

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
[] 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)

[] 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	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
Custodian/Successor Custodian (UTMA)	UTMA	Permit, Unconstitutional Grant/Denial by Locality	LUC
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	
Bond Forfeiture Appeal	BFA	privileges)	REIN
Child Abuse and Neglect – Unfounded Complaint	CAN	Removal of Case to Federal Court	REM
Civil Contempt	CCON	Restore Firearms Rights – Felony	RFRF
Claim Impleading Third Party Defendant –		Restore Firearms Rights – Review	RFRR
Monetary Damages/No Monetary Damages	CTP	Separate Maintenance	SEP
Complaint – (Miscellaneous)	COM	Separate Maintenance – Counterclaim/Responsive	
Compromise Settlement	COMP	Pleading	SCRP
Condemnation	COND	Sever Order	SEVR
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	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		Voting Rights – Restoration	VOTE
Complaint – Contested/Uncontested	DIV	Will Construction	CNST
Counterclaim/Responsive Pleading	DCRP	Will Contested	WILL
Reinstatement – Custody/Visitation/Support/		Writs	
Equitable Distribution	CVS	Certiorari	WC
Driving Privileges		Habeas Corpus	WHC
Reinstatement pursuant to § 46.2-427	DRIV	Mandamus	WM
Restoration – Habitual Offender or		Prohibition	WP
3 rd Offense	REST	Quo Warranto	WQW
		Wrongful Death	WD