

COMMONWEALTH OF VIRGINIA
FAIRFAX CIRCUIT COURT
4110 CHAIN BRIDGE ROAD
FAIRFAX, VIRGINIA 22030
703-691-7320
(Press 3, Press 1)

Plaintiff

vs.

Case No. _____

Defendant

TO: _____

SUMMONS – CIVIL ACTION

The party upon whom this summons and the attached complaint are served is hereby notified that unless within 21 days after such service, response is made by filing in the Clerk’s office of this Court a pleading in writing, in proper legal form, the allegations and charges may be taken as admitted and the court may enter an order, judgment or decree against such party either by default or after hearing evidence.

APPEARANCE IN PERSON IS NOT REQUIRED BY THIS SUMMONS.

Done in the name of the Commonwealth of Virginia, on _____.

JOHN T. FREY, CLERK

By: _____
Deputy Clerk

Plaintiff’s Attorney _____

VIRGINIA:

SPS

IN THE CIRCUIT COURT OF FAIRFAX COUNTY

Plaintiff

Case No. _____

vs.

Case Type: _____

Defendant

STATE OF _____

CITY/COUNTY OF _____, to wit:

This day _____

personally appeared before the undersigned Notary Public in and for the City/County and State aforesaid, and, having been first duly sworn according to law, disposes and states as follows: that he/she is not a party to, or otherwise interested in, the subject matter in controversy in the within cause, that he/she is over the age of 18 years; that on the _____ day of _____, 20____, at _____ o'clock _____.m. he/she served the within Complaint, in person, on the Defendant _____ at _____

_____ and the Defendant

is/is not a resident of the State of Virginia.

AFFIANT TITLE

Subscribed and sworn to before me in my City/County and State aforesaid, this _____ day of _____, 20_____.

NOTARY PUBLIC

NOTARY ID #: _____

My Commission expires: _____