

**Using This Revisable PDF Form**

1. Attachments – As appropriate, copies of the following document(s) should be attached to this form:
  - a. Complaint
  - b. Other documents, if applicable.
  
2. Preparation details
  - a. Page one is completed by the filing party or the attorney for the party. Page two is for clerk’s office use only and does not require completion.
  - b. This form accompanies a copy of a document filed in a circuit court case, for example, a complaint.
  - c. Data Element No. 6 contains most of the types of cases filed in circuit court. If none of these apply to your case, check the box next to “Other” under the “Miscellaneous” category and identify the type of case being filed.
  - d. For divorce cases:

“Contested” includes divorce cases where any one or more of the following matters are disputed or contested: grounds of divorce, spousal support and maintenance, child custody and/or visitation, child support, property distribution or debt collection.

“Uncontested” includes divorce cases filed on no fault grounds pursuant to Va. Code § 20-91(a) and there are no issues in controversy concerning: spousal support and maintenance, child custody and/or visitation, child support, property distribution or debt collection.

COVER SHEET FOR FILING CIVIL ACTIONS

COMMONWEALTH OF VIRGINIA

Case No. \_\_\_\_\_ 1

(CLERK'S OFFICE USE ONLY)

2 \_\_\_\_\_ Circuit Court

3 \_\_\_\_\_ v./In re: \_\_\_\_\_ 4  
PLAINTIFF(S) DEFENDANT(S)

5 I, the undersigned [ ] plaintiff [ ] defendant [ ] attorney for [ ] plaintiff [ ] defendant hereby notify the Clerk of Court that I am filing the following civil action. (Please indicate by checking box that most closely identifies the claim being asserted or relief sought.)

GENERAL CIVIL

Subsequent Actions

- [ ] Claim Impleading Third Party Defendant
[ ] Monetary Damages
[ ] No Monetary Damages
[ ] Counterclaim
[ ] Monetary Damages
[ ] No Monetary Damages
[ ] Cross Claim
[ ] Interpleader
[ ] Reinstatement (other than divorce or driving privileges)
[ ] Removal of Case to Federal Court

Business & Contract

- [ ] Attachment
[ ] Confessed Judgment
[ ] Contract Action
[ ] Contract Specific Performance
[ ] Detinue
[ ] Garnishment

Property

- [ ] Annexation
[ ] Condemnation
[ ] Ejectment
[ ] Encumber/Sell Real Estate
[ ] Enforce Vendor's Lien
[ ] Escheatment
[ ] Establish Boundaries
[ ] Landlord/Tenant
[ ] Unlawful Detainer
[ ] Mechanics Lien
[ ] Partition
[ ] Quiet Title
[ ] Termination of Mineral Rights

Tort

- [ ] Asbestos Litigation
[ ] Compromise Settlement
[ ] Intentional Tort
[ ] Medical Malpractice
[ ] Motor Vehicle Tort
[ ] Product Liability
[ ] Wrongful Death
[ ] Other General Tort Liability

ADMINISTRATIVE LAW

- [ ] Appeal/Judicial Review of Decision of (select one)
[ ] ABC Board
[ ] Board of Zoning
[ ] Compensation Board
[ ] DMV License Suspension
[ ] Employee Grievance Decision
[ ] Employment Commission
[ ] Local Government
[ ] Marine Resources Commission
[ ] School Board
[ ] Voter Registration
[ ] Other Administrative Appeal

DOMESTIC/FAMILY

- [ ] Adoption
[ ] Adoption - Foreign
[ ] Adult Protection
[ ] Annulment
[ ] Annulment - Counterclaim/Responsive Pleading
[ ] Child Abuse and Neglect - Unfounded Complaint
[ ] Civil Contempt
[ ] Divorce (select one)
[ ] Complaint - Contested\*
[ ] Complaint - Uncontested\*
[ ] Counterclaim/Responsive Pleading
[ ] Reinstatement - Custody/Visitation/Support/Equitable Distribution
[ ] Separate Maintenance
[ ] Separate Maintenance Counterclaim

