

TABLE OF CONTENTS

**CHAPTER 1** **1**

**JUDICIAL ADMINISTRATION**..... **1**

    Virginia’s Judicial System ..... 1

    Supreme Court of Virginia..... 1

    Court of Appeals..... 1

    Office of the Executive Secretary..... 2

        A. Assistant Executive Secretary and Counsel ..... 2

        B. Court Improvement Program ..... 2

        C. Educational Services ..... 2

        D. Fiscal Services ..... 3

        E. Human Resources ..... 3

        F. Judicial Information Technology..... 3

        G. Judicial Planning..... 3

        H. Judicial Services ..... 3

        I. Legal Research ..... 4

        J. Legislative and Public Relations..... 5

        K. Magistrate Services..... 5

    Virginia Courts..... 5

        A. Circuit Courts ..... 5

        B. District Courts ..... 6

    District Courts..... 7

        A. Judicial Districts ..... 7

        B. Judges ..... 7

        C. Clerk’s Office ..... 11

        D. Duties of Clerk..... 11

        E. Court Closed – Computation of Time ..... 12

        F. Inclement Weather ..... 12

        G. Judicial Emergency..... 12

        H. Office Policies – Local ..... 13

        I. Separation of Employees Checklist..... 13

        J. Volunteers..... 14

Table of Contents	Page 2
<i>Pro Hac Vice</i> .....	14
Public Records .....	16
A. Transparency .....	16
B. Copies.....	17
Strategic Planning .....	17
<b>CHAPTER 2</b>	<b>1</b>
<b>THE COURT PROCESS</b> .....	<b>1</b>
Case Initiation.....	1
Pre-Trial Process.....	1
A. Case Indexing .....	1
B. File Cases.....	2
C. Prepare Daily Docket Sheets.....	2
Case Hearing, Judgment.....	4
Dismissals OR CONTINUANCES .....	4
Post-Trial Processes .....	6
Execution of Judgments Or Enforcement of Verdicts.....	6
Case Closing.....	7
<b>CHAPTER 3</b>	<b>1</b>
<b>CRIMINAL CASE PROCEDURES</b> .....	<b>1</b>
Introduction .....	1
Narrative Description .....	2
A. Pre-Court Procedures Flow Chart .....	6
B. Post-Court Procedures Flow Chart .....	7
Case Initiation.....	8
A. Court-Initiated Capias/Warrant.....	8
B. Unexecuted Warrants (Magistrate Issued) .....	9

C. Venue.....	10
D. Arrest Prior To the Filing of a Complaint.....	11
E. Pre-Arrest Issuance of a Summons or Warrant.....	11
F. Arrest of an Illegal Alien.....	12
G. Release on Bail.....	13
H. Commitment to Jail.....	26
I. Search Warrants.....	26
J. Request for Victim Confidentiality.....	29
K. Peace Bonds.....	31
Individual Request for Access to Sealed Document.....	32
Case Pre-Trial Procedures.....	32
A. Case Indexing and Filing.....	32
B. Docket Preparation.....	33
C. Prepayment Processing.....	33
D. Advisement of Right to Counsel/Review of Bail Determination.....	33
E. Arraignment.....	37
F. Crossover Arraignments.....	37
G. Preliminary Hearings.....	39
H. Certification of Ancillary Misdemeanors.....	40
I. Subpoenas, Witness Summoning.....	41
J. Subpoena <i>duces tecum</i> .....	42
K. Subpoena <i>Duces Tecum</i> for Medical Records.....	42
L. Subpoena <i>Duces Tecum</i> for Financial Records.....	42
M. Extradition Hearing.....	43
N. Request for a Reduction or Change of Bail.....	44
O. Request Allowance of a Certified Facility Dog to Accompany a Witness. Va. Code § 18.2-67.9:1.....	45
P. Mental Condition of Defendant.....	45
Q. Interpreters for Deaf and Non-English Speaking Persons.....	53
R. Certificate of Analysis.....	54
S. Admissibility of Affidavits.....	57
T. Notice, Motion and Order for Chemical Analysis of Alleged Plant Material.....	58
U. Possession or distribution of marijuana for medical purposes.....	58
V. Custody of Evidence.....	59
W. Recall of Process.....	59
X. Photographing and Broadcasting Judicial Proceedings.....	60
Y. Transfer of Jurisdiction.....	60
Z. Confidentiality of Local Community-Based Probation Agency Reports.....	61
AA. Transport of Incarcerated Defendant.....	61
Case Trial Procedures.....	61

