

Commonwealth of Virginia



CYNTHIA P. MORRISON
Clerk

P.O. Drawer 1217
Portsmouth, Virginia 23705-1217
Telephone: (757) 393-8671
Fax: (757) 399-4826

CIRCUIT COURT FOR THE CITY OF PORTSMOUTH

Dear Circuit Court Patron:

My staff and I are dedicated to providing the best possible service to those using the Portsmouth Circuit Court. Enclosed is a packet of information to help you understand the legal procedure required to obtain an **uncontested, no-fault divorce**.

This packet is not intended to provide you with legal advice regarding your individual circumstances. State law prohibits Court personnel from giving you legal advice or assistance. If you choose to represent yourself, you will be expected to follow the same procedures as an attorney. In fact, I strongly recommend you hire an attorney to assist you with this process because there are many significant issues that can arise during a divorce.

You are responsible for preparing all the necessary documents for your case. There are no fill-in-the-blank forms for divorce prepared or approved by the Virginia Court System. Due to the changing nature of the law, the information and forms contained in this brochure may become outdated. Therefore, you should make sure before filing for divorce that the information in this packet is current. **Under no circumstances will the Portsmouth Circuit Court Clerk's Office or anyone contributing to the production of this informational packet assume any liability for any direct, indirect, or consequential damages that may occur as a result of its use.**

It is my sincere hope that this information will help make your divorce process easier as you pursue legal proceedings in the Portsmouth Circuit Court.

Sincerely,

Cynthia P. Morrison
Clerk, Portsmouth Circuit Court

THE CITY OF
PORTSMOUTH

Uncontested Divorces

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I. General Information

Who is a Pro Se Litigant?

If you choose to represent yourself in judicial proceedings, including divorce proceedings, you are a *pro se* litigant. Although you may choose to represent yourself, your spouse may choose to proceed *pro se* or elect to hire an attorney to represent his/her interests.

What is a No-Fault Divorce?

No-fault divorce suits are those in which each party seeks a divorce on the grounds that they lived separate and apart for the period of time required by law—six months or one year, depending on the circumstances.

What is an Uncontested Divorce?

Uncontested divorces are no-fault divorces where all property, custody, child support, and spousal support issues are resolved.¹ In uncontested divorces, neither party claims any fault grounds for the divorce, so neither party needs to provide evidence regarding the facts and events that specifically led to the termination of the marriage. That being said, to get a divorce, the plaintiff will still need to provide evidence in support of the allegations made in the Bill of Complaint as discussed in detail under Section IV.

A contested divorce on the other hand is one where there is an unresolved issue not settled by agreement. **This informational packet is not intended for use in contested cases.** You may refer to the Court Rules on the Clerk of Court's website for procedures regarding setting contested divorce cases on the docket.

Is a Pro se, no-fault divorce for me?

Pro se, no-fault divorce suits are best suited for parties who completely agree to the divorce. If you have children, property, or support issues that need to be decided by the court and that have not been resolved by an agreement, an attorney may best protect you, but you are not required to retain an attorney. Furthermore, if you do not know your spouse's whereabouts, or if he/she is in jail for committing a felony, these are special circumstances that it would be prudent for you to address with an attorney.

¹ Please note that equitable distribution awards cannot be made through the uncontested divorce procedure unless there is a written Separation Agreement as to the disposition of property to be ordered by the Court.

If you proceed without legal counsel, you may unknowingly lose rights to custody, visitation, child or spousal support, distribution of property, or other legal claims arising out of your marriage.

At the end of this packet, you will find several sample documents you may use to assist in preparing some of the documents that are required to be submitted to obtain a divorce. You are responsible for preparing all of these documents for submission. Please do NOT ask Court personnel for legal advice or assistance. State law prohibits Court personnel from providing legal advice or assistance.

Where can I find an attorney?

The Clerk's Office cannot make recommendations for specific attorneys, but you can call the following organizations for information on finding an attorney:

1. The Virginia Lawyer's Referral Service
1-800-552-7977
2. The Norfolk & Portsmouth Bar Association Lawyer Referral Service
(757) 623-0132

Legal Resources for Divorces

Before you file for divorce, you may wish to review the appropriate divorce laws in the Virginia Code. The Virginia Code books can be found in the Portsmouth Public Law Library, which is located at 601 Court Street, Portsmouth, VA 23704. The Virginia Code is also available in many other public libraries and online at <https://law.lis.virginia.gov/>. A review of these laws may help you better understand the divorce process.

II. General Requirements

The Court will only accept filings of original documents. **Copies, facsimile transmissions, and electronic documents will not be accepted for filing.** All documents submitted to the Court must be typed on standard sized paper and signed.

All submissions to the Court must be made at the proper time, in the appropriate order and format, and must be accompanied by the required fee. If any of the materials you submit to the Court do not comply with the Rules of the Supreme Court of Virginia and the Virginia Code, in either substance or form, you will be asked to correct the problem and resubmit your documents.

As discussed further in Section IV, after all of your paperwork is submitted, the Circuit Court Judicial Law Clerk will notify you in writing of any issues to be corrected. It is then your responsibility to correct these errors brought to your attention by the Law Clerk. Law Clerks cannot give any legal advice about your situation or help you with the preparation.

