

USING THIS FORM

1. Copies
 - a. Original – for service of process and court use.
 - b. First copy – to the accused.
 - c. Second copy – to Commonwealth’s Attorney.
 - d. Additional copies as dictated by local practice.
2. Prepared by clerk.
3. Preparation Details.
 - a. Complete and attach this form to circuit court form CC-1301, Capias or CC-1302, Summons, as appropriate, to list additional charges.

CHARGE ADDENDUM –

¹ [] CAPIAS [] SUMMONS

Commonwealth of Virginia

ACCUSED:² Jurisdiction:³
 NAME (LAST, FIRST, MIDDLE)

CHARGE(S):⁴ CHARGED UNDER: [] State [] Local Ordinance

⁵

Offense Tracking Number	Virginia Crime Code (For Administrative Use Only)	Code Section	Case Number
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DATA ELEMENTS

1. Check applicable box.
2. Name of accused as it appears on the capias or summons.
3. Name of court.
4. Check applicable box.
5. Complete information for each charge.
6. Insert applicable page number(s). For example, if this is the only addendum sheet used, insert page “two of two.”