A. Adjudicatory Hearing.....	61
B. Failure to Appear and Bond Forfeiture.....	63
C. Trial Provisions.....	64
D. Pre-Conviction Probation for “First-Time Offenders” .....	65
E. Accord and Satisfaction .....	67
F. Sentencing .....	67
G. Substance Abuse Screening, Assessment And Treatment .....	69
H. Restitution .....	70
I. Costs.....	76
J. Cash Bond Used to Pay Fines and Costs .....	77
K. Central Criminal Records Exchange (CCRE) Procedures .....	77
L. Not Guilty By Reason Of Insanity (NGRI) .....	82
M. Inpatient Psychiatric Hospital Admission from Local Correctional Facility .....	85
N. Revocation of Driver’s License.....	88
O. Revocation of Other Licenses and Permits.....	89
P. Constitutionality of Statues .....	90
 Trial Procedures for Misdemeanor Drug Cases .....	 90
A. Pre-Conviction Probation For “First-Time Offenders” Drug Charges.....	90
B. Convictions on Drug Cases.....	91
C. Deferred Disposition.....	91
D. Conviction .....	94
 Case Payment Procedures .....	 96
A. Payment within Thirty Days of Sentencing.....	97
B. Deferred, Modified Deferred or Installment Payment.....	98
C. Nondisclosure .....	98
D. Bankruptcy.....	99
 Case Post-Trial Procedures .....	 99
A. Failure to Pay Fines and Costs .....	99
B. Failure to Comply With Terms of Probation or Suspended Sentence.....	101
C. Notices to Jail.....	101
D. Appeals .....	102
E. Motion to Rehear .....	103
F. Testing For HIV (Human Immunodeficiency Virus) or Hepatitis B or C.....	103
G. Motion for Reduction of Sentence .....	104
H. DNA Samples Taken at Arrest and Upon Conviction .....	104
I. Administrative Procedures .....	106
J. Records Management.....	107
K. Disposition of Property.....	108

Miscellaneous Case Types.....	109
A. Animal Violations.....	109
B. Summary Contempt.....	116
C. Underage Purchase/Possession of Alcohol .....	116
D. Purchase Alcohol for Underage .....	118
E. Underage Purchase/Possession of Tobacco .....	120
F. Virginia Indoor Clean Air Act.....	122
CHAPTER 4 .....	1
TRAFFIC CASE PROCEDURES.....	1
Introduction .....	1
Narrative Description .....	1
Traffic Case Process Flow Chart .....	4
Pre-Trial Processing.....	5
A. General Provisions .....	5
B. Prepayable Offenses That Involve an Accident .....	5
C. Dismissal by Compliance with Law Prior to Trial .....	7
D. Administrative Impoundment of a Motor Vehicle When Charged With Second/Subsequent Offense of § 46.2-300.....	8
Prepayment of Fines and Court Costs.....	10
A. In Person or by Telephone.....	11
B. By Mail .....	13
C. By VIPNET.....	14
D. Overweight Vehicles .....	14
E. Bond Return Requests .....	14
F. Withdrawal of Guilty Plea.....	15
G. Case Disposition.....	16
H. Bankruptcy.....	16
Trial Procedures .....	16
A. Trial in Defendant’s Absence .....	17
B. Commercial Motor Vehicles Violations .....	19
C. Order to Complete Traffic School, Driver Improvement Clinic, or Mature Driver Motor Vehicle Crash Prevention Course .....	19
D. Suspension of License.....	19

E. Overweight Vehicles .....	21
F. Dismissal by Compliance with Law at Trial .....	21
G. Local License Violations .....	22
H. Photo Red Light.....	22
I. Right to Counsel.....	23
J. Return of Vehicle - Parking in a Space Reserved for Persons with Disabilities .....	23
K. Appeals .....	23
L. Motion to Rehear .....	23
M. Constitutionality of Statutes.....	24
Payment Procedures .....	24
A. Payment Procedures for Payment within Thirty Days of Sentencing .....	25
B. Deferred or Installment Payments or Community Service .....	25
C. Claims of Inability to Pay Fines and Costs.....	26
D. Local License Violations - Special Conditions .....	27
Post-Trial Procedures .....	27
A. Notices to the Department of Motor Vehicles (DMV) .....	27
B. Unpaid (“Bounced”) Checks or Dishonored Credit Card/Debit Card Payments .....	28
C. Restoration of Driver’s License upon Entering into an Installment or Deferred Payment Agreement.....	29
D. Records Management.....	30
<b>CHAPTER 5</b> .....	<b>1</b>
<b>DUI CASE PROCESSING AND RESTRICTED DRIVER’S LICENSE</b> .....	<b>1</b>
Introduction .....	1
Pre-Trial Processing.....	1
A. General Provisions .....	1
B. Testing of Blood Samples.....	2
Trial Procedures .....	3
A. Right to Counsel.....	3
B. Appeals .....	3
Payment Procedures .....	3
A. Payment Procedures for Payment within Thirty Days of Sentencing .....	4
B. Deferred Or Installment Payments or Community Service .....	4