All documents must be submitted in person or by mail (electronic or faxed submissions will not be accepted) to:

Clerk of the Circuit Court
Portsmouth Judicial Center
1345 Court Street, Suite 101
Portsmouth, VA 23704



III. Documents Needed for an Uncontested Divorce

1. Bill of Complaint and a check payable to the Clerk of the Circuit Court in the amount of \$86.
2. Addendum for Protected Identifying Information² (with social security numbers): Available at <http://www.courts.state.va.us/forms/circuit/cc1426.pdf> or at the Circuit Court Clerk's Office.
3. Property Settlement Agreement (if applicable).
4. VS-4 Form³: Available at the Circuit Court Clerk's Office.
5. Proof of Service or Service Waiver: If you want the Sheriff to serve the Defendant, you will need to include an extra \$12 service fee in your check payable to the Clerk of the Circuit Court. The Service Waiver Form CC-1406 can be obtained at the Circuit Court Clerk's Office or at <http://www.courts.state.va.us/forms/circuit/civil.html>.
6. Party Deposition or Affidavit (if you choose to submit a divorce by affidavit or deposition and choose not to have an *ore tenus* hearing). These two documents must be signed and notarized. They can be obtained at the Circuit Court Clerk's Office.
7. Order for a change of name (if applicable), with a check payable to the Clerk of the Circuit Court for \$28.00 with the Virginia Land Record Cover Sheet.
Available at <http://www.courts.state.va.us/forms/circuit/cc1411.pdf> or at the Circuit Court Clerk's Office.
8. Final Divorce Decree

Please note that the Supreme Court of Virginia has not approved any standardized forms for the Bill of Complaint, Final Divorce Decree, or Property Settlement Agreement. However, at the end of this packet, you will find a sample Bill of Complaint, Final Divorce Decree, Record of Testimony by Affidavit, and Record of Ore Tenus Testimony Before the Court.

² The Final Decree must include the social security numbers of you and your spouse, and these numbers must be incorporated by reference into the Final Decree by a sealed document such as this addendum. Your divorce file generally is a public record, so the sealed addendum is provided to be incorporated by reference to protect your sensitive information from becoming public. If you do not know your spouse's social security number, you may write "unknown" in the blank. Alternatively, you may provide the driver's license numbers of you and your spouse in the final decree instead of the social security numbers.

³ The VS4 form is a sealed statistical form required for all divorces. All 30 boxes must be filled out in black ink as appropriate and in a manner consistent with the rest of your divorce paperwork. Please be advised that in no-fault divorces, the only appropriate entries in box 27 are "Separate and apart for at least one year" and "Separate and apart for more than six months," and the entry chosen must match what is pled in the Bill of Complaint and ordered in the Final Decree.

IV. Procedure to Obtain an Uncontested Divorce

Step One—Preparing Your Bill of Complaint

1. Residency Requirements

To obtain a divorce in Virginia, you or your spouse must have lived within Virginia for a minimum of six months immediately prior to filing for divorce. In addition, either you or your spouse must be a domiciliary of the Commonwealth of Virginia, meaning you consider Virginia to be your home state at the time you file for divorce.

2. Venue for Divorce (in which city's/county's circuit court should you file your divorce)

If the residency requirements are met, you have the right to file for divorce in any county or city in Virginia. However, your spouse also has the right to object to venue, and on your spouse's objection and motion to transfer venue, the Court must dismiss or transfer the case when your choice of venue was neither the county or city where your spouse resides nor the county or city where you and your spouse last cohabited. *Please note that the county or city where you and your spouse were married is not a factor here.*

3. Grounds for a No-Fault Divorce

Six-months separation requirements:

- There must be no minor children born of the parties, born of either party and adopted by the other, or adopted by both parties.
- You and your spouse must have lived separately and apart, with no cohabitation, for at least six months prior to filing for divorce.
- You and your spouse must have entered into a Property Settlement Agreement.
- Your Bill of Complaint must clearly state that there are no minor children, the separation was at least six months prior to the filing date of the Bill of Complaint, you and your spouse have entered into a Property Settlement Agreement, and the effective date of the Property Settlement Agreement.

One-year separation requirements:

- You and your spouse must have lived separately and apart, with no cohabitation, for at least one year prior to the filing for divorce.
- Your Bill of Complaint must clearly state the separation was at least one year prior to the filing date of the Bill of Complaint.

You may not file your documents before the appropriate separation period has ended; otherwise, your case may be dismissed. If the case is dismissed, you must re-file for divorce and pay another filing fee.

4. Required Components of the Bill of Complaint

In addition to stating the residency requirements, venue, and grounds for divorce, the Bill of Complaint must include the following:

- Current residence of each party;
- The date and place of marriage;
- The names and dates of birth of all minor children born of or adopted by the parties, or a statement that no minor children were born of or adopted by the parties;
- A statement that each party is over 18 years of age and of sound mind;
- A statement of each party's military status;
- A statement of whether either party is incarcerated;
- The date you or your spouse first formed the intent to permanently separate; and
- A statement indicating your wish for your name to be changed, if applicable.

Step Two—Filing Your Bill of Complaint

Submit the original Bill of Complaint, one copy of the Bill of Complaint, and the VS-4 Form to the Circuit Court Clerk's Office at 1345 Court Street, Suite 101, Portsmouth, VA 23704. The VS-4 Form must be obtained from the Clerk's Office and it must be in your file before your divorce can be finalized.

You must pay a filing fee in the amount of \$91 at the time you file your Complaint. Fees are subject to change. Please contact the Clerk's Office at (757) 393-8671, Option 4 prior to filing your Complaint to confirm the correct fee.

Once you file your Bill of Complaint, the Clerk will assign your case a number. This is the number by which the Court references your case, and it must appear on all documents regarding your divorce.

Step Three—Serving Your Spouse with the Bill of Complaint (Service of Process)

1. Service of Process

You must have a copy of the Bill of Complaint and a Summons served on your spouse by a person authorized to serve process under Va. Code § 8.01-293. If service is to be made by the Sheriff or a private process server, you must request the Clerk of Court to prepare a Summons to attach to the Bill of Complaint to be served on the Defendant. The Summons and copy of the Bill of Complaint together is referred to as the “process”.

2. How to Issue Service

There are three main ways to order service of process on your spouse.

Service by the Sheriff’s Office

If the Defendant lives in the Commonwealth of Virginia, you can have the Sheriff’s Office serve the Bill of Complaint on your spouse by including the Sheriff’s fee (in the amount of \$12 by check) in the initial filing fee for divorce. You must advise the Clerk at the time of filing that you would like the service to be made by the Sheriff. The Sheriff will serve your spouse with a copy of the Bill of Complaint and the Summons. The Sheriff will execute the Proof of Service and file it with the Clerk of the Court.

