



## FAIRFAX COUNTY GENERAL DISTRICT COURT

### FILING CIVIL PROCESS - GUIDE TO FORMS AND COPIES NEEDED



#### **ATTACHMENT PETITION AND SUMMONS - \$46 Filing Fee + \$25 Sheriff's Execution Fee\***

- One original and four copies of Attachment Petition (DC-445)
- One original and four copies of Attachment Summons (DC-446)
- One original and four copies of plaintiff's bond (DC-447)
- One original affidavit stating specifics of grounds of attachment
- Two Exemption Claim Forms (DC-407)

#### **CAPIAS - No Filing Fee, \$12 Service Fee per party to be served**

- One original and two copies (DC-483)

#### **DISTRESS PETITION & WARRANT - \$46 Filing Fee + \$25 Sheriff's Execution Fee\***

- One original and four copies of Distress Petition (DC-423)
- One original and four copies of Distress Warrant (DC-424)
- Plaintiff's address and phone number should be included on the warrant
- One original affidavit stating specifics of grounds of attachment
- One Exemption Claim Form (DC-407)

#### **FIERI FACIAS (ACTUAL LEVY) - No Filing Fee, \$25 Sheriff's Execution Fee\***

- One original and three copies (DC-467)
- One Exemption Claim Form (DC-407)
- Must include plaintiff's phone number and address

#### **GARNISHMENT - \$46 Filing Fee + \$24 Service Fee\*\* per party to be served**

- One original Suggestion in Garnishment (DC-450)
- One original and five copies Garnishment Summons (DC-451)
- Three Garnishment Exemption Claim Forms (DC-454)
- One additional copy for each additional defendant and/or co-defendant
- One Garnishee Answer Form (with information completed at top of form) (DC-456)
- One stamped envelope addressed to each principal defendant
- See other handout for federal wage Garnishment

#### **GARNISHMENT DISPOSITION - No Fees -One original and one copy (DC-453)**

#### **INTERROGATORY - \$46 Filing Fee + \$24 Service Fee\*\* per party to be served**

- One original and two copies (DC-440)
- One additional copy for each additional defendant
- One Exemption Claim Form (DC-407)

#### **ORDER OF PUBLICATION - No Fees**

- One original affidavit and Petition for Order of Publication (DC-435)
- One original order and two copies (DC-436)

#### **RULE TO SHOW CAUSE - No Filing Fee, Requires \$12 Service Fee per party to be served**

- One original and two copies (DC-481)
- One additional copy for each additional defendant

#### **SUBPOENA DUCES TECUM - PRODUCTION OF DOCUMENTS - \$12 Service Fee per party**

- One original and two copies (DC-336)
- (Please indicate phone number of person requesting subpoena)

**UNLAWFUL DETAINER - \$46 Filing Fee + \$12 Service Fee per party to be served**

One original summons and two copies (DC-421)  
One additional copy for each additional defendant

**WARRANT IN DEBT - \$46 Filing Fee + \$12 Service Fee per party to be served**

One original and two copies (DC-412)  
One additional copy for each additional defendant

**WARRANT IN DETINUE - \$46 Filing Fee + \$12 Service Fee per party to be served**

One original and two copies (DC-414)  
One additional copy for each additional defendant

**WITNESS SUBPOENA - No Filing Fee, Requires \$12 Service Fee per party to be served**

One original and two copies (DC-326)  
One additional copy for each additional witness  
Please indicate phone number of person requesting subpoena

**WRIT OF POSSESSION & FIERI FACIAS IN DETINUE - No Filing Fee, \$25 Sheriff's Execution Fee\***

One original and two copies (DC-468)  
One Exemption Claim Form (DC-407)  
Must indicate plaintiff's phone number and address

**WRIT OF POSSESSION IN UNLAWFUL DETAINER - No Filing Fee, \$25 Execution Fee\* for first party plus \$12 for each additional party to be served.**

One original and three copies (DC-469), regardless of number of defendants  
Must indicate plaintiff's phone number and address

**NOTE: The following services require one additional copy of the warrant per defendant plus:**

**Secretary of the Commonwealth - (No Sheriff's Service Fee)**

Secretary charges \$28 per defendant to be served (payable: Secretary of the Commonwealth)  
One original plus two copies of the Secretary of the Commonwealth Affidavit (DC-410) (add one additional copy plus a SASE if you are requesting a copy of the compliance)  
Green certified mailing return receipt card (available at post office)  
One envelope addressed to the debtor

**State Corporation Commission - (Requires \$12 Sheriff's Service Fee per party to be served)**

plus, SCC charges \$30 per defendant to be served (payable: SCC)  
One original and four copies of SCC affidavit (no form available)

**Division of Motor Vehicles - (No Sheriff's Service Fee)**

DMV charges \$28 per defendant to be served (payable: DMV)  
One original plus two copies of an affidavit for DMV (no form available)

\* **Attachments, Distress Warrants, Levys, and Writs of Possession require a \$25 Sheriff's Execution Fee. They no longer require the \$12 Service Fee.**

\*\* **Garnishments and Interrogatories require a \$24 Service Fee per party to be served. These fees are not required for service other than through a Virginia Sheriff.**

For reasonable ADA accommodations or an alternate format, please contact 703-246-2153.

