

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 <sup>rd</sup> Offense .....	REST	Quo Warranto .....	WQW
		Wrongful Death .....	WD