

COVER SHEET FOR FILING CIVIL ACTIONS

COMMONWEALTH OF VIRGINIA

Case No.

(CLERK'S OFFICE USE ONLY)

Circuit Court

v./In re:

PLAINTIFF(S)

DEFENDANT(S)

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
 Custodian/Successor Custodian (UTMA)
 Trust (select one)
 Impress/Declare/Create
 Reformation
 Will (select one)
 Construe
 Contested

MISCELLANEOUS

- Amend Birth/Death Certificate
 Appointment (select one)
 Church Trustee
 Conservator of Peace
 Marriage Celebrant
 Approval of Transfer of Structured Settlement
 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 Property or Money
 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)

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

DATE

[] PLAINTIFF

[] DEFENDANT

[] ATTORNEY FOR

[] PLAINTIFF

[] DEFENDANT

PRINT NAME

ADDRESS/TELEPHONE NUMBER OF SIGNATOR

EMAIL ADDRESS OF SIGNATOR (OPTIONAL)

*"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.

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

Accounting	ACCT	Ejection	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
Amend Birth/Death Certificate	AVR	Expungement	XPUN
Annexation	ANEX	Forfeiture of Property or Money	FORF
Annulment	ANUL	Freedom of Information	FOI
Annulment – Counterclaim/Responsive Pleading ..	ACRP	Garnishment	GARN
Appeal/Judicial Review		Injunction	INJ
ABC Board	ABC	Intentional Tort	ITOR
Board of Zoning	ZONE	Interdiction	INTD
Compensation Board	ACOM	Interpleader	INTP
DMV License Suspension	JR	Interrogatory	INTR
Employment Commission	EMP	Judgment Lien – Bill to Enforce	LIEN
Employment Grievance Decision	GRV	Landlord/Tenant	LT
Local Government	GOVT	Law Enforcement/Public Official Petition	LEP
Marine Resources	MAR	Mechanics Lien	MECH
School Board	JR	Medical Malpractice	MED
Voter Registration	AVOT	Motor Vehicle Tort	MV
Other Administrative Appeal	AAPL	Name Change	NC
Appointment		Other General Tort Liability	GTOR
Conservator of Peace	COP	Partition	PART
Church Trustee	AOCT	Permit, Unconstitutional Grant/Denial by Locality	LUC
Custodian/Successor Custodian (UTMA)	UTMA	Petition – (Miscellaneous)	PET
Guardian/Conservator	APPT	Product Liability	PROD
Marriage Celebrant	ROMC	Quiet Title	QT
Approval of Transfer of Structured Settlement	SS	Referendum Elections	ELEC
Asbestos Litigation	AL	Reinstatement (Other than divorce or driving	
Attachment	ATT	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	
Complaint – (Miscellaneous)	COM	Pleading	SCRP
Compromise Settlement	COMP	Sever Order	SEVR
Condemnation	COND	Sex Change	COS
Confessed Judgment	CJ	Taxes	
Contract Action	CNTR	Correct Erroneous State/Local	CTAX
Contract Specific Performance	PERF	Delinquent	DTAX
Counterclaim – Monetary Damages/No Monetary		Termination of Mineral Rights	MIN
Damages	CC	Trust – Impress/Declare/Create	TRST
Cross Claim	CROS	Trust – Reformation	REFT
Declaratory Judgment	DECL	Uniform Foreign Country Money Judgments	RFCJ
Declare Death	DDTH	Unlawful Detainer	UD
Detinue	DET	Vehicle Confiscation	VEH
Divorce		Violation – Election Law	VEL
Complaint – Contested/Uncontested	DIV	Voting Rights – Restoration	VOTE
Counterclaim/Responsive Pleading	DCRP	Will Construction	CNST
Reinstatement – Custody/Visitation/Support/		Will Contested	WILL
Equitable Distribution	CVS	Writs	
Driving Privileges		Certiorari	WC
Reinstatement pursuant to § 46.2-427	DRIV	Habeas Corpus	WHC
Restoration – 3 rd Offense	REST	Mandamus	WM
		Prohibition	WP
		Quo Warranto	WQW
		Wrongful Death	WD