

**VIRGINIA**

**IN THE CIRCUIT COURT FOR FAIRFAX COUNTY**

John Sample  
(Plaintiff)

vs.

Case Number: \_\_\_\_\_

Mary Sample  
(Defendant)

**ORDER OF PAYMENT**

**WHEREAS**, the Clerk of Fairfax County Circuit Court is holding funds in the amount of \$ \_\_\_\_\_ (**enter paid dollar amount**), which sum was posted by \_\_\_\_\_ (**enter payor**) on \_\_\_\_\_ (**enter date paid**) held in an interest-bearing account with the clerk, it is further:

**ORDERED** that the Clerk of Court shall disburse the sum of \$ \_\_\_\_\_ (**enter paid dollar amount**) plus interest to \_\_\_\_\_ (**enter payee**) at \_\_\_\_\_ (**enter address**).

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

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

**I/WE ASK FOR THIS**

\_\_\_\_\_  
(Signature of Plaintiff or Counsel)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State Zip Code)

\_\_\_\_\_  
(Email and Telephone Number)

**SEEN AND AGREED**

\_\_\_\_\_  
(Signature of Defendant or Counsel)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State Zip Code)

\_\_\_\_\_  
(Email and Telephone Number)

## Certification of Service

I certify that a true and correct copy of the foregoing Order has been delivered, by Certified Mail, to the \_\_\_\_\_ (name of Party or Counsel), at his/her address on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
(Name of requesting Party)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State Zip Code

\_\_\_\_\_  
Email and Telephone Number

(NOTE – THIS IS NECESSARY IF SIGNATURE OF THE OPPOSING PARTY OR HIS/HER ATTORNEY CANNOT BE ACQUIRED.)