C. Claims of Inability to Pay Fines and Costs..... 5

Post-Trial Procedures ..... 6

A. Notices to the Department of Motor Vehicles (DMV) ..... 6

B. Records Management..... 7

Driving Under The Influence (DUI) ..... 8

A. Administrative Suspension of Driver’s License..... 8

B. Trial Matters ..... 11

C. Sentencing Options..... 12

D. Refusal to Give Blood or Breath Sample..... 15

E. Virginia Alcohol Safety Action Program (VASAP) Participation ..... 16

Restricted and Other Driver’s License Actions..... 19

A. DUI Related ..... 19

B. Motion for RDL/Motion to Amend RDL..... 21

C. Ignition Interlock Systems ..... 22

D. Non-DUI related..... 24

Impoundment or Immobilization of Motor Vehicles..... 31

A. Administrative Impoundment Process, Including Post-Conviction Impoundments. 31

B. Procedures for Administrative Impoundment ..... 32

C. Procedures for Post-Conviction Impoundment..... 35

Habitual Offender Proceedings in General District Court..... 36

**CHAPTER 6** **1**

**CIVIL CASE PROCEDURES..... 1**

Introduction ..... 1

A. Jurisdiction ..... 1

B. Venue ..... 1

C. Discovery Procedures ..... 2

Narrative Description ..... 2

A. Pre-Trial Procedures Flow Chart..... 5

B. Trial Procedures Flow Chart..... 6

C. Judgment Enforcement Flow Chart..... 7

## Venue 7

A. Preferred Venue .....	7
B. Permissible Venue .....	9
C. Multiple Parties.....	10
D. Objection to Improper Venue.....	10
E. Motion for Transfer of Venue.....	11
F. Civil Transportation of Incarcerated Witnesses .....	12
G. Discretion of Judge .....	12
H. Docketing a Transferred Case.....	12
Service of Process.....	12
A. By Parties .....	13
B. Special Substitute Service Provisions .....	17
C. Return of Service .....	18
D. Alternate Service .....	20
E. Clerk's Procedures for Order of Publication.....	21
F. Forms .....	22
G. References .....	22
Suits in Debt .....	22
A. Case Initiation .....	23
B. Pre-Trial Procedures .....	25
C. Pre-Trial Settlement.....	26
D. Mediation.....	26
E. Guardian <i>ad Litem</i> .....	27
F. Subpoenas for Witnesses .....	27
G. Subpoenas <i>Duces Tecum</i> .....	29
H. Incarcerated Witness.....	30
I. Counterclaims, Cross-Claims, Third-Party Claims.....	30
J. Consolidation of Actions.....	31
K. Discovery Procedures .....	31
L. Removal to Circuit Court .....	32
M. Nonsuits .....	32
N. Case Hearing, Judgment .....	33
O. Interpreters.....	33
P. Continuances .....	33
Q. Exclusion of Witnesses .....	34
R. Constitutional Rights.....	34
S. Trial On Affidavit, Denial by Defendant.....	34
T. Entry and Docketing of Judgment .....	34
U. Payment of Judgment into General District Court .....	35



V. Bad Check Cases .....	37
W. Failure to Appear and Default Judgments .....	37
X. Servicemembers Civil Relief Act Requirements for Default Judgment .....	38
Y. Civil Action for Bad Check, Shoplifting and Employee Theft .....	40
Post-Trial Procedures .....	40
A. Appeals .....	40
B. New Trial of Case .....	40
C. Motion to Vacate .....	41
D. Notice of Satisfaction .....	41
E. Records and Evidence Management .....	42
F. Execution of Judgment .....	43
G. Levy On Property in The Hands of the Judgment Debtor .....	44
H. Garnishment of Funds ( <a href="#">Va. Code § 8.01-511</a> ) .....	46
I. Garnishment (Filed Where Judgment Debtor Resides) .....	52
J. Notice of Lien on Financial Institutions .....	52
K. Abstract of Judgment .....	53
L. Interrogatories ( <a href="#">Va. Code § 8.01-506</a> ) .....	53
M. Interpleader and Postponement of Sale .....	55
N. Interpleader of Real Estate Escrows .....	56
Suits In Detinue .....	57
A. Suit In Detinue Without Pre-Trial Seizure .....	57
B. Suit In Detinue with Pre-Trial Seizure .....	59
Unlawful Detainer .....	61
A. Case Initiation .....	62
B. Trial Procedures .....	63
C. Post-Trial Procedures .....	66
Attachments .....	69
A. Case Initiation .....	70
B. Issuance of Attachment ( <a href="#">Va. Code § 8.01-540</a> ) .....	72
C. Service of Process and Pre-Trial Procedures .....	72
D. Case Hearing .....	74
E. Post-Trial Procedures .....	74
Distress for Rent .....	74
A. Case Initiation .....	74
B. Service of Process and Pre-Trial Procedures .....	76

C. Case Hearing .....	77
D. Post-Trial Procedures.....	77
E. Execution .....	77
Small Claims Division.....	77
Miscellaneous Case Types.....	79
A. Lien of Mechanic for Repairs .....	79
B. Tenant’s Assertion and Complaint .....	81
C. Tenant’s Petition for Relief from Unlawful Exclusion.....	83
D. Interpleader .....	85
E. Freedom of Information Act - Injunctions Or Writs of Mandamus.....	85
F. Enforcement of Statutory Liens ( <a href="#">Va. Code § 43-34, 46.2-644.03</a> ).....	86
G. Human Rights Violations.....	87
H. Arbitration Proceedings.....	87
<i>Pro Se</i> Lawsuits by Prisoners .....	92
Assignment of Judgment.....	94
Extension of Judgments .....	95
<b>CHAPTER 7</b>	<b>1</b>
<b>MISCELLANEOUS CIVIL CASE PROCEDURES .....</b>	<b>1</b>
Animal Violations .....	1
Bankruptcy .....	1
A. Types of Bankruptcy .....	1
B. Definitions.....	2
C. Clerk’s Procedures - Criminal and Traffic Cases .....	3
D. Clerk’s Procedures – Civil Cases.....	5
E. Forms .....	7
F. References: .....	8
Bond Forfeitures .....	8
A. Secured Bond.....	10
B. Unsecured Bond .....	15
C. Defendant (First Party) Cash Bond .....	17
D. Third-Party Cash Bond .....	17
E. Appeals .....	19

