital
  - ▶ Patient committed there by way of:
    - ▶ Voluntarily
    - ▶ Temporary Detention Order (TDO)
- ▶ Confidential paperwork
  - ▶ Can only be accessed by court order
- ▶ 2018: 2,066
- ▶ 2019: 1,821 (as of 10/2019)



# Additional Information

- ▶ Only handle Adult Cases
- ▶ Access to Judges
  - ▶ Only during court proceedings
  - ▶ Some cases require a Motion before seeing the Judge
    - ▶ Community Service
    - ▶ Restricted Driver's Licenses
- ▶ GDC is a Court of Open Record
  - ▶ You may have copies of your cases
  - ▶ Pick up or send request and SASE for return

# Court Website

www.courts.state.va.us

**VIRGINIA'S JUDICIAL SYSTEM**

For Citizens    For Legal Community    For Students/Teachers    Search this Site    Go

**Welcome to the Website of Virginia's Judicial System**

Our aim is to assure that disputes are resolved justly, promptly, and economically through a court system unified in its structures and administration. This system is comprised of the Supreme Court of Virginia, the Court of Appeals of Virginia, circuit courts in thirty-one judicial circuits, general district and juvenile and domestic relations district courts in thirty-two districts, and magistrates in offices in thirty-two districts. The administrative office of the courts, known in Virginia as the Office of the Executive Secretary, supports the administration of the court system under the direction of the Chief Justice and the Executive Secretary.

**2018 State of the Judiciary Address**  
**Presented on May 15, 2018,** to the Judicial Conference of Virginia, by the Honorable Donald W. Lemons, Chief Justice.  
**June 1, 2018, Letter** from Chief Justice Donald W. Lemons to members of the judiciary of the Commonwealth of Virginia.

**Quick Links**

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# QUESTIONS