

Using This Revisable PDF Form

1. Copies
 - a. Original – to court.
 - b. Copy – to defendant.
2. Prepared by plaintiff.
3. Attachments
 - a. Additional sheets with written statements explaining details of claims (optional).
 - b. Form DC-443, ITEMIZED LIST OF DAMAGES (optional).
4. Preparation details
 - a. Form DC-411, BILL OF PARTICULARS is designed to primarily to assist *pro se* litigants in complying with a court's order to produce a bill of particulars.
 - b. Form DC-411, BILL OF PARTICULARS may be submitted voluntarily or pursuant to court order for compliance with defendant's demand for particulars.

BILL OF PARTICULARS

Commonwealth of Virginia Rule 7B:2

Case No. **1**

2
TRIAL DATE AND TIME

3 General District Court
CITY OR COUNTY

4
STREET ADDRESS OF COURT

5 v.
PLAINTIFF DEFENDANT

TO THE PLAINTIFF:

You are required to file with the court, and serve by mailing, a written BILL OF PARTICULARS by **6**
DATE

The defendant's written GROUNDS OF DEFENSE is due to be filed with the court and served by mailing by **7**
DATE

You are further required to fully state, in the numbered paragraphs below, each of the reasons/grounds why you think the defendant owes you the money or property claimed. You may attach additional paper if needed.

- 1. _____
_____ **8** _____

- 2. _____

- 3. _____

- 4. _____

- 5. _____

9 [] See continuation sheet.

NOTICES: Failure to comply with this order may be grounds for awarding summary judgment in favor of the adverse party. Both parties must be prepared, at trial, to prove their case with admissible evidence. Upon trial, the judge may exclude evidence as to matters not described in this pleading.

10 **11**
DATE [] PLAINTIFF [] PLAINTIFF'S ATTORNEY

12
PRINT NAME

13
ADDRESS /TELEPHONE NUMBER OF SIGNATOR

PLAINTIFF'S CERTIFICATE

I certify that I delivered or mailed a completed copy of this BILL OF PARTICULARS to the clerk of this court and mailed to each attorney for the defendant, or to the defendant if not represented, this **14** day of , 20.....

15
SIGNATURE OF [] PLAINTIFF [] PLAINTIFF'S ATTORNEY

Data Elements

1. Case number.
2. Date and time trial scheduled.
3. Name of court.
4. Street address of court.
5. Style of case.
6. Date plaintiff ordered by court to file and serve bill of particulars.
7. Date opposing party is required to file and serve grounds of defense.
8. Written statements concerning specific nature of plaintiff's claims.
9. Check box if plaintiff's statements are continued on additional sheet(s).
10. Date of signing of bill of particulars.
11. Signature of *pro se* plaintiff or plaintiff's attorney. Check appropriate box below signature line.
12. Printed name of signatory in Data Element No. 11.
13. Address and telephone number of signatory.
14. Date of certification of delivery or mailing of bill of particulars.
15. Signature of *pro se* plaintiff or plaintiff's attorney. Check appropriate box below signature line.