If your spouse is living outside the Commonwealth of Virginia, you will need to contact the Sheriff’s department in the county in which your spouse resides to determine the local regulations and costs for service.

Private Process Service

You may hire a private company to serve process. The Private Process Server will give your spouse a copy of the Bill of Complaint and Summons. The Process Server will execute an Affidavit of Service and file it with the Clerk of the Court within seventy-two (72) hours of service.

Service by Publication

Service may be accomplished through order of publication only in cases in which your spouse is not a resident of Virginia or his or her whereabouts are unknown. A publication can be printed in a newspaper that the Court has authorized to print legal notices and publications in accordance with Code § 8.01-324. You may obtain the required documentation and forms for service by publication in the Clerk’s Office.

3. Return of Service

Within 72 hours of the Sheriff’s Office or a private process server serving your spouse with process, the process server will file a return of service in the Clerk’s Office. The return of service will specify the date and manner of the service effected. There are three ways a process server may serve your spouse:



- i. **Service in person.** With in person service, the process server personally delivers the process directly into the hands of your spouse.
- ii. **Substituted service.** With substituted service, the process server goes to your spouse's last known address and seeing that your spouse was not there, personally delivers the process directly into the hands of a member of your spouse's family who permanently resides there with your spouse and is at least 16 years of age.
- iii. **Posted service.** With posted service, the process server goes to your spouse's last known address and posts the process on the front door of the residence after seeing that your spouse was not present at the address, that no members of your spouse's family were present, and that there were no signs that your spouse no longer lives at that address.

After ordering service of process, we recommend that you check in with the Clerk's Office to confirm whether a return of service has been filed and the date and manner of service effected. If a process server attempts to serve your spouse at your spouse's last known address and determines that your spouse no longer lives there, the process server will file a return with the Clerk's Office specifying that your spouse was not found at the last known address. This return does not constitute service, and we recommend that if this occurs, you consult an attorney on next steps.

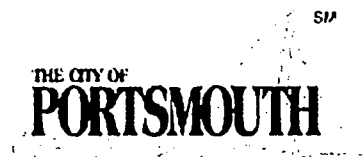
If you elect to serve your spouse by Order of Publication, the newspaper authorized to make the publication will file an affidavit with the Clerk's Office after the publication has run. We recommend that you check in with the Clerk's Office to confirm that this affidavit is in the divorce file, as that constitutes proof of service by publication.

Unless an acceptance of service form is received (as discussed immediately below), proof of service must be in the Court file before you will be able to proceed further in the case, regardless of the method of service used.

4. Acceptance of Service and Waiver of Further Notice

Alternatively, your spouse may accept service by signing before a notary a proof of service form or an "Acceptance/Waiver of Service of Process and Waiver of Future Service of Process and Notice" form. By signing either of these forms, your spouse is indicating he or she has received the Bill of Complaint and Summons. Either form must be signed under oath before a notary public or deputy clerk, and this signing cannot be done prior to the filing of the suit. If properly executed, the document will constitute effective service such that there will be no need for a process server to serve the Bill of Complaint.

Note that, for any hearing associated with your divorce, unless your spouse has appeared, waived further notice, or was both served in person with the Bill of Complaint and failed to answer within 21 days of service, a notice of the time and place of the hearing must be filed with the clerk's office and served on your spouse at least 7 days before the hearing. This notice requirement may also be specifically waived in either of these forms.



Step Four—Submitting Evidence in Support of Your Uncontested Divorce

This informational packet is not intended for use in contested cases, and this section in particular does not apply to contested divorces.

To obtain an uncontested divorce, you must provide evidence supporting the allegations stated in the Bill of Complaint. Evidence in uncontested divorces may be submitted by affidavit or deposition without a court hearing. Alternatively, evidence may be submitted through live testimony at an oral hearing before a judge.

1. Option 1 – Divorce by Affidavit or Deposition

An affidavit or deposition in support of your divorce may be submitted to the clerk’s office as evidence obtained without a hearing. The affidavit or deposition must be based on your personal knowledge, establish that you are otherwise competent to testify to its contents, contain only facts that would be admissible in court, and give factual support to the facts you stated in your Bill of Complaint.

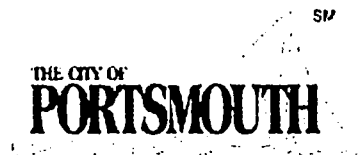
Your affidavit is a written statement signed by you before a notary. See the “Record of Testimony by Affidavit” sample attached in the back of the packet for an example. *Please note that an incarcerated plaintiff may not submit an affidavit in support of his or her divorce without leave of court. To obtain leave of court, an incarcerated plaintiff may file a written motion to the court requesting permission to submit an affidavit.*

A deposition is a type of record of questions asked to a person and his or her respective answers to those questions. A deposition may be taken before anyone authorized by law to administer oaths, including notaries, judges, commissioners, and clerks of court. Unless your spouse has appeared, waived further notice, or was both served in person with the Bill of Complaint and failed to answer within 21 days of service, notice of the time and place of the taking of the deposition must be filed with the clerk’s office and served on your spouse at least 7 days before the date of the deposition.

2. Option 2 – Ore Tenus Hearing

Alternatively, you may schedule an *Ore Tenus* Hearing to have the Court hear the evidence in your uncontested divorce. An *Ore Tenus* Hearing is simply an oral hearing or proceeding before a judge. Uncontested divorces are heard each Friday before one of the Judges of the Court. A hearing can be scheduled by contacting the Docket Clerk at (757) 393-5373. Unless your spouse has appeared, waived further notice, or was both served in person with the Bill of Complaint and failed to answer within 21 days of service, a notice of the time and place of the hearing must be filed with the Clerk’s Office and served on your spouse at least 7 days before the hearing.