WRITS

- [ ] Certiorari
[ ] Habeas Corpus
[ ] Mandamus
[ ] Prohibition
[ ] Quo Warranto

PROBATE/WILLS AND TRUSTS

- [ ] Accounting
[ ] Aid and Guidance
[ ] Appointment (select one)
[ ] Guardian/Conservator
[ ] Standby Guardian/Conservator
[ ] Trust (select one)
[ ] Impress/Declare
[ ] Reformation
[ ] Will (select one)
[ ] Construe
[ ] Contested

MISCELLANEOUS

- [ ] Appointment (select one)
[ ] Church Trustee
[ ] Conservator of Peace
[ ] Marriage Celebrant
[ ] Bond Forfeiture Appeal
[ ] Declaratory Judgment
[ ] Declare Death
[ ] Driving Privileges (select one)
[ ] Reinstatement pursuant to § 46.2-427
[ ] Restoration - Habitual Offender or 3rd Offense
[ ] Expungement
[ ] Firearms Rights - Restoration
[ ] Forfeiture of U.S. Currency
[ ] Freedom of Information
[ ] Injunction
[ ] Interdiction
[ ] Interrogatory
[ ] Judgment Lien-Bill to Enforce
[ ] Law Enforcement/Public Official Petition
[ ] Name Change
[ ] Referendum Elections
[ ] Sever Order
[ ] Taxes (select one)
[ ] Correct Erroneous State/Local
[ ] Delinquent
[ ] Vehicle Confiscation
[ ] Voting Rights - Restoration
[ ] Other (please specify) \_\_\_\_\_

7 [ ] Damages in the amount of \$ \_\_\_\_\_ are claimed.

8 \_\_\_\_\_ DATE

9 \_\_\_\_\_ [ ] PLAINTIFF [ ] DEFENDANT [ ] ATTORNEY FOR [ ] PLAINTIFF [ ] DEFENDANT

10 \_\_\_\_\_ PRINT NAME

11 \_\_\_\_\_ ADDRESS/TELEPHONE NUMBER OF SIGNATOR

\*"Contested" divorce means any of the following matters are in dispute: grounds of divorce, spousal support and maintenance, child custody and/or visitation, child support, property distribution or debt allocation. An "Uncontested" divorce is filed on no fault grounds and none of the above issues are in dispute.

**Data Elements, *page one***

1. Court case number to be entered by the clerk following filing.
2. Name of court.
3. Name of plaintiff(s).
4. Name of defendant(s).
5. Check appropriate box to identify the person who is filing the civil action.
6. Check the most appropriate box that describes the action being filed. See Using This Revisable PDF Form, 2(c).
7. Check the box if monetary damages are being requested and enter the amount requested.
8. Enter date of signature.
9. Signature of party or attorney for party and check the appropriate box to indicate who is signing.
10. Print or type name of person signing the form.
11. Insert address and telephone number of person signing the form.

