

**BILL OF PARTICULARS**

Commonwealth of Virginia Rule 7B:2

Case No. ....

.....  
TRIAL DATE AND TIME

..... General District Court

.....  
CITY OR COUNTY

.....  
STREET ADDRESS OF COURT

..... V. ....  
PLAINTIFF

.....  
DEFENDANT

**TO THE PLAINTIFF:**

You are required to file with the court, and serve by mailing, a written BILL OF PARTICULARS by .....  
DATE

The defendant's written GROUNDS OF DEFENSE is due to be filed with the court and served by mailing by .....  
DATE

You are further required to fully state, in the numbered paragraphs below, each of the reasons/grounds why you think the defendant owes you the money or property claimed. You may attach additional paper if needed.

1.

\_\_\_\_\_

2.

\_\_\_\_\_

3.

\_\_\_\_\_

4.

\_\_\_\_\_

5.

[ ] See continuation sheet.

**NOTICES:** Failure to comply with this order may be grounds for awarding summary judgment in favor of the adverse party. Both parties must be prepared, at trial, to prove their case with admissible evidence. Upon trial, the judge may exclude evidence as to matters not described in this pleading.

.....  
DATE

.....  
[ ] PLAINTIFF

.....  
[ ] PLAINTIFF'S ATTORNEY

.....  
PRINT NAME

.....  
ADDRESS / TELEPHONE NUMBER OF SIGNATOR

**PLAINTIFF'S CERTIFICATE**

I certify that I delivered or mailed a completed copy of this BILL OF PARTICULARS to the clerk of this court and mailed to each attorney for the defendant, or to the defendant if not represented, this ..... day of ..... , 20.....

.....  
SIGNATURE OF [ ] PLAINTIFF [ ] PLAINTIFF'S ATTORNEY