

**Using This Revisable PDF Form**

1. Copies
  - a. Original – to process server for use in providing proof of service, then to court.
2. Prepared by
  - a. Data Element Nos. 1-5 are completed by the clerk or plaintiff.
  - b. Data Element Nos. 6-15 are completed by the process server.
  - c. Data Element Nos. 16-22 are completed by a notary public.
3. Attachments – identified pleading to be served.
4. Preparation details
  - a. Data Element No. 5 shows the items attached to the accompanying process.  
Example: District court form DC-412, WARRANT IN DEBT. Also add description of any other attached documents.
  - b. Data Element Nos. 6-14 are to be completed by the Process Server making the return.
  - c. Data Element No. 6 – If official or employee of an official authorized to serve process, enter the title of the official and the territory in which process server has jurisdiction.

**SERVICE OTHER THAN BY VIRGINIA SHERIFF**

Case No. **1**

COMMONWEALTH OF VIRGINIA Va. Code §§ 8.01-296, 8.01-320, 8.01-325, 8.01-511

- General District Court
- Juvenile and Domestic Relations District Court

**2**

**3** v./ In re:

**4**

is the name and address of the person upon whom service of the following is to be made.

- 5**
- Warrant in Debt
  - Garnishment Summons
  - Summons for Unlawful Detainer
  - Custody
  - Visitation
  - Support

I, the undersigned, swear/affirm that:

- 6**
- I am an official or an employee of an official who is authorized to serve process of type described in the attached PROOF OF SERVICE and my title and bailiwick are:  
.....  
OR
  - I am a private process server: .....  
NAME  
.....  
ADDRESS AND TELEPHONE NUMBER
  - I am an investigator employed by an attorney for the Commonwealth or the Indigent Defense Commission and have retired or resigned from my prior position as a law-enforcement officer in good standing. I affirm that the sheriff for the jurisdiction where process was served has agreed that such investigators may service process:  
.....  
NAME AND TITLE  
.....  
AGENCY

- 2. I am not a party to, or otherwise interested in, the subject matter in controversy in this case.
- 3. I am 18 years of age or older.
- 4. I served, as shown below, the above-named person upon whom service of process was to be made with copies described above.

Date and time of service: **7**

Place of service: **8**  
STREET ADDRESS, CITY AND STATE

Method of service:

(If served outside of Virginia, use only personal service.)

<b>9</b> <input type="checkbox"/> Personal Service	<input type="checkbox"/> Other (allowed only in Virginia)
<input type="checkbox"/> Being unable to make personal service, a copy was delivered in the following manner: <input type="checkbox"/> Delivered to family member (not temporary sojourner or guest) age 16 or older at usual place of abode of party named above after giving information of its purport. List name, age of recipient, and relation of recipient to party named above. <b>10</b> List name, age of recipient, and relation of recipient to party: ..... <input type="checkbox"/> Posted on front door or such other door as appears to be the main entrance of usual place of abode (other authorized recipient not found). <input type="checkbox"/> (Garnishment Summons Only) Copy mailed to judgment debtor after serving the garnishee on date of service below unless a different date of mailing is shown. <b>11</b> ..... DATE OF MAILING	
<b>12</b> <input type="checkbox"/> Not Found	

**13**  
DATE OF SIGNATURE

**14**  
SIGNATURE OF PERSON SERVING

Name (print or type): **15**

State of ..... **16** ..... [ ] City [ ] County of ..... **17** .....

Subscribed and sworn to/affirmed before me this day by ..... **18** .....

..... **19** .....  
DATE

..... **20** .....  
NOTARY PUBLIC

(My Commission Expires ..... **21** .....)

..... **22** .....  
NOTARY REGISTRATION NUMBER

**Data Elements**

1. Court case number.
2. Name of court.
3. Style of case.
4. Name and complete address of person being served.
5. Check appropriate box for service being made. See Using This Form, 4.a.
6. Check appropriate box. If official authorized to serve processes, enter description of title and server's bailiwick. See Using This Form, 4.c.
7. Date and time of day process served.
8. Complete address of place process served.
9. Check if personal service was made. Please note that only personal service is acceptable if the person is served out of Virginia.
10. Check the applicable box for method of substituted service. If served to an appropriate family member, enter name, age and relationship to party being served.
11. Check if service was made on a garnishment summons. Indicate that a copy was mailed to judgment debtor and the date that such copy was mailed.
12. Indicate if the person to be served was not found.
13. Date of signature of serving officer.
14. Signature of serving officer.
15. Print or type name of serving officer.
16. Enter name of state.
17. Check applicable box and enter the city or county where serving officer is authorized to serve.
18. Signature of person taking affirmation.
19. Date of acknowledgement of this document.
20. Notary public.
21. Date Notary Public's commission expires.
22. Notary's registration number.