At the hearing, you will put on evidence through your testimony to support the allegations made in your Bill of Complaint. To assist in the presentation of evidence, you may complete the Record Of *Ore Tenus* Testimony Before The Court sample at the end of this packet and submit that document to the Court. *Note that at this hearing, you may move the Court for entry of the Final Decree, which is discussed in more detail under Step Five.*



Step Five—Entry of the Final Decree of Divorce

Upon receipt of all the required documents for obtaining an uncontested divorce, the Law Clerk will review your documents submitted. If the documents are deficient in any way, you will receive a courtesy letter from the Law Clerk notifying you of any issues that need to be addressed. Otherwise, the Law Clerk will submit your divorce documents to the judge for entry if a hearing is not required for entry of the final decree. If a hearing is required for entry of the final decree, and there is no hearing on the docket when the Law Clerk reviews your submitted documents, the Law Clerk will also notify you of that.

1. When the Court Will Enter the Final Decree without a Hearing

In any of the following four circumstances, upon receipt of all the required documents, the Court will enter your Final Decree of Divorce without a hearing:

- i. Your spouse received service in person of the copy of the Bill of Complaint and Summons and your spouse failed to file an answer or otherwise appear within 21 days of receipt of service;
- ii. Your spouse signed before a notary an acceptance of service and waiver of future notice document, and in that document your spouse specifically set forth that he or she was waiving all future service of process and notice of the entry of the Final Decree of Divorce;
- iii. Your spouse signed the Final Decree of Divorce; or
- iv. Your spouse received constructive service of the Bill of Complaint by order of publication.

2. When a Hearing Is Required for Entry of the Final Decree

In all other circumstances, a hearing is required for entry of the final decree. Uncontested divorces are heard each Friday before one of the Judges of the Court. A hearing can be scheduled by contacting the Docket Clerk at (757) 393-5373. A notice of the time and place of the hearing must be filed with the Clerk's Office and served on your spouse along with a copy of the draft Final Decree of Divorce at least 7 days before the hearing. The service process here is the same as that set forth in Step Three for serving the Bill of Complaint.

V. Conclusion

Once a Judge has signed your Final Decree of Divorce, you will receive a certified copy from the Court. If you would like to call and check on the status of your divorce, please call the Circuit Court Civil Division at (757) 393-8671. If for some reason the Final Decree of Divorce is not entered, the Court recommends consulting with a competent domestic relations attorney to review and assess your issues.

The divorce process can be complicated and confusing. For this reason, you are encouraged to consult with an attorney before filing for divorce to review your rights and obligations under the law. Nothing in this packet is intended to be, nor should you rely on it as, a substitute for the advice that can be provided by competent legal counsel.

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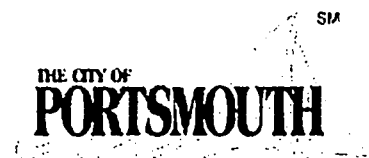
VI. Sample Documents

SAMPLE BILL OF COMPLAINT

Instructions:

- **THIS IS A SAMPLE ONLY – DO NOT FILL IN THE BLANKS.**
- **You must retype this form.**
- **Do not retype the language in the parenthesis ().**
- **The information in each paragraph needs to be changed as necessary for your particular case (*this is not a form it is a sample guide*).**
- **Pay attention to what is in bold, italics, and normal typeface. If it is in bold or italics in this sample it must be in bold or italics in your Bill of Complaint.**
- **Please read this entire sample. If it is submitted incorrectly, it will be returned to you for corrections and your divorce will be delayed.**
- **This sample is NOT intended to be legal advice and should NOT be relied upon as such. You are encouraged to consult an attorney.**

---Sample begins on following page---



V I R G I N I A: I N T H E C I R C U I T C O U R T F O R T H E C I T Y O F P O R T S M O U T H

_____ (full name))
Plaintiff)
)
 v.)
)
)
 _____ (full name))
Defendant)

CL No. _____
 (this # is assigned
 after you file your
 petition)

Serve: _____ (full name of Defendant/Spouse)
 _____ (complete address of Defendant/Spouse)

COMPLAINT

Comes now your Plaintiff, _____ (Plaintiff's/your full name) and states:

1. The parties were lawfully married on the _____ day of _____ (month), _____ (year) in the City/County of _____, State of _____;

2. Plaintiff/Defendant (pick only one) is and has been an actual bona fide resident and domiciliary of the Commonwealth of Virginia for at least six months immediately before filing this suit;

3. The parties last cohabited in the City/County of _____, State of _____, the Defendant currently resides in the City/County of _____, State of _____ and the Plaintiff currently resides in the City/County of _____, State of _____;

4(a). There is/are _____ (number) child[ren] under the age of 18 born or adopted of the marriage, namely: _____; (list all children's names and their date of birth).

4(b). There are no children born or adopted of this marriage that are under the age of 18 years;
 (Choose either (a) OR (b) – NOT BOTH. Renumber as #4)

5. The parties have lived separate and apart without cohabitation and without interruption for more than one year/more than six months (Choose one based on when you separated. If you conceived or adopted minor children with your spouse you must choose separate and apart for at least one year); to wit: since _____ (month), _____ (day, if you do not remember the exact day, use the last day of the month you just listed), _____ (year);

6. At the time of separation, it was the intent of at least one of the parties that the separation be permanent, and this intent continues to the present.

7. Both parties are of sound mind, over the age of 18 years, and neither is

incarcerated, nor has either been an active duty member of the military service of the United States since the filing of the Complaint in this case;

(if any of these do not apply to you or your spouse you must state this separately. For instance if the Defendant is incarcerated you should write:

“7. Both parties are of sound mind, over the age of 18 years, and neither has been an active duty member of the military service of the United States since the filing of the Complaint in this case.

7(a). The Plaintiff is not incarcerated.

7(b). The Defendant is incarcerated.”

If the Defendant is in the military he/she must sign a Service Member’s Civil Relief Act Waiver.)

