
Using This Revisable PDF Form

1. Prepared by private process server or other individual conducting service (not Virginia Sheriff).
2. Attachments
 - a. Complaint
 - b. Circuit court form CC-1400, SUMMONS – CIVIL ACTION
 - c. Circuit court form CC-1486, GARNISHMENT SUMMONS
 - d. Circuit court form CC-1342, SUBPOENA FOR WITNESS
3. Preparation details
 - a. This form accompanies circuit court forms CC-1342, SUBPOENA FOR WITNESS, CC-1400, SUMMONS-CIVIL ACTION and CC-1486, GARNISHMENT SUMMONS and their attachments.
 - b. Data Element No. 5 shows the document(s) to be served. Also add description of other attached documents on the line provided.
 - c. Data Element Nos. 1-6 are filled out online.
 - d. Data Element Nos. 6-12 are completed by the process server making the return.
 - e. Data Element 6 – If an official or employee of an official authorized to serve process, enter the title of the official and the territory process server has jurisdiction. If a private process server, enter name, address and telephone number.
 - f. Data Element 10 – A copy circuit court form CC-1486, GARNISHMENT SUMMONS, and district court form DC-454, REQUEST FOR HEARING-GARNISHMENT EXEMPTION CLAIM, must be mailed to the judgment debtor by the person making service promptly after service on the garnishee. The judgment creditor is required to furnish the copies and an envelope addressed to the judgment debtor with first-class postage attached, to the process server for mailing.
 - g. Data Element Nos. 13-20 are completed by the notary public taking the acknowledgment of the process server.

SERVICE OTHER THAN BY VIRGINIA SHERIFF

COMMONWEALTH OF VIRGINIA
VA. CODE §§ 8.01-293, 8.01-320, 8.01-325

Case No. **1**

Service No. (Clerk's use only)

2

..... Circuit Court

3

v.

4

is the name and address of the person upon whom service of the following is to be made:

- 5** { Summons and Complaint

I, the undersigned, swear/affirm that

- 6** { 1. I am an official or an employee of an official who is authorized to serve process of the type described in the attached Proof of Service and my title and bailiwick are as follows:
.....
or,
 I am a private process server (list name, address and telephone number below).
.....
or,
 I am an investigator employed by the Indigent Defense Commission serving a witness subpoena while engaged in the performance of my official duties.
or,
 I am an investigator employed by an attorney for the Commonwealth serving process while engaged in the performance of my official duties. I affirm that the sheriff for the jurisdiction where process was served has agreed that I may serve process. (List sheriff's name, title and agency below).
.....
2. I am not a party to, or otherwise interested in, the subject matter in controversy in this case.
3. I am 18 years of age or older.
4. I served, as shown below, the above-named person upon whom service of process was to be made with copies described above.

7

— Date and time of service:

8

— Place of service:

STREET ADDRESS, CITY AND STATE

— Method of service:

9

<input type="checkbox"/> Personal Service	<input type="checkbox"/> Not Found
<input type="checkbox"/> Being unable to make personal service, a copy was delivered in the following manner: <input type="checkbox"/> Delivery to family member (not temporary sojourner or guest) age 16 or older at usual place of abode of person to be served after giving information of its purport. List name, age of recipient, and relation of recipient to party <input type="checkbox"/> Posted on front door or such other door as appears to be the main entrance of usual place of abode (other authorized recipient not found). <input type="checkbox"/> (Garnishment Summons Only, § 8.01-511) Copy mailed to judgment debtor after serving the garnishee on date of service below unless a different date of mailing is shown. 10 DATE OF MAILING	

..... **11**
DATE

..... **12**
SIGNATURE

State/Commonwealth of **13** , [] City [] County of **14**

Subscribed and sworn to/affirmed before me this **15** day of , 20

by **16**
PRINT NAME OF SIGNATORY TITLE

..... **17**
DATE

..... **18**
NOTARY PUBLIC (My commission expires **19**)
Registration No. **20**

Data Elements, pages one and two

1. Court case number.
2. Name of court.
3. Style of case.
4. Name and complete address of person being served.
5. Check appropriate box for documents being served. See *Using This Revisable PDF Form*, 3(b).
6. Check appropriate box. If an official authorized to serve processes, enter description of title and servers bailiwick. See *Using this Revisable PDF Form*, 3(e). If private process server, enter name, address and telephone number.
7. Date and time of day documents served. Not filled out online.
8. Complete address of location where documents served. Not filled out online.
9. Check appropriate box for applicable method of service. If served on an appropriate family member, enter name, age and relationship to party being served. Not filled out online.
10. Check box, if applicable, and enter date copy of Garnishment Summons is mailed, if different from date of service. See *Using this Revisable PDF Form*, 3(f). Not filled out online.
11. Date of service or attempted service. Not filled out online.
12. Signature of serving officer on date of service or attempted service. Not filled out online.
13. Enter name of state in which certificate of acknowledgment is completed by notary public. Not filled out online.
14. Enter city or county in which signature is acknowledged. Check appropriate box. Not filled out online.
15. Date of acknowledgment of this document. Not filled out online.
16. Print or type name and title of person whose signature appears in Data Element No. 12 (signatory). Not filled out online.
17. Date of notary public's signature. Not filled out online.
18. Signature of notary public. Not filled out online.
19. Date notary public's commission expires. Not filled out online.
20. Registration number of notary public. Not filled out online.