

USING THIS FORM

1. Copies
 - a. Original - to court
 - b. First copy - to serving sheriff
 - c. Additional copies as dictated by local practice.
2. Prepared by clerk. Signed by clerk or deputy clerk.
3. Attachments - none.
4. Preparation details
 - a. Data Element No. 5 - For each grand juror, complete the name and address.

WRIT OF VENIRE FACIAS - GRAND JURY
COMMONWEALTH OF VIRGINIA

Term: **1**

..... **2** Circuit Court

To the Sheriff of **3**

You are hereby required to summon the following persons for grand jury duty to appear in this

Court on **4** at m.:

Name and Address

1. **5**
2.
3.
4.
5.
6.
7.

..... **6**
DATE

..... **7**, Clerk

by **8**, Deputy Clerk

DATA ELEMENTS

1. Court term.
2. Court name.
3. County or city name of sheriff to receive venire facias.
4. Date and time selected grand jurors are to appear in court.
5. Name and address of selected grand jurors.
6. Date writ prepared.
7. Signature of clerk if the clerk prepared this form. If deputy clerk prepared this form, print or type the clerk's name.
8. Signature of deputy clerk if deputy clerk prepared this form.