8. The parties have entered into a Separation Agreement dated _____ (day) _____ (month), _____ (year);
(If you do not have a Separation Agreement, delete this paragraph)

9. There is no hope or possibility of reconciliation between the parties; and

WHEREFORE, Plaintiff prays as follows:

That he/she is hereby granted a divorce, a *vinculo matrimonii* from the Defendant on the grounds that the parties have lived separate and apart without any cohabitation and without interruption for more than one year/six months *(choose the same response as provided in paragraph 7)*, to wit: since _____ (month) _____ (day, if you do not remember the exact day, use the last day of the month you listed-this is the same as paragraph 7), _____ (year); and

That the Separation Agreement dated _____ (month) _____ (day), _____ (year), be affirmed, ratified and incorporated, but not merged into the Final Order of Divorce;
(If you do not have a Separation Agreement, delete this paragraph)

That the Plaintiff’s name be restored to _____. *(If you wish to change your name pursuant to divorce you must list your new name here, prepare and submit a separate name change order, and pay the filing fee to the clerk’s office. --- ONLY the party whose name would be changed may request a name change, the Plaintiff cannot ask to change the Defendant’s name. --- If no party wishes to change their name then delete this paragraph.)*

I ASK FOR THIS:

(Plaintiff’s/your signature)

Plaintiff, *pro se*

(Type your name)

(Type your address)

(Type your phone number)

VIRGINIA: IN THE CIRCUIT COURT FOR THE CITY OF PORTSMOUTH

_____ (full name))
Plaintiff)
)
 v.)
)
 _____ (full name))
Defendant)

CL No. _____
 (this # is assigned
 after you file your
 petition)

FINAL DECREE OF DIVORCE

This cause, which has been regularly docketed, matured and set for hearing as to the Plaintiff, who came on this day, upon proof of proper and legal service of process upon the Defendant; upon the affidavit (*if you are submitting evidence by affidavit*) / deposition (*if you are submitting evidence by deposition*) / ore tenus testimony (*if you are submitting evidence by live testimony*) of the Plaintiff, regularly taken after proper and legal notice and filed in accordance with law;

Upon consideration whereof the Court finds from the evidence, independently of any admissions of the parties in pleadings or otherwise, the following facts:

1. The parties were lawfully married on the _____ day of _____ (month), _____ (year) in the City/County of _____, State of _____;
2. Plaintiff/Defendant (*pick only one*) is and has been an actual bona fide resident and domiciliary of the Commonwealth of Virginia for at least six months immediately before filing this suit;
3. The parties last cohabited in the City/County of _____, State of _____, the Defendant currently resides in the City/County of _____, State of _____ and the Plaintiff currently resides in the City/County of _____, State of _____;
- 4(a). There is/are _____ (number) child[ren] born or adopted of the marriage, namely: _____; (*list all children's names and their ages*).
- 4(b). There are no children born or adopted of this marriage that are under the age of 18 years;
 (*Choose either (a) OR (b) – NOT BOTH. Renumber as #4*)
5. The parties have lived separate and apart without cohabitation and without interruption for more than one year/more than six months (*Choose one based on when you separated. If you conceived or adopted minor children with your spouse you must have lived apart for at least one year*); to wit: since _____ (month), _____ (day, *if you do not remember the exact day, use the last day of the month you just listed*), _____ (year);

6. The Plaintiff/Defendant (*choose one based on the allegations in the complaint and evidence produced*) formed the intent to remain permanently separate and apart on _____ (day) _____ (month), _____ (year);

7. Both parties are of sound mind, over the age of 18 years, and neither is incarcerated, nor has been, an active duty member of the military service of the United States since the filing of the Complaint in this case;

(if any of these do not apply to you or your spouse you must state this separately. For instance if the Defendant is incarcerated you should write:

“7. Both parties are of sound mind, over the age of 18 years, and neither is an active duty member of the military service of the United States since the filing of the Complaint in this case.

7(a). The Plaintiff is not incarcerated.

7(b). The Defendant is incarcerated.”)

8. The Plaintiff’s and Defendant’s social security numbers are listed on the Private Addendum; (*See Private Addendum - please place social security numbers in the Separate Addendum. DO NOT PLACE ANY PARTY’S FULL SOCIAL SECURITY NUMBER ON THIS ORDER OR IT WILL NOT BE ENTERED.*)

9. The parties have entered into a Separation Agreement dated _____ (day) _____ (month), _____ (year);
(If you do not have a Separation Agreement, delete this paragraph)

10. There is no hope or possibility of reconciliation between the parties; and

11. This Court has jurisdiction to hear and determine the issues in this suit; it is therefore,

ADJUDGED, ORDERED, AND DECREED that the Plaintiff is hereby granted a divorce, a *vinculo matrimonii* from the Defendant on the grounds that the parties have lived separate and apart without any cohabitation and without interruption for more than one year/six months (*choose the same response as paragraph 7*), to wit: since _____ (month) _____ (day, *if you do not remember the exact day, use the last day of the month you listed-this is the same as paragraph 7*), _____ (year); and it is further

ADJUDGED, ORDERED AND DECREED that the Separation Agreement dated _____ (month) _____ (day), _____ (year), be and the same is hereby affirmed, ratified and incorporated, but not merged herein;
(If you do not have a Separation Agreement, delete this paragraph)

ADJUDGED, ORDERED AND DECREED that (a) jurisdiction of child support and child custody issues are remanded to the _____ (City/County that heard the child support/custody issues) Juvenile and Domestic Relations District Court (b) jurisdiction of child support and child custody issues are reserved for a court of competent jurisdiction;

(If there are minor children born of the marriage, including adopted children, choose provision (a) or (b) above. Choose provision (a) if a Juvenile and Domestic Relations District Court previously heard your child support and child custody issues. Choose provision (b) if no court has previously heard child support and

child custody issues. Retype the paragraph so only the provision that you chose is included. --- If there are no minor children born or adopted of the marriage delete this paragraph.)

