

FAIRFAX CIRCUIT COURT
GUIDELINES FOR PREPARING LEVY REQUESTS
FOR A WRIT OF EXECUTION

“Writ of Execution” of Judgment is a post-judgment legal process issued by the Clerk’s Office at the request of the judgment creditor or agent, which commands the Sheriff to assist in enforcing the judgment by following the instructions of the writ. The purpose of the Writ of Fieri Facias is to help the plaintiff obtain sufficient money out of the assets held by the defendant to pay off the plaintiff’s judgment against the defendant.

The clerk may not issue a Writ of Fieri Facias until twenty-one (21) days after the entry of the judgment or twenty-one (21) days after the foreign judgment is docketed unless the court through entry of an order determines for good cause an earlier execution is warranted.

DOCUMENTS REQUIRED:

- ❑ **ORIGINAL** Levy Request plus five (5) copies
- ❑ **ORIGINAL** Request for Exemption Claim Form plus five (5) copies (front and back of the Exemption Claim form is required for filing)
- ❑ Additional defendants to be served at the same address: Provide two (2) additional copies of the Levy Request and Exemption Claim form per each additional defendant

CODE REFERENCES: Virginia Code Title §8.01 Chs. 17.1,18,19.

FEES:

Clerk’s Fee	\$ 1.50
Sheriff’s Process & Execution Fee	<u>\$25.00</u>
Total fee	\$26.50
ADDITIONAL FEES:	
Sheriff Fee for each additional person being served	\$12.00
If BOND required	\$ 1.00

- ❑ Sheriff’s fee of \$12.00 for each additional defendant/person or entity served at the same address
- ❑ Sheriff’s service fees are to be included with the filing fee payable to the Clerk of the Circuit Court

NO PERSONAL CHECKS WILL BE ACCEPTED FROM PRO SE PLAINTIFFS

Pro Se parties must submit payment by a cashier’s check or money order.

If a personal check is received as payment for filing, the Levy request will be returned to you by US Mail.

- **NOTE: ONLY ONE ADDRESS TO BE SERVED PER LEVY REQUEST**
- **A SEPARATE LEVY REQUEST AND FEES ARE REQUIRED FOR EACH ADDRESS BEING SERVED**
- **ALL INFORMATION ON THE LEVY REQUESTS MUST MATCH THE INFORMATION ON THE COURTS PUBLIC ACCESS NETWORK (CPAN).**
- **THE CLERK CANNOT ISSUE A WRIT OF EXECUTION ON A LEVY REQUEST IF THE INFORMATION DOES NOT COINCIDE WITH THE DOCKETED JUDGMENT INFORMATION**

FOLLOWING INFORMATION MUST BE INCLUDED IN THE LEVY REQUEST FORM:

- Original signature of attorney or pro se party
- Name of attorney or pro se party printed legibly
- Case file number
- Judgment number
- Plaintiff & Defendant names as docketed on the CARS Judgment Screen
- Original judgment amount
- Date judgment was entered by Judge
- Debtor's address where levy is to occur
- Service jurisdiction (✓) SERVICE address to ensure Sheriff of proper jurisdiction is listed
- Description of property or item(s) that the levy is to be placed on by Sheriff
- Address & daytime telephone number of attorney or pro se party printed legibly

**SUBMITTING THE LEVY REQUEST BY MAIL
SEND THE FORM & PAYMENT TO:**

**Fairfax Circuit Court
4110 Chain Bridge Road
Fairfax, Virginia 22030
Attention: Civil Intake – Levy Request**

Civil Intake Hours: Monday through Friday 8:00 a.m. – 4:00 p.m.

The Levy Request Form (CCR G-150) and Exemption Claim Form (DC-407) can be accessed through the Courts Web site at:

<http://www.fairfaxcounty.gov/courts/circuit/PDF/CCR-G-150.pdf>

<http://www.courts.state.va.us/forms/district/dc407.pdf>

If you have any questions, call the Circuit Court Clerk's Office at 703-691-7320, press #3, #1, #4 and #0 to speak to a Clerk.