

**Using This Revisable PDF Form**

1. Copies
  - a. Original--to court.
2. Prepared by plaintiff.
3. Attachments--one of the following:
  - a. Form DC-402, WARRANT IN DEBT -- SMALL CLAIMS DIVISION
  - b. Form DC-404, WARRANT IN DETINUE -- SMALL CLAIMS DIVISION
  - c. Form DC-412, WARRANT IN DEBT
  - d. Form DC-414, WARRANT IN DETINUE
  - e. Form DC-416, DETINUE SEIZURE ORDER
  - f. Form DC-421, SUMMONS FOR UNLAWFUL DETAINER
  - g. Form DC-424, WARRANT OF DISTRESS
  - h. Form DC-428, WARRANT IN DEBT--INTERPLEADER
  - i. Form DC-430, SUMMONS FOR HEARING
  - j. Form DC-433, SUMMONS IN INTERPLEADER AND ORDER FOR POSTPONEMENT OF SALE
  - k. Form DC-446, ATTACHMENT SUMMONS
  - l. Form DC-463, SUMMONS – LIEN OF MECHANIC FOR REPAIRS
4. Preparation details - Complete *either* Data Elements Nos. 6 or 7 to comply with Va. Code § 8.01-296(2)(b).

CERTIFICATE OF MAILING POSTED SERVICE

Commonwealth of Virginia

VA. CODE § 8.01-296(2)(b)

Case No. 1

Return date or Continued to 2

3 CITY OR COUNTY [ ] General District Court [ ] Juvenile and Domestic Relations District Court

4 PLAINTIFF/PETITIONER

In re/v. 5 DEFENDANT(S)/RESPONDENT(S)

Check the box for the method which you used for mailing in compliance with Virginia Code § 8.01-296(2)(b).

[ ] 1. If mailed after civil warrant is issued (signed) by clerk/magistrate or the summons with petition attached is issued by the juvenile and domestic relations district court clerk:

6 I certify that I mailed a copy of the process to the defendant(s) named above on ... day of ..., at the address given on the original process. [ ] ATTORNEY [ ] PLAINTIFF [ ] AGENT

The following procedure would comply with this method:

- A. The clerk of the court will furnish you with a copy of the process.\*\*
B. You must mail a copy of the process not less than ten days before trial when judgment by default may be entered.
C. A certificate, to be prepared by the plaintiff, that a copy of this process has been mailed must be mailed in the Clerk's Office on or before the return date or the date to which the case has been continued.
D. The certificate must set forth that you have mailed a copy of the process not less than ten days before judgment by default may be entered.

\*\* If you furnish us a self-addressed envelope with proper postage addressed to you, we will mail the service copies which you must mail to each defendant (regular mail).

7 [ ] 2. If mailed before civil warrant is issued by clerk/magistrate:

I certify that I mailed a copy of the pleading which contains the date, time and place of the return prior to the filing the pleading in the general district court to the defendant(s) named above on ... day of ..., at the address given on the original process. [ ] ATTORNEY [ ] PLAINTIFF [ ] AGENT

**Data Elements**

1. Court case number.
2. Date of hearing or return date.
3. Court jurisdiction. Check box for type of court.
4. Name(s) of plaintiff(s).
5. Name(s) of defendant(s).
6. If mailed *after* issuance of civil warrant, check this box, insert date of mailing to defendant(s), sign the signature line and check the appropriate title box. See Using This Form, 4.
7. If mailed *before* issuance of civil warrant, check this box, insert date of mailing to defendant, sign the signature line and check the appropriate title box. See Using This Form, 4.