ADJUDGED, ORDERED AND DECREED that the Plaintiff's/Defendant's name is changed and shall be _____. (If you wish to change your name due to the divorce you must list your new name here, prepare and submit a separate name change order, and pay the filing fee to the clerk's office. --- If no party wishes to change their name then delete this paragraph.)

Notice of Revocation of Death Benefits: Beneficiary designations for any death benefit, as defined in subsection B of § 20-111.1 of the Code of Virginia, made payable to a former spouse may or may not be automatically revoked by operation of law upon the entry of a final decree of annulment or divorce. If a party intends to revoke any beneficiary designation made payable to a former spouse following the annulment or divorce, the party is responsible for following any and all instructions to change such beneficiary designation given by the provider of the death benefit. Otherwise, existing beneficiary designations may remain in full force and effect after the entry of a final decree of annulment or divorce.
(The paragraph above must be in **Bold** type.)

And nothing further remaining to be done herein, it is **ORDERED** that this cause is stricken from the docket and the papers placed among the ended cases.

ENTERED this _____ day of _____, 20_____

Judge, Portsmouth Circuit Court

I ASK FOR THIS:

_____ (your signature)

Plaintiff, *pro se*

_____ (Type your name)

_____ (Type your address)

_____ (Type your phone number)

_____ (Defendant's signature)

Defendant, *pro se*

(The Defendant's signature is not required if (a) he/she signed a Waiver or Acceptance of Service and has not filed an Answer, (b) he/she was served by publication and has not entered an appearance, or (c) the Defendant has executed and filed a Waiver of Notice. If none of these apply and the Defendant does not sign the Final Divorce Decree, call the Docket Clerk to put the case on a Motion's Day docket for entry of the Final Divorce Decree. You must then serve a notice on the Defendant of the date and time of the presentation of the proposed Final Divorce Decree along with a copy of the proposed decree.)

RECORD OF TESTIMONY BY AFFIDAVIT

Use this document only when you:

Plan to attain your divorce by affidavit.

Instructions:

- You **MAY** fill in the blanks by hand on this form.
- Above “Plaintiff” write the Plaintiff’s full name legibly.
- Above “Defendant” write the Defendant’s full name legibly.
- Enter the case number assigned by the Clerk’s Office next to, “CL No:”
- The Plaintiff must date and sign (before a notary) below his or her respective responses. Both signature pages must be notarized.
- Complete and submit this form with your other divorce documents.

---Document begins on following page---



VIRGINIA: IN THE CIRCUIT COURT FOR THE CITY OF PORTSMOUTH

_____)
Plaintiff)
))
v.)
))
_____)
Defendant)

CL No. _____

RECORD OF TESTIMONY BY AFFIDAVIT
(Virginia Code § 20-106)

This day the following party being sworn, did testify as follows:

TESTIMONY OF THE COMPLAINANT/PLAINTIFF:

1. What is your full name? _____
2. What is your address? _____
3. Are you married to the other party? _____
4. When and where were you married? _____
5. What is your spouse's present address? _____

6. Have there been any children born or adopted by you and your spouse? _____
If so, what are their names and dates of birth:
 - a. _____
 - b. _____
 - c. _____
 - d. _____
7. Were you domiciled in Virginia and a bona fide resident of Virginia on the date of the filing of this suit and for at least six (6) months preceding? _____
8. How long have you lived continuously in Virginia? _____
9. Are both you and your spouse 18 years of age or older? _____
10. Are both you and your spouse of sound mind and capable of understanding this proceeding? _____

11. Has either of you been in a mental or penal institution since this suit was filed?

12. Is your spouse on active duty in the military service of the United States?

13. When did you separate? _____
14. Was the separation intended by at least one of you to end the marriage? _____
15. Since that time, has the separation been continuous, without interruption, and without cohabitation? _____
16. Have you and your spouse signed a Separation Agreement? _____
17. Are you asking for an award of spousal support? _____
18. Are you asking for an Order of equitable distribution of marital assets? _____
19. Do you understand that, if you give up these rights now, you will be forever barred from claiming them? _____

I hereby affirm the above testimony is true and correct.

Date: _____ Signature _____

County/City of _____ Commonwealth/State of _____

The foregoing instrument was acknowledged before me this ____ day of _____,

20____ by _____
(Print Affiant's Name)

Notary Public My Commission expires: _____

RECORD OF ORE TENUS TESTIMONY BEFORE THE COURT

Use this document only when you:

Plan to have an *ore tenus* hearing on your divorce.

Instructions:

- You **MAY** fill in the blanks by hand on this form.
- Above “Plaintiff” write the Plaintiff’s full name legibly.
- Above “Defendant” write the Defendant’s full name legibly.
- Enter the case number assigned by the Clerk’s Office next to, “CL No:”
- The Plaintiff must date and sign below their respective responses.
- Do not write anything below “CERTIFICATE OF PRESIDING JUDGE PURSUANT TO § 20-106”
- Complete and submit this document no later than the date of your hearing.

---Document begins on following page---

VIRGINIA: IN THE CIRCUIT COURT FOR THE CITY OF PORTSMOUTH

_____)	
Plaintiff)	
)	
v.)	
)	CL No. _____
)	
_____)	
Defendant)	

RECORD OF ORE TENUS TESTIMONY BEFORE THE COURT
(Virginia Code § 20-106)

This day the following party being sworn, did testify as follows:

TESTIMONY OF THE COMPLAINANT/PLAINTIFF:

20. What is your full name? _____

21. What is your address? _____

22. Are you married to the other party? _____

23. When and where were you married? _____

24. What is your spouse's present address? _____

25. Have there been any children born or adopted by you and your spouse? _____
If so, what are their names and dates of birth:

- a. _____
- b. _____
- c. _____
- d. _____

26. Were you domiciled in Virginia and a bona fide resident of Virginia on the date of the filing of this suit and for at least six (6) months preceding? _____

27. How long have you lived continuously in Virginia? _____

28. Are both you and your spouse 18 years of age or older? _____

29. Are both you and your spouse of sound mind and capable of understanding this proceeding? _____

30. Has either of you been in a mental or penal institution since this suit was filed?

31. Is your spouse on active duty in the military service of the United States?

32. When did you separate? _____
33. Was the separation intended by at least one of you to end the marriage? _____
34. Since that time, has the separation been continuous, without interruption, and without cohabitation? _____
35. Have you and your spouse signed a Separation Agreement? _____
36. Are you asking for an award of spousal support? _____
37. Are you asking for an Order of equitable distribution of marital assets? _____
38. Do you understand that, if you give up these rights now, you will be forever barred from claiming them? _____

I hereby affirm the above testimony is true and correct.