F. Refunding the Bond .....	19
G. Abstract of Judgment Filed by Juvenile and Domestic Relations District Court with the General District Court for Enforcement .....	21
H. Time Constraints .....	21
Discovery of Medical Records .....	24
A. Who Must Be Notified .....	25
B. Form of Notification .....	25
C. Return Date.....	25
D. Transmittal of Records/Motion to Quash .....	25
E. Disclosure.....	27
F. Standards for Adjudicating Motions to Quash .....	27
G. Exceptions to Heightened Notification Requirements.....	27
Habitual Offender Proceedings in General District Court.....	27
A. Adjudication of Habitual Offenders.....	27
B. Restoration of Driving Privileges .....	28
Isolation of Certain Persons with Diseases .....	29
Testing for Blood-Borne Pathogens .....	30
Jail Fees .....	33
A. Petition and Order for Approval of Jail Fees Payment Agreement Procedures.....	33
B. Obtain Civil Judgment Procedures .....	34
C. Petition and Order Authorizing Suspension or Nonrenewal of Driver's License - Failure to Pay Jail Fees (may be heard at the same time as the civil judgment) Procedures.....	35
D. Forms .....	36
E. References .....	36
Notaries; Providing Advice On Immigration .....	36
Overweight Violations/Motor Carrier Violations.....	37
A. Case Initiation .....	37
B. Case Hearing, Judgment .....	38
C. Violations of Town Ordinances Concerning Weight Limits .....	38
Petition to Restore Right to Purchase, Possess or Transport a Firearm.....	39
A. Clerk's Procedures .....	41

B. Forms ..... 42

C. References ..... 42

Protective Orders ..... 43

    A. Jurisdiction ..... 43

    B. Venue ..... 44

    C. Confidentiality Considerations ..... 44

    D. Fees ..... 44

    E. Emergency Protective Order ..... 45

    F. Preliminary Protective Orders ..... 50

    G. Protective Orders ..... 57

    H. Extension of Protective Orders ..... 62

    I. Appeals ..... 65

    J. Protective Orders in Criminal Cases ..... 65

    K. Convictions for Violating Protective Order ..... 69

    L. FOREIGN PROTECTIVE ORDER ..... 72

REINSTATEMENT OF DRIVING PRIVILEGES – FAILURE TO SATISFY JUDGMENT ..... 74

    A. Petition for Reinstatement of Driving Privileges – Failure to Satisfy Judgment ..... 75

    B. Motion for Installment Payments – Civil Judgment ..... 76

Violations Punished by Civil Penalties ..... 77

    A. Zoning and Building Code Violations ..... 77

    B. Fare Enforcement Inspectors ..... 78

    C. Bad Checks ..... 79

    D. Fire Inspection Warrants ..... 79

**CHAPTER 8** **1**

**CIVIL COMMITMENTS** ..... **1**

    Involuntary Civil Commitment ..... 1

        A. Clerk and Court Procedures ..... 3

        B. Court and Clerk Procedures - Judge to Conduct Involuntary Commitment Hearing 10

        C. Fees and Costs ..... 16

        D. Forms ..... 17

        E. References ..... 17

    Procedures for Involuntary Mandatory Outpatient Treatment ..... 18

        A. Clerk and Court Procedures ..... 19

B. Other *Possible* Proceedings ..... 24

C. Fees and Costs ..... 33

D. Forms ..... 33

E. Reference..... 34

CCRE Reporting ..... 34

Proceeding for Eligibility for Admission of Intellectually Disabled Person ..... 35

