FAIRFAX COUNTY GENERAL DISTRICT COURT

FILING CIVIL CASES - GUIDE TO FORMS, FEES, AND COPIES NEEDED

WARRANT IN DEBT - $52 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 - $52 Filing Fee + $12 Service Fee per party to be served
One original and two copies (DC-414)
One additional copy for each additional defendant

UNLAWFUL DETAINER - $52 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

WRIT OF EVICTION IN UNLAWFUL DETAINER - No Filing Fee, $25 Execution Fee* for first party plus $12 for each additional party to be served.
One original and four copies (DC-469), plus one additional copy for each additional defendant
Must include a contact name and phone number

GARNISHMENT - $52 Filing Fee + $12 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 Garnishee Answer Form (with information completed at top of form) (DC-456)
One stamped envelope addressed to the debtor
Federal Garnishments: include envelope addressed to garnishee with certified mail postage & receipt card

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

INTERROGATORY - $52 Filing Fee + $12 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)

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

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)

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

CAPIAS - No Filing Fee, $12 Service Fee per party to be served
One original and two copies (DC-483)

WRIT OF 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

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 include plaintiff's phone number and address

ATTACHMENT PETITION AND SUMMONS - $52 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)

DISTRESS PETITION & WARRANT - $52 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)

ORDER OF PUBLICATION - No Fees

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

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)

Department 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.**