Date: _____
Signature

CERTIFICATE OF PRESIDING JUDGE PURSUANT TO § 20-106

I certify that the above testimony was presented to me in open Court under oath.

Date: _____
JUDGE

COVER SHEET FOR FILING CIVIL ACTIONS
COMMONWEALTH OF VIRGINIA

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

Circuit Court

v./In re:

PLAINTIFF(S)

DEFENDANT(S)

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

GENERAL CIVIL

Subsequent Actions

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

Business & Contract

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

Property

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

Tort

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

ADMINISTRATIVE LAW

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

DOMESTIC/FAMILY

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

WRITS

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

PROBATE/WILLS AND TRUSTS

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

MISCELLANEOUS

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

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

DATE

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

PRINT NAME

ADDRESS/TELEPHONE NUMBER OF SIGNATOR

EMAIL ADDRESS OF SIGNATOR (OPTIONAL)

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

ADDENDUM FOR PROTECTED IDENTIFYING INFORMATION—CONFIDENTIAL

Case No.

Commonwealth of Virginia

In the Circuit Court of the [] City [] County of

..... V.

This addendum is filed with and incorporated by reference in the document(s) indicated below, from which the protected identifying information contained herein has been removed by the attorney or party whose signature appears below. This addendum shall be used to distribute such information only as required by law, and may be made available only to the parties, to their attorneys, and to other person(s) as the court may allow.

[] Complaint [] Petition [] Motion [] Order [] Decree [] Other Pleading:

[] Agreement(s) of the Parties [] Transcripts [] Other:

..... PARTY NAME (LAST, FIRST, MIDDLE) PARTY NAME (LAST, FIRST, MIDDLE)
..... ADDRESS ADDRESS
..... SOCIAL SECURITY NUMBER SOCIAL SECURITY NUMBER
..... DATE OF BIRTH DATE OF BIRTH

NAME OF ASSET, LIABILITY, ACCOUNT, CREDIT CARD	IDENTIFYING ACCOUNT NO.

NAME OF ASSET, LIABILITY, ACCOUNT, CREDIT CARD	IDENTIFYING ACCOUNT NO.

..... CHILD NAME (LAST, FIRST, MIDDLE) SOCIAL SECURITY NUMBER DATE OF BIRTH
..... CHILD NAME (LAST, FIRST, MIDDLE) SOCIAL SECURITY NUMBER DATE OF BIRTH

Attach additional sheet(s) for other information, as needed.

.....
DATE _____ [] PARTY [] ATTORNEY

.....
PRINT NAME _____ ADDRESS /TELEPHONE NUMBER OF SUBSCRIBER _____

**ACCEPTANCE/WAIVER OF SERVICE OF PROCESS AND
WAIVER OF FUTURE SERVICE OF PROCESS
AND NOTICE**

Case No.

COMMONWEALTH OF VIRGINIA VA. CODE §§ 8.01-327; 20-99.1:1; Rules 3:5, 3:8

..... Circuit Court

.....
PLAINTIFF

v.

.....
DEFENDANT

I, the undersigned party named below, swear under oath/affirm the following:

- 1. I am a party plaintiff defendant in the above-styled suit.
- 2. I have received a copy of the following documents on this date:

- Complaint
 - filed on, attached
DATE
 - pre-filing copy pursuant to Va. Code § 20-99.1:1(A), attached
- Summons with copy of Complaint filed on, attached
DATE
- Other – Describe: filed on
DATE

I understand that my receipt of these copies and my signature below constitute

- the acceptance of service of process of these copies, or
- a waiver of service of process and notice which may be prescribed by law.

- 3. I agree to voluntarily and freely waive any future service of process and notice as checked below in this case:

- a. the 21-day time period for filing a responsive pleading.
- b. any further service of process.
- c. notice of the appointment of a commissioner in chancery and hearings held by such commissioner in chancery, if a commissioner in chancery is appointed.
- d. notice of the taking of depositions.
- e. notice of the filing of any reports by a commissioner in chancery of the filing of depositions.
- f. notice of testimony to be given orally in open court.
- g. notice of entry of any order, judgment or decree, including the final decree of divorce.

I understand that, by waiving service of process and notice, I am giving up my right to be notified of the events where indicated above.

.....
DATE

.....
 DEFENDANT PLAINTIFF

TO DEFENDANT: Notify the Court in writing of any changes of your address while this case is pending.

State/Commonwealth of, City County of

Subscribed and sworn to/affirmed before me this day of, 20

by
PRINT NAME OF AFFIANT

.....
DATE

.....
 CLERK DEPUTY CLERK
 NOTARY PUBLIC (My commission expires)
Registration No.

VIRGINIA: IN THE CIRCUIT COURT OF THE CITY OF PORTSMOUTH

_____,)
Plaintiff,)
v.) Case No. CL _____
_____,)
Defendant.)

NOTICE OF ENTRY OF FINAL DIVORCE DECREE

To: _____

(Defendants's name & address)

PLEASE TAKE NOTICE that on Friday, _____, at
(date of hearing)

10:00 A.M., or as soon thereafter as the case may be heard, Plaintiff will move the Circuit Court for the City of Portsmouth for the entry of a Final Decree of Divorce in the above-styled case. A copy of the Final Decree shall be served along with this notice.

