

**Using This Revisable Form**

1. Copies
  - a. Original – to court.
  - b. Copy – to opposing party.
2. Prepared by plaintiff.
3. Attachments
  - a. Form DC-441, BILL OF PARTICULARS or Form DC-442, GROUNDS OF DEFENSE.
4. Preparation details
  - a. This form serves as a supplement to Forms DC-441, BILL OF PARTICULARS and DC-442, GROUNDS OF DEFENSE. These forms were designed primarily to assist pro se litigants in comply with a court’s order to produce relevant pleadings.

**ITEMIZED LIST OF DAMAGES**

Commonwealth of Virginia Rule 7B:2

Case No. 1

2  
HEARING DATE AND TIME

3  
PLAINTIFF v. DEFENDANT

Attach to a bill of particulars or grounds of defense as appropriate. You may attach additional paper if needed.

|     | ITEM(S) (Describe) | AMOUNT \$ Claimed |
|-----|--------------------|-------------------|
| 1.  | <u>4</u>           | <u>5</u>          |
| 2.  |                    |                   |
| 3.  |                    |                   |
| 4.  |                    |                   |
| 5.  |                    |                   |
| 6.  |                    |                   |
| 7.  |                    |                   |
| 8.  |                    |                   |
| 9.  |                    |                   |
| 10. |                    |                   |
| 11. |                    |                   |
| 12. |                    |                   |
| 13. |                    |                   |
| 14. |                    |                   |
| 15. |                    |                   |
|     | Total              | \$ <u>6</u>       |

**7** [ ] See continuation sheet.

**Data Elements**

1. Case number.
2. Date and time hearing or trial scheduled.
3. Style of case.
4. Description of item alleged to be damaged (e.g., brand name, serial number, quantity, age of item, purchase price, date of purchase).
5. Insert dollar amount claimed.
6. Insert total dollar amount claimed.
7. Check box if additional sheet(s) attached.