Medical Emergency Temporary Detention Proceedings ..... 36

    A. Case Initiation ..... 37

    B. Case Hearings..... 38

    C. Post-trial Proceedings..... 40

    D. Forms ..... 40

Special Procedures for State Prisoners ..... 41

Judicial Authorization of Treatment for Mental or Physical Condition ..... 41

**CHAPTER 9** **1**

**FEES AND PREPAYMENTS** ..... 1

    Civil Fees Schedules and Codes..... 1

        A. Civil Case Processing Fees..... 1

        B. J&DR Court Processing Fees for Custody and Visitation Cases ..... 1

        C. Legal Aid Services Fund..... 1

        D. Courthouse Maintenance Fee ..... 1

        E. Law Library Fee ..... 1

        F. Civil Appeal ..... 1

        G. Copying Charge ..... 2

        H. Service of Process ..... 3

        I. High Constable..... 4

    Criminal and Traffic Fee Schedules and Codes ..... 4

        A. Traffic Infraction Costs..... 4

        B. Non-drug Misdemeanor Costs..... 4

        C. Multiple DUI Fee ..... 4

        D. Drug Misdemeanor Costs ..... 4

        E. Courthouse Maintenance Fee ..... 4

        F. Internet Crimes Against Children Fund ..... 5

        G. Blood Test Fees..... 5

H. Computer Forensic Analysis ..... 5

I. DNA Analysis ..... 5

J. Commonwealth’s Attorney Fee ..... 5

K. Court-Appointed Attorney/Public Defender Compensation ..... 5

L. Failure to appear unless good cause shown ..... 6

M. Appearance of analyst to testify when compelled by defendant ..... 6

N. Non-consecutive Jail Fee ..... 6

O. Transportation Trust Fund ..... 6

P. Unpaid Check/Credit Card Fee ..... 6

Q. Fee for Deferred and Installment Payment Agreements ..... 6

R. Ignition Interlock Systems Penalty ..... 7

S. Weighing Fee ..... 7

T. Alcohol Safety Action Program (ASAP) ..... 7

U. Court Security Fee ..... 7

V. Electronic Summons System ..... 7

W. Jail Admissions Fee ..... 7

X. Local Regional Justice Training Academy Fee ..... 8

Y. Methamphetamine Lab Clean Up Costs /Human Occupancy Certification ..... 8

Uniform Fine Schedule ..... 8

    A. Prepayable Traffic Offenses ..... 8

    B. Prepayable Non-Traffic Offenses ..... 8

**CHAPTER 10** ..... **1**

**RECORDS RETENTION, DESTRUCTION AND EXPUNGEMENTS** ..... **1**

    Authorities ..... 1

    Retention Provisions ..... 3

        A. Administrative Records ..... 3

        B. Financial Records ..... 3

        C. Full GDIS (General District Imaging System) Courts ..... 5

        D. Case Records ..... 6

        E. Civil Commitment – Audio Recording Tape ..... 7

        F. [§ 19.2-392.2](#) Expungement of Police And Court Records -Adults ..... 7

**APPENDIX A** ..... **1**

**CIVIL FORMS AND FEES** ..... **1**

    DC-325, [Request for Witness Subpoena](#) ..... 1

A. Description.....	1
B. Fees & Other Monies Assessed .....	1
DC-326, <a href="#">Subpoena for Witnesses</a> .....	1
A. Description.....	1
B. Fees & Other Monies Assessed .....	1
DC-336, <a href="#">Subpoena Duces Tecum</a> .....	2
A. Description.....	2
B. Fees & Other Monies Assessed .....	2
DC-350, <a href="#">Notice to Health Care Entities -Subpoena Duces Tecum for Health Records</a> .....	2
A. Description.....	2
B. Fees & Other Monies Assessed .....	3
DC-368, <a href="#">Motion to Reopen (Criminal/ Traffic)/Motion to Rehear (Civil)/Motion for New Trial (Civil)</a> .....	3
A. Description.....	3
B. Fees & Other Monies Assessed .....	3
DC-382, Emergency Protective Order .....	3
A. Description.....	3
B. Fees & Other Monies Assessed .....	4
DC-384, Preliminary Protective Order .....	4
A. Description.....	4
B. Fees & Other Monies Assessed .....	4
DC-385, Protective Order.....	4
A. Description.....	4
B. Fees & Other Monies Assessed .....	4
DC-400, Mediation Orientation Order of Referral.....	4
A. Description.....	5
B. Fees & Other Monies Assessed .....	5
DC-401, Order for Appointment of Guardian Ad Litem.....	5

A. Description.....	5
B. Fees & Other Monies Assessed .....	5
DC-402, <a href="#">Warrant in Debt – Small Claims Division</a> .....	5
A. Description.....	5
B. Fees & Other Monies Assessed .....	5
DC-404, <a href="#">Warrant in Detinue – Small Claims Division</a> .....	6
A. Description.....	6
B. Fees & Other Monies Assessed .....	6
DC-405, <a href="#">Petition To Test Blood-Borne Pathogens</a> .....	7
A. Description,.....	7
B. Fees & Other Monies Assessed .....	7
DC-406, <a href="#">Petition to Require Blood Test</a> .....	7
A. Description.....	7
B. Fees & Other Monies Assessed .....	7
DC-407, <a href="#">Request for Hearing – Exemption Claim</a> .....	7
A. Description.....	8
B. Fees & Other Monies Assessed .....	8
DC-408, Plaintiff’s Bond for Judgment on Lost Note or Other Instrument .....	8
A. Description.....	8
B. Fees & Other Monies Assessed .....	8
DC-410, <a href="#">Affidavit for Service of Process on the Secretary of the Commonwealth</a> .....	8
A. Description.....	8
B. Fees & Other Monies Assessed .....	8
DC-411, <a href="#">Service Other Than By Virginia Sheriff</a> .....	9
A. Description.....	9
B. Fees and Other Monies Assessed:.....	9
DC-412, <a href="#">Warrant in Debt</a> .....	9
A. Description.....	9



