
USING THIS FORM

1. Copies
 - a. Original - to court
 - b. First copy - to serving sheriff
 - c. Additional copies as dictated by local practice.
2. Prepared by clerk. Signed by clerk or deputy clerk.
3. Attachments -
 - a. List of additional jurors (see Data Element No. 5)
 - b. Qualification questionnaires
4. Preparation details
 - a. If additional jurors are needed, check block "see attached sheet for additional persons" and attach a list of additional jurors to include name, address and date and time person is to appear for jury duty.
 - b. The sheriff will attach a copy of the questionnaire. The clerk should provide to the sheriff enough copies of the questionnaire for each venireman listed on this form.
 - c. Data Element Nos. 3 and 4 should be completed for each venireman listed on this form.

**WRIT OF VENIRE FACIAS —
PETIT JURY**

VA. CODE §§ 8.01-353, 8.01-354

..... **1** Circuit Court

To the Sheriff of **2**

You are hereby required to summon the following persons for jury duty to appear in this court on the date specified below:

Name and Address

Date and Time

3

4

5 See attached sheet for additional persons

..... **6**
DATE

_____ **7** _____, Clerk
by _____ **8** _____, Deputy Clerk

DATA ELEMENTS

1. Court name.
2. County or city name of sheriff to receive venire facias.
3. Name and address of selected jurors.
4. Date and time selected jurors are to appear in court.
5. If additional space is needed for juror names, check block and attach a list of selected jurors including name, address and date and time persons are to appear in court.
6. Date writ prepared.
7. Signature of clerk if the clerk prepared this form. If deputy clerk prepared this form, print or type the clerk's name.
8. Signature of deputy clerk if deputy clerk prepared this form.