By: _____
(Plaintiff's name)

(Plaintiff's signature)

(Plaintiff's name & address)

**ACCEPTANCE/WAIVER OF SERVICE OF PROCESS AND
WAIVER OF FUTURE SERVICE OF PROCESS
AND NOTICE**

Case No.

COMMONWEALTH OF VIRGINIA VA. CODE §§ 8.01-327; 20-99.1:1; Rules 3:5, 3:8

..... Circuit Court

..... v.
PLAINTIFF DEFENDANT

I, the undersigned party named below, swear under oath/affirm the following:

- 1. I am a party plaintiff defendant in the above-styled suit.
- 2. I have received a copy of the following documents on this date:
 - Complaint
 - filed on, attached
DATE
 - pre-filing copy pursuant to Va. Code § 20-99.1:1(A), attached
 - Summons with copy of Complaint filed on, attached
DATE
 - Other – Describe: filed on
DATE

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- the acceptance of service of process of these copies, or
- a waiver of service of process and notice which may be prescribed by law.

- 3. I agree to voluntarily and freely waive any future service of process and notice as checked below in this case:
 - a. the 21-day time period for filing a responsive pleading.
 - b. any further service of process.
 - c. notice of the appointment of a commissioner in chancery and hearings held by such commissioner in chancery, if a commissioner in chancery is appointed.
 - d. notice of the taking of depositions.
 - e. notice of the filing of any reports by a commissioner in chancery of the filing of depositions.
 - f. notice of testimony to be given orally in open court.
 - g. notice of entry of any order, judgment or decree, including the final decree of divorce.

I understand that, by waiving service of process and notice, I am giving up my right to be notified of the events where indicated above.

..... DATE [] DEFENDANT [] PLAINTIFF

TO DEFENDANT: Notify the Court in writing of any changes of your address while this case is pending.

State/Commonwealth of, [] City [] County of

Subscribed and sworn to/affirmed before me this day of, 20

by
PRINT NAME OF AFFIANT

..... DATE
[] CLERK [] DEPUTY CLERK
[] NOTARY PUBLIC (My commission expires)
Registration No.

ADDENDUM FOR PROTECTED IDENTIFYING INFORMATION—CONFIDENTIAL

Commonwealth of Virginia

Case No.

In the Circuit Court of the [] City [] County of

v.

This addendum is filed with and incorporated by reference in the document(s) indicated below, from which the protected identifying information contained herein has been removed by the attorney or party whose signature appears below. This addendum shall be used to distribute such information only as required by law, and may be made available only to the parties, to their attorneys, and to other person(s) as the court may allow.

[] Complaint [] Petition [] Motion [] Order [] Decree [] Other Pleading:

[] Agreement(s) of the Parties [] Transcripts [] Other:

PARTY NAME (LAST, FIRST, MIDDLE)	PARTY NAME (LAST, FIRST, MIDDLE)
ADDRESS	ADDRESS
SOCIAL SECURITY NUMBER	SOCIAL SECURITY NUMBER
DATE OF BIRTH	DATE OF BIRTH

NAME OF ASSET, LIABILITY, ACCOUNT, CREDIT CARD	IDENTIFYING ACCOUNT NO.

NAME OF ASSET, LIABILITY, ACCOUNT, CREDIT CARD	IDENTIFYING ACCOUNT NO.

CHILD NAME (LAST, FIRST, MIDDLE)	SOCIAL SECURITY NUMBER	DATE OF BIRTH
CHILD NAME (LAST, FIRST, MIDDLE)	SOCIAL SECURITY NUMBER	DATE OF BIRTH

Attach additional sheet(s) for other information, as needed.

DATE _____ [] PARTY [] ATTORNEY

PRINT NAME _____ ADDRESS/TELEPHONE NUMBER OF SUBSCRIBER _____

COVER SHEET FOR FILING CIVIL ACTIONS

COMMONWEALTH OF VIRGINIA

Casc No.

(CLERK'S OFFICE USE ONLY)

Circuit Court

v./In re:

PLAINTIFF(S)

DEFENDANT(S)

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

GENERAL CIVIL

Subsequent Actions

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

Business & Contract

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

Property

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

Tort

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

ADMINISTRATIVE LAW

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

DOMESTIC/FAMILY

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

WRITS

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

PROBATE/WILLS AND TRUSTS

- [] Accounting
[] Aid and Guidance
[] Appointment (select one)
[] Guardian/Conservator
[] Standby Guardian/Conservator
[] Custodian/Successor Custodian (UTMA)
[] Trust (select one)
[] Impress/Declare/Create
[] Reformation
[] Will (select one)
[] Construc
[] Contested

MISCELLANEOUS

- [] Amend Birth/Death Certificate
[] Appointment (select one)
[] Church Trustee
[] Conservator of Peace
[] Marriage Celebrant
[] Approval of Transfer of Structured Settlement
[] Bond Forfeiture Appeal
[] Declaratory Judgment
[] Declare Death
[] Driving Privileges (select one)
[] Reinstatement pursuant to § 46.2-427
[] Restoration - Habitual Offender or 3rd Offense
[] Expungement
[] Firearms Rights - Restoration
[] Forfeiture of Property or Money
[] Freedom of Information
[] Injunction
[] Interdiction
[] Interrogatory
[] Judgment Lien-Bill to Enforce
[] Law Enforcement/Public Official Petition
[] Name Change
[] Referendum Elections
[] Sever Order
[] Taxes (select one)
[] Correct Erroneous State/Local
[] Delinquent
[] Vehicle Confiscation
[] Voting Rights - Restoration
[] Other (please specify)

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

DATE

[] PLAINTIFF

[] DEFENDANT

[] ATTORNEY FOR

[] PLAINTIFF

[] DEFENDANT

PRINT NAME

ADDRESS/TELEPHONE NUMBER OF SIGNATOR

EMAIL ADDRESS OF SIGNATOR (OPTIONAL)

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