**Civil Action Type Codes  
(Clerk's Office Use Only)**

|   |      |   |      |
|---|------|---|------|
| Accounting .....  | ACCT | Ejectment .....   | EJET |
| Adoption .....  | ADOP | Encumber/Sell Real Estate .....                                   | RE   |
| Adoption – Foreign .....  | FORA | Enforce Vendor's Lien .....                                       | VEND |
| Adult Protection .....  | PROT | Escheatment .....   | ESC  |
| Aid and Guidance .....  | AID  | Establish Boundaries .....  | ESTB |
| Annexation .....  | ANEX | Expungement .....   | XPUN |
| Annulment .....   | ANUL | Forfeiture of U.S. Currency .....                                 | FORF |
| Annulment – Counterclaim/Responsive Pleading ..                             | ACRP | Freedom of Information .....                                      | FOI  |
| Appeal/Judicial Review  |      | Garnishment .....   | GARN |
| ABC Board .....   | ABC  | Injunction .....  | INJ  |
| Board of Zoning .....   | ZONE | Intentional Tort .....  | ITOR |
| Compensation Board .....  | ACOM | Interdiction .....  | INTD |
| DMV License Suspension .....  | JR   | Interpleader .....  | INTP |
| Employment Commission .....   | EMP  | Interrogatory .....   | INTR |
| Employment Grievance Decision .....   | GRV  | Judgment Lien – Bill to Enforce .....                             | LIEN |
| Local Government .....  | GOVT | Landlord/Tenant .....   | LT   |
| Marine Resources .....  | MAR  | Law Enforcement/Public Official Petition .....                    | LEP  |
| School Board .....  | JR   | Mechanics Lien .....  | MECH |
| Voter Registration .....  | AVOT | Medical Malpractice .....   | MED  |
| Other Administrative Appeal .....   | AAPL | Motor Vehicle Tort .....  | MV   |
| Appointment   |      | Name Change .....   | NC   |
| Conservator of Peace .....  | COP  | Other General Tort Liability .....                                | GTOR |
| Church Trustee .....  | AOCT | Partition .....   | PART |
| Guardian/Conservator .....  | APPT | Petition – (Miscellaneous) .....                                  | PET  |
| Marriage Celebrant .....  | ROMC | Product Liability .....   | PROD |
| Standby Guardian/Conservator .....  | STND | Quiet Title .....   | QT   |
| Asbestos Litigation .....   | AL   | Referendum Elections .....  | ELEC |
| Attachment .....  | ATT  | Reinstatement (Other than divorce or driving<br>privileges) ..... | REIN |
| Bond Forfeiture Appeal .....  | BFA  | Removal of Case to Federal Court .....                            | REM  |
| Child Abuse and Neglect – Unfounded Complaint ..                            | CAN  | Restore Firearms Rights – Felony .....                            | RFRF |
| Civil Contempt .....  | CCON | Restore Firearms Rights – Review .....                            | RFRR |
| Claim Impleading Third Party Defendant –                                    |      | Separate Maintenance .....  | SEP  |
| Monetary Damages/No Monetary Damages .....                                  | CTP  | Separate Maintenance – Counterclaim/Responsive<br>Pleading .....  | SCRP |
| Complaint – (Miscellaneous) .....   | COM  | Sever Order .....   | SEVR |
| Compromise Settlement .....   | COMP | Taxes   |      |
| Condemnation .....  | COND | Correct Erroneous State/Local .....                               | CTAX |
| Confessed Judgment .....  | CJ   | Delinquent .....  | DTAX |
| Contract Action .....   | CNTR | Termination of Mineral Rights .....                               | MIN  |
| Contract Specific Performance .....   | PERF | Trust – Impress/Declare .....                                     | TRST |
| Counterclaim – Monetary Damages/No Monetary<br>Damages .....                | CC   | Trust – Reformation .....   | REFT |
| Cross Claim .....   | CROS | Unlawful Detainer .....   | UD   |
| Declaratory Judgment .....  | DECL | Vehicle Confiscation .....  | VEH  |
| Declare Death .....   | DDTH | Voting Rights – Restoration .....                                 | VOTE |
| Detinue .....   | DET  | Will Construction .....   | CNST |
| Divorce   |      | Will Contested .....  | WILL |
| Complaint – Contested/Uncontested .....                                     | DIV  | Writs   |      |
| Counterclaim/Responsive Pleading .....                                      | DCRP | Certiorari .....  | WC   |
| Reinstatement – Custody/Visitation/Support/<br>Equitable Distribution ..... | CVS  | Habeas Corpus .....   | WHC  |
| Driving Privileges  |      | Mandamus .....  | WM   |
| Reinstatement pursuant to § 46.2-427 .....                                  | DRIV | Prohibition .....   | WP   |
| Restoration – Habitual Offender or<br>3 <sup>rd</sup> Offense .....         | REST | Quo Warranto .....  | WQW  |
|   |      | Wrongful Death .....  | WD   |