

## Appendix A - Civil Fees & Forms

Please refer to the [Civil Fees Matrix](#) in the Quick Reference Materials Section of the Judicial Services web page for the most up-to-date information.

### DC-325, [Request for Witness Subpoena](#)

Va. Code §§ [8.01-407](#), [17.1-617](#), [19.2-267](#); Rule: 3A:12, 7A:12, 8:13

#### Description

This form is used to request that a witness appear in court.

#### Fees & Other Monies Assessed

TYPE	REVENUE CODE	AMOUNT CHARGED	REFERENCES
Process & Service Fees	206	\$12 per service	<a href="#">§ 17.1-272</a>
High Constable	230	if applicable by local ordinance; applies only to civil papers.	<a href="#">§ 17.1-273</a>

### DC-326, [Subpoena for Witnesses](#)

Va. Code §§ [8.01-407](#), [16.1-265](#), [17.1-617](#), [19.2-267](#); Rule: 3A:12, 7A:12, 8:13

#### Description

This subpoena is served by an authorized officer on a witness, requiring them to appear in court on behalf of a plaintiff or defendant in a civil case.

#### Fees & Other Monies Assessed

TYPE	REVENUE CODE	AMOUNT CHARGED	REFERENCES
Process & Service Fees	206	\$12 per service	<a href="#">§ 17.1-272</a>
High Constable	230	if applicable by local ordinance; applies only to civil papers.	<a href="#">§ 17.1-273</a>

**DC-336, [Subpoena Duces Tecum](#)**

Va. Code §§ [16.1-89](#), [16.1-131](#), [16.1-265](#); Rule: 3A: 12, 4:9(c)

**Description**

This form is used to require a custodian, or someone acting on their behalf, to produce the items listed on the subpoena. It may also request the custodian to appear in person in court with the items subpoenaed. This form is used in civil cases only. If the subpoena is for medical records, DC-350, [NOTICE TO HEALTH CARE ENTITIES-SUBPOENA DUCES TECUM FOR HEALTH RECORDS](#), should be attached to DC-336.

**Fees & Other Monies Assessed**

TYPE	REVENUE CODE	AMOUNT CHARGED	REFERENCES
Process & Service Fees	206	\$12 per service	<a href="#">§ 17.1-272</a>
High Constable	230	if applicable by local ordinance; applies only to civil papers.	<a href="#">§ 17.1-273</a>

**DC-350, [Notice to Health Care Entities -Subpoena Duces tecum for Health Records](#)**

Va. Code §§ [32.1-127.1:03](#)

**Description**

The Virginia Code requires that, when the health records of a pro se party or non-party individual witness are subpoenaed from the health care entity, a notice must be provided to the individual. The specific language of the notice is set out in the statute. This form contains the language required by the statute. NOTE: This is a master form and should be attached to the DC-336, [SUBPOENA DUCES TECUM](#).

**Fees & Other Monies Assessed**

TYPE	REVENUE CODE	AMOUNT CHARGED	REFERENCES
Process & Service Fees	206	\$12 per service	<a href="#">§ 17.1-272</a>
High Constable	230	if applicable by local ordinance; applies only to civil papers.	<a href="#">§ 17.1-273</a>

**DC-368, [Motion to Reopen \(Criminal/ Traffic\)/Motion to Rehear \(Civil\)/Motion for New Trial \(Civil\)](#)**

Va. Code §§ [8.01-322](#), [16.1-97.1](#), [16.1-133.1](#), [20-66](#)

**Description**

This form is used when an applicant wishes to have the court re-open a case.

**Fees & Other Monies Assessed**

TYPE	REVENUE CODE	AMOUNT CHARGED	REFERENCES
Process & Service Fees	206	\$12 per service	<a href="#">§ 17.1-272</a>
High Constable	230	if applicable by local ordinance; applies only to civil papers.	<a href="#">§ 17.1-273</a>

**DC-382, Emergency Protective Order - Stalking/Serious Bodily Injury**

Va. Code § [19.2-152.8](#)

**Description**

A magistrate or a judge of the circuit, general district, or juvenile and domestic relations district court has the authority to issue an emergency protective order in the case involving stalking or a criminal offense involving serious bodily injury.

**Fees & Other Monies Assessed**

Fees are not assessed.

**DC-384, Preliminary Protective Order - Stalking/Serious Bodily Injury**

Va. Code § [19.2-152.9](#)

**Description**

This order may be entered after a hearing on a petition for a preliminary protective order. The order is good for a period of fifteen days and is effective when served on the respondent. The address and telephone number of the alleged victim should not be entered in the service box on the reverse of this form. This information is to be kept confidential. Form DC-621, [NON-DISCLOSURE ADDENDUM](#) should be used to collect this information. NOTE: This is a master form and copies must be made by photocopying.

**Fees & Other Monies Assessed Fees & Other Monies Assessed**

Fees are not assessed.

**DC-385, Protective Order - Stalking/Serious Bodily Injury**

Va. Code § [19.2-152.10](#)

**Description**

This order may be entered after a hearing on a petition for a protective order, without the entry of a preliminary protective order. The order may be entered for a period of two years. NOTE: The address and telephone number of the petitioner should not be entered in the service box on the reverse of this form. This information is to be kept confidential. Form DC-621, [NON-DISCLOSURE ADDENDUM](#) should be used to collect this information.

**Fees & Other Monies Assessed**

Fees are not assessed.

**DC-400, Mediation Orientation Order Of Referral**

Va. Code § [8.01-576.5](#)

**Description**

This form is to be used when a court refers the parties before it to a dispute resolution evaluation.

**Fees & Other Monies Assessed**

Fees are not assessed.

**DC-401, Order for Appointment of Guardian *Ad litem***

Va. Code § [8.01-9](#)

**Description**

This form may be used in all TYPES of cases in general district court where there is a need to appoint a guardian *ad litem*. It may also be used to appoint a guardian *ad litem* for an alcoholic in habitual offender adjudications pursuant to former Va. Code § 46.2-351.2.

**Fees & Other Monies Assessed**

Fees are not assessed.

**DC-406, [Petition to Require Blood Test](#)**

Va. Code § [32.1-45.1](#)

**Description**

This is a master form. This form is used when certain individuals have been exposed to bodily fluids of another and wishes to petition the court to have the other person undergo testing for HIV or Hepatitis B or C virus where consent for testing has been withheld.

**Fees & Other Monies Assessed Fees & Other Monies Assessed**

Fees are not assessed.

**DC-410, [Affidavit for Service of Process on the Secretary of the Commonwealth](#)