

**VIRGINIA**

**IN THE CIRCUIT COURT OF FAIRFAX COUNTY**

John Sample  
(Plaintiff)

vs

At Law Number \_\_\_\_\_

Jean Sample  
(Defendant)

**ORDER FOR PAYMENT**

WHEREAS, the Clerk of Fairfax County Circuit Court is holding funds in the amount of \$ \_\_\_\_\_, **[enter dollar amount]** which sum was posted by the Plaintiff/Defendant \_\_\_\_\_ **[enter name of Plaintiff/Defendant]** as bond for an appeal from this Court; and

ORDERED that the Clerk of Court shall disburse the appeal bond in the sum of \$ \_\_\_\_\_ **[enter dollar amount that the Clerk's office is holding]** to the Plaintiff/Defendant (in care of his/her attorney) at Plaintiff's/Defendant's address \_\_\_\_\_ **[enter address]**, as payment in full (or in part) as satisfaction of the judgment.

ENTERED on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Judge, Circuit Court

WE ASK FOR THIS **[OR SEEN AND AGREED]**

\_\_\_\_\_  
Counsel for Plaintiff or Defendant  
John Sample  
123 Chain Bridge  
Fairfax VA 22030

\_\_\_\_\_  
Counsel for Defendant or Plaintiff  
Jean Sample  
4000 Chain Bridge  
Fairfax VA 22030

**Certificate of Service**

I certify that a true and correct copy of the foregoing Order has been delivered, by Certified Mail, to the attorney for Defendant (or Plaintiff), Name of Attorney, at his/her address on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
John Sample  
Defendant

**[NOTE: THIS IS NECESSARY IF SIGNATURE OF THE OPPOSING PARTY OR HIS/HER ATTORNEY CANNOT BE ACQUIRED.]**

SAMPLE