B. Fees & Other Monies Assessed .....	9
DC-413, <a href="#">Certificate of Mailing Posted Service</a> .....	10
A. Description .....	10
B. Fees & Other Monies Assessed .....	10
DC-414, <a href="#">Warrant In Detinue</a> .....	10
A. Description .....	10
B. Fees & Other Monies Assessed .....	10
DC-415, <a href="#">Detinue Seizure Petition</a> .....	11
A. Description .....	11
B. Fees & Other Monies Assessed .....	11
DC-416, Detinue Seizure Order .....	12
A. Description .....	12
B. Fees & Other Monies Assessed .....	12
DC-418, <a href="#">Affidavit - Default Judgment - Servicemembers Civil Relief Act</a> .....	12
A. Description .....	12
B. Fees & Other Monies Assessed .....	12
DC-419, Motion and Order for Voluntary Nonsuit .....	12
A. Description .....	13
B. Fees & Other Monies Assessed .....	13
DC-421, <a href="#">Summons for Unlawful Detainer</a> .....	13
A. Description .....	13
B. Fees & Other Monies Assessed .....	14
DC-423, <a href="#">Distress Petition</a> .....	14
A. Description .....	14
B. Fees & Other Monies Assessed .....	14
DC-424, Distress Warrant .....	15
A. Description .....	15
B. Fees & Other Monies Assessed .....	15

DC-428, <a href="#">Warrant In Debt – Interpleader</a> .....	15
A. Description.....	15
B. Fees & Other Monies Assessed .....	16
DC-429, <a href="#">Tenant’s Assertion And Complaint</a> .....	16
A. Description.....	16
B. Fees & Other Monies Assessed .....	16
DC-430, Summons for Hearing.....	17
A. Description.....	17
B. Fees & Other Monies Assessed .....	17
DC-431, Tenant’s Petition For Relief From Unlawful Detainer .....	17
A. Description.....	17
B. Fees & Other Monies Assessed .....	17
DC-432, <a href="#">Affidavit for Summons in Interpleader</a> .....	18
A. Description.....	18
B. Fees & Other Monies Assessed .....	18
DC-433, Summons in Interpleader and Order for Postponement of Sale.....	18
A. Description.....	19
B. Fees & Other Monies Assessed .....	19
DC-434, Motion to Set Aside Default Judgment .....	19
A. Description.....	19
B. Fees & Other Monies Assessed .....	19
DC-435, <a href="#">Affidavit and Petition for Order of Publication</a> .....	19
A. Description.....	20
B. Fees & Other Monies Assessed .....	20
DC-436, Order of Publication .....	20
A. Description.....	20
B. Fees & Other Monies Assessed .....	20
DC-437, <a href="#">Notice of Change of Address</a> .....	20

A. Description.....	20
B. Fees & Other Monies Assessed .....	20
DC-440, <a href="#">Summons to Answer Interrogatories</a> .....	20
A. Description.....	21
B. Fees & Other Monies Assessed .....	21
DC-445, <a href="#">Attachment Petition</a> .....	21
A. Description.....	21
B. Fees & Other Monies Assessed .....	22
DC-446, Attachment Summons.....	22
A. Description.....	22
B. Fees & Other Monies Assessed .....	22
DC-447, <a href="#">Plaintiff's Bond for Levy or Seizure</a> .....	23
A. Description.....	23
B. Fees & Other Monies Assessed .....	23
DC-448, <a href="#">Defendant's Bond for Levy or Seizure</a> .....	23
A. Description.....	23
B. Fees & Other Monies Assessed .....	24
DC-450, <a href="#">Suggestion For Summons In Garnishment</a> .....	24
A. Description.....	24
B. Fees & Other Monies Assessed .....	24
DC-451(a), <a href="#">Garnishment Statute</a> .....	25
A. Description.....	25
B. Fees & Other Monies Assessed .....	25
DC-451, <a href="#">Garnishment Summons</a> .....	25
A. Description.....	25
B. Fees & Other Monies Assessed .....	25
DC-453, Garnishment Disposition.....	25
A. Description.....	25

B. Fees & Other Monies Assessed .....	25
DC-454, <a href="#">Request for Hearing – Garnishment Exemption claim</a> .....	26
A. Description.....	26
B. Fees & Other Monies Assessed .....	26
DC-455, <a href="#">Garnishee Information Sheet</a> .....	26
A. Description.....	26
B. Fees & Other Monies Assessed .....	26
DC-456, <a href="#">Garnishee’s Answer</a> .....	26
A. Description.....	26
B. Fees & Other Monies Assessed .....	26
DC-458, <a href="#">Notice of Satisfaction</a> .....	27
A. Description.....	27
B. Fees & Other Monies Assessed .....	27
DC-459, <a href="#">Motion for Judgment to be Marked Satisfied</a> .....	27
A. Description.....	27
B. Fees & Other Monies Assessed .....	27
DC-460, <a href="#">Civil Appeal Bond</a> .....	28
A. Description.....	28
B. Fees & Other Monies Assessed .....	28
DC-462, <a href="#">Plaintiff’s Bond – Lien of Mechanic for Repairs</a> .....	28
A. Description.....	28
B. Fees & Other Monies Assessed .....	28
DC-463, Summons - Lien of Mechanic for Repairs.....	28
A. Description.....	28
B. Fees & Other Monies Assessed .....	29
DC-465, Abstract of Judgment .....	29
A. Description.....	29
B. Fees & Other Monies Assessed .....	29

