



# 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 - (No Sheriff's Service Fee)**

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.**

\*\* **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.**