

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 _____

FAIRFAX COUNTY CIRCUIT COURT

Plaintiff

vs.

Case No. _____

Defendant

TO: _____

SHERIFFS USE ONLY:

Personal Service

Being unable to make personal service, a copy was delivered in the following manner:

Delivered to person found in charge of usual place of business or employment during business hours and giving information of its purport.

Delivered to family member (not temporary sojourner or guest) age 16 or older at usual place of abode of party named above after giving information of its purport. List name, age of recipient, and relation of recipient to party named above.

Posted on front door or such other door as appears to be the main entrance of usual place of abode, address listed above. (Other authorized recipient not found)

Served on Secretary of the Commonwealth

Served on the Clerk of the State Corporation Commission pursuant to Virginia Code §8.01-513

Served on registered agent of the corporation. List name and title:

Served on the Commissioner of the Department of Motor Vehicles

Not found

_____, Sheriff

Date

by _____
Serving Deputy Sheriff

City or County of Locality