DC-467, Writ of Fieri Facias..... 29

    A. Description..... 30

    B. Fees & Other Monies Assessed ..... 30

DC-468, Writs of Possession and Fieri Facias in Detinue ..... 30

    A. Description..... 30

    B. Fees & Other Monies Assessed ..... 30

DC-469, [Request for Writ of Possession in Unlawful Detainer Proceedings/writ of Possession](#) ..... 31

    A. Description..... 31

    B. Fees & Other Monies Assessed ..... 31

DC-470, [Forthcoming Bond](#)..... 31

    A. Description..... 31

    B. Fees & Other Monies Assessed ..... 31

DC-472, [Petition for Reinstatement of Driving Privileges – Failure to Satisfy Judgment](#) ..... 32

    A. Description..... 32

    B. Fees and Other Monies Assessed ..... 32

DC-473, Order for Reinstatement of Driving Privileges – Failure to Satisfy Judgment ..... 33

    A. Description..... 33

    B. Fees & Other Monies Assessed ..... 33

DC-475, Notice of Appeal - Civil ..... 33

    A. Description..... 33

    B. Fees and Other Monies Assessed ..... 33

DC-477, [Petition for Judicial Certification of Eligibility for Admission](#)..... 33

    A. Description..... 33

    B. Fees & Other Monies Assessed ..... 34

DC-478, Certification of Eligibility for Admission ..... 34

    A. Description..... 34

    B. Fees & Other Monies Assessed ..... 34

DC-479, <a href="#">Petition and Order for Sale of Property</a> .....	34
A. Description.....	34
B. Fees & Other Monies Assessed .....	34
DC-480, Case Disposition .....	35
A. Description.....	35
B. Fees & Other Monies Assessed .....	35
DC-481, Show Cause Summons (Civil) .....	35
A. Description.....	35
B. Fees & Other Monies Assessed .....	35
DC-482, Show Cause Summons (Bond Forfeiture-Civil) .....	36
A. Description.....	36
B. Fees & Other Monies Assessed .....	36
DC-483, Capias: Attachment of the Body (Civil) .....	36
A. Description.....	36
B. Fees & Other Monies Assessed .....	37
DC-485, <a href="#">Petition for Restoration of Driving Privilege – Habitual Offender</a> .....	37
A. Description.....	37
B. Fees & Other Monies Assessed .....	37
DC-486, Order for Evaluation – Habitual Offender.....	38
A. Description.....	38
B. Fees & Other Monies Assessed .....	38
DC-487, Order Restoring Driving - Privilege Habitual Offender.....	38
A. Description.....	38
B. Fees & Other Monies Assessed .....	38
DC-488, Medical Emergency Custody Order.....	38
A. Description.....	39
B. Fees & Other Monies Assessed .....	39
DC-489, <a href="#">Medical Emergency Temporary Detention Petition</a> .....	39

A. Description.....	39
B. Fees & Other Monies Assessed .....	39
DC-490, Medical Emergency Temporary Detention Order.....	39
A. Description.....	39
B. Fees & Other Monies Assessed .....	39
DC-491, <a href="#">Medical Emergency Custody Petition</a> .....	40
A. Description.....	40
B. Fees & Other Monies Assessed .....	40
DC-492, Emergency Custody Order .....	40
A. Description.....	40
B. Fees & Other Monies Assessed .....	41
DC-493, <a href="#">Explanation of Involuntary Commitment Process – Acknowledgement of Rights</a> ....	41
A. Description.....	41
B. Fees & Other Monies Assessed .....	41
DC-494, Temporary Detention Order .....	41
A. Description.....	41
B. Fees & Other Monies Assessed .....	41
DC-495, <a href="#">Petition and Affidavit for Good Cause/for Injunction of Mandamus – Freedom of Information Act</a> .....	42
A. Description.....	42
B. Fees & Other Monies Assessed .....	42
DC-496, Order Granting Petition for Injunction of Writ of Mandamus.....	42
A. Description.....	43
B. Fees & Other Monies Assessed .....	43
DC-497, <a href="#">Subpoena for Witness (Civil) – Attorney Issued</a> .....	43
A. Description.....	43
B. Fees & Other Monies Assessed .....	43
DC-498, Subpoena Duces Tecum (Civil) – Attorney Issued.....	43

