

SUMMONS FOR UNLAWFUL DETAINER (CIVIL CLAIM FOR EVICTION)
Commonwealth of Virginia
VA. CODE § 8.01-126

CITY OR COUNTY
STREET ADDRESS OF COURT
General District Court
TO ANY AUTHORIZED OFFICER: Summon the Defendant(s) as provided below:
TO THE DEFENDANT(S): You are commanded to appear before this Court on

RETURN DATE AND TIME
DATE ISSUED
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:
[] unpaid rent []
and further that rent is due and owing and damages have been incurred as follows:
\$.....rent due forand \$.....late fee
RENT PERIOD
and \$.....damages forwith interest
and \$.....costs and \$.....civil recovery and \$.....attorney's fees.
[] Plaintiff requests judgment for all amounts due as of the date of the hearing.
[] This summons is filed to terminate 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
CASE DISPOSITION
[] JUDGMENT that Plaintiff(s) recover against { [] named DEFENDANT(S).
[] possession of the premises described above pursuant to § 8.01-128.
[] A hearing shall be held onto establish 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 interestand
RATE(S) AND BEGINNING DATE(S)
[] and \$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

CASE NO.

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.
[] To dispute this case, you must appear on the return date to try this case
[] To dispute this case, you must 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 eviction may be issued immediately for possession of the premises.
Bill of Particulars ordered
DUE DATE
Grounds of Defense ordered
DUE DATE
ATTORNEY FOR PLAINTIFF(S)
TELEPHONE NUMBER

ATTORNEY FOR DEFENDANT(S)
TELEPHONE NUMBER
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

To the Defendant(s):

(1) The preferred location for an Unlawful Detainer (Civil Claim for Eviction) action is the city or county where the property is located. If the plaintiff has filed this case in a city or county other than where the property you rent is located, you may object to the location. The court may transfer the case to the preferred location, if the court agrees with you. The court may award costs and attorney's fees to you if the court agrees with your objection. To object to the location of the suit, you must:

- Prepare a written request which contains (a) this court's name, (b) the case number and the "return date" as shown on the other side of this form in the left column under the words "TO THE DEFENDANT(S)," (c) Plaintiff(s) name(s) and your name(s), (d) "I move to object to venue of this case in this court because" and state the reasons for your objection and also state in which city or county the case should be tried, and (e) your signature and mailing address.
- File the written request in the clerk's office before the trial date (use the mail at your own risk) or give it to the judge when your case is called on the return date. Also send or deliver a copy to the plaintiff.
- If you mail your written request to the court, the clerk will notify you of the judge's decision.

(2) If this case involves a residential lease and the only reason on this Summons for the entry of an order of possession is nonpayment of rent, then you, or someone on your behalf, may pay the landlord or the landlord's attorney or pay into court all (i) rent due and owing as of the court date as contracted for in the rental agreement, (ii) other charges and fees as contracted for in the rental agreement, (iii) late charges contracted for in the rental agreement and as provided by law, (iv) reasonable attorney fees as contracted for in the rental agreement or as provided by law, and (v) costs of the proceeding as provided by law, and this unlawful detainer action will be dismissed pursuant to Virginia Code § 55.1-1250.

(3) You may tell your landlord that you want another person to receive a copy of this summons, and the landlord shall send a copy to that person. However, the person you identify will not, by receiving a copy of the summons, become a party to the case or be able to challenge the landlord's actions on your behalf. Virginia Code § 55.1-1209.

(4) Pursuant to Virginia Code § 18.2-465.1, it is unlawful for your employer to fire you from your job or take any adverse personnel action against you if you were absent from your job due to appearing at any hearing on this Summons, as long as you gave reasonable notice of hearing to your employer.

I certify that I mailed a copy of this document to the defendants named therein at the address show therein on

DATE ☐ PLAINTIFF ☐ PLAINTIFF'S ATTORNEY ☐ PLAINTIFF'S AGENT

Fi. Fa. issued on

Interrogatories issued on

Garnishment issued on

RETURNS: Each defendant was served according to law, as indicated below, unless not found.

Name

Address

☐ Personal Service ☐ Tel. No.

☐ Being unable to make personal service, a copy was delivered in the following manner:
☐ Delivered to family member (not temporary sojourner or guest) age 16 or older at usual place of abode of party named above after giving information of its purport. List name, age of recipient, and relation of recipient to party named above.

☐ Posted on front door or such other door as appears to be the main entrance of usual place of abode, address listed above. (Other authorized recipient not found.)

☐ Served on the Secretary of the Commonwealth

☐ Not found

SERVING OFFICER

DATE for

Name

Address

☐ Personal Service ☐ Tel. No.

☐ Being unable to make personal service, a copy was delivered in the following manner:
☐ Delivered to family member (not temporary sojourner or guest) age 16 or older at usual place of abode of party named above after giving information of its purport. List name, age of recipient, and relation of recipient to party named above.

☐ Posted on front door or such other door as appears to be the main entrance of usual place of abode, address listed above. (Other authorized recipient not found.)

☐ Served on the Secretary of the Commonwealth

☐ Not found

SERVING OFFICER

DATE for

REQUEST FOR WRIT OF EVICTION IN UNLAWFUL DETAINER PROCEEDINGS
Commonwealth of Virginia Va. Code § 8.01-471

CITY OR COUNTY ☐ General District Court ☐ Circuit Court

TO THE COURT:

I/we, the plaintiff(s) in this proceeding, request that this court issue a writ of eviction against the defendants with regard to the following premises:

This request is made upon a judgment for possession dated:

I/we present that, following the entry of the judgment for possession, the landlord has not entered into a new written rental agreement with the tenant.

☐ This writ of eviction is requested pursuant to the Virginia Residential Landlord and Tenant Act. The landlord has provided the required notice set forth in Virginia Code § 55.1-1250.

DATE ☐ PLAINTIFF ☐ PLAINTIFF'S ATTORNEY ☐ PLAINTIFF'S AGENT

PRINTED NAME OF ☐ AGENT ☐ ATTORNEY

WRIT OF EVICTION

Va. Code §§ 8.01-470, 8.01-472

TO ANY AUTHORIZED OFFICER:

You are hereby commanded in the name of the Commonwealth to cause the Plaintiff(s) to have possession of the following premises from the defendant(s):

You are further commanded to make a return before me within 30 days of this date as to the day and manner of executing this writ.

DATE ☐ CLERK ☐ JUDGE

Notice to Defendant (Tenant):

If the landlord has checked the box above that this writ of eviction is requested pursuant to the Virginia Residential Landlord and Tenant Act, and the only reason for the entry of an order of possession was nonpayment of rent, then you, or someone on your behalf, may pay the landlord, the landlord's attorney or the court all amounts claimed on the Summons for Unlawful Detainer, including current rent, damages, late fees, costs of court, any civil recovery, attorney fees and sheriff fees, including the sheriff fees for service of the writ of eviction if payment is made after issuance of the writ, no less than 48 hours before the date and time scheduled by the sheriff for the eviction, in order to avoid the eviction. You may pay by cashier's check, certified check or money order. If you appeal the unlawful detainer case and pay any required bond, writ tax and costs after the sheriff has served the notice of intent to execute the writ of eviction, you must notify the sheriff of your appeal.

CASE NO.

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

V.

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

CAME TO HAND

DATE AND TIME

_____, SHERIFF

EXECUTED by taking into possession the within-named premises and delivering possession of it to the plaintiff(s).

DATE

by _____, SHERIFF
DEPUTY SHERIFF