

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 – NOTARY ACCEPTANCE**

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 and order, judgment or decree against such party either by default or after hearing evidence.

Done in the name of the Commonwealth of Virginia, on \_\_\_\_\_.

JOHN T. FREY, CLERK

By: \_\_\_\_\_  
Deputy Clerk

Plaintiff’s Attorney \_\_\_\_\_

**PROOF OF SERVICE/NOTARY ACCEPTANCE**  
VIRGINIA: \_\_\_\_\_

In the Circuit Court of the County of Fairfax  
Case No. \_\_\_\_\_

\_\_\_\_\_ vs. \_\_\_\_\_

SERVICE ON: \_\_\_\_\_

\_\_\_\_\_  
Signature

Returns shall be made hereon, showing service of the Summons issued on the above date with a copy of the Complaint filed on the same date attached:

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

SERVICE IS HEREBY ACCEPTED \_\_\_ BY ME/ \_\_\_ BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_.

NOTARY PUBLIC \_\_\_\_\_ NOTARY ID #: \_\_\_\_\_

MY COMMISSION EXPIRES: \_\_\_\_\_

# RETURN SERVICE COPY

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Plaintiff

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TO: \_\_\_\_\_  
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JOHN T. FREY, CLERK

By: \_\_\_\_\_  
Deputy Clerk

Plaintiff’s Attorney \_\_\_\_\_

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VIRGINIA: \_\_\_\_\_

In the Circuit Court of the County of Fairfax

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NOTARY PUBLIC \_\_\_\_\_

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