A. Description..... 44

B. Fees & Other Monies Assessed ..... 44

DC-499, [Motion and Order for Release of Vehicle](#) ..... 44

A. Description..... 44

B. Fees & Other Monies Assessed ..... 44

**APPENDIX B** **1**

[CRIMINAL & TRAFFIC FINES AND FEES](#) ..... 1

Fines and Fees (A-C)..... 1

A. Abandoned Vehicle Costs ..... 1

B. Add-On Fees/Costs ..... 1

C. ASAP - Alcohol Safety Action Program Fee..... 5

D. Bad Check/Credit/Debit Card Fee..... 5

E. Blaze Orange/Blaze Pink Clothing..... 6

F. Blood Test Fee - DUI Cases ..... 6

G. Blood Test Fee - HIV & Hepatitis B or C Testing ..... 7

H. Blood Test Fee - HLA (Paternity Cases)..... 8

I. Bond Forfeiture..... 9

J. Child Safety Restraint Device Penalty..... 9

K. Cigarettes: Tax-Paid Contraband Cigarettes..... 10

L. Computer Analysis Fee ..... 11

M. Confiscated Monies/Property ..... 11

N. Court Appointed Attorney Costs ..... 12

O. Court Processing Fee - Fixed Costs ..... 14

P. Court Reporter Fee ..... 15

Q. Courthouse Construction Fee (CHCF) ..... 16

R. Courthouse Maintenance Fund Fee (CHMF) ..... 16

S. Courthouse Security Fund (CHSF)..... 17

T. Criminal History Fee..... 18

U. Criminal Injury Compensation Fund Fee (CICF)..... 18

V. Criminal Justice Training Academy Fund (LOCAL) ..... 19

W. Criminal Justice Training Academy Fund (Regional)..... 19

Fines and Fees (D-J)..... 20

A. Deferred Disposition Costs ..... 20

B. DNA Analysis ..... 20

C. Driver Improvement Clinic Fee/Mature Driver Motor Vehicle Crash Prevention Course ..... 21



D.	Drive-Off from Retail Motor Fuel Establishment .....	22
E.	Drug Analysis (Forensic Lab) Costs .....	22
F.	Drug Enforcement Jurisdiction Fund (DEJF) Fee.....	23
G.	Drug Offender Assessment Fund (DOAF) .....	23
H.	Duck Blinds in Disrepair .....	24
I.	Electronic Summons Fee .....	25
J.	Extradition Costs .....	25
K.	Fine - Local .....	26
L.	Fine - State .....	27
M.	Game Replacement Fee.....	27
N.	Highway Litter Fine .....	27
O.	HOT Lane Penalties – Failure to Pay Toll .....	28
P.	HOV Lane Violations .....	29
Q.	Hunting, Trapping & Fishing without A License Fee.....	30
R.	Ignition Interlock System Penalty .....	30
S.	Internet Crimes against Children Fund.....	31
T.	Interest on Unpaid Fine and/or Costs .....	32
U.	Interpreter Fee - for Deaf in Civil Proceedings .....	33
V.	Interpreter Fee - Criminal Cases .....	33
W.	Jail Admission Fee .....	33
	 Fines and Fees (I-Z).....	 34
A.	Liquidated Damages .....	34
B.	Medical Costs for Gathering Evidence.....	35
C.	Methamphetamine Lab Clean-Up Costs (Commonwealth) .....	36
D.	Methamphetamine Lab Clean-Up Costs (Local) .....	36
E.	Motorboat and Water Safety Fund .....	37
F.	Prepayable Traffic Infractions.....	37
G.	Photocopying Fees.....	38
H.	Psychological Evaluation Fee Assessment.....	39
I.	Public Defender Costs.....	39
J.	Refund of Bond Forfeitures .....	40
K.	Reimbursement of Expenses by Locality Incurred in Responding to Traffic Incidents by Law Enforcement, Volunteer Fire Department, Rescue Squad, etc. ....	41
L.	Restitution .....	42
M.	Safety Lap Belts and Shoulder Harness .....	43
N.	Smoke with Minor in Vehicle.....	44
O.	Sentencing (Supervision) Fee .....	44
P.	Time to Pay (TTP) Deferred/Installment Agreements.....	45
Q.	Toll Roads Penalties - Failure to Pay Toll .....	46
R.	Transportation Trust Fund.....	47
S.	Trauma Center Fund .....	48

T. Trial in Absence (TIA) Fee ..... 48  
 U. Virginia Health Care Fund ..... 49  
 V. Virginia Crime Victim Witness Fund (CVWF) ..... 49  
 W. Weighing Costs ..... 50  
 X. Weighing Fee ..... 50  
 Y. Witness Fees ..... 51  
 Z. Witness Fees - Testimony Certificate of Analysis ..... 51

**APPENDIX C 1**

**APPEALS ..... 1**

Civil Appeals ..... 1

Traffic and Criminal Appeals ..... 1

Appeal of Bail Prior To Trial..... 3

A. Forms ..... 4

B. References ..... 4

Withdrawal of Appeal ..... 4

A. Forms ..... 5

B. References ..... 5

**APPENDIX D 1**

**SERVICE OF PROCESS..... 1**

Child and Spousal Support ..... 1

Civilian Employees..... 1

Armed Services..... 1

Postal Workers ..... 1

**APPENDIX E 1**

**MANUAL UPDATES..... 1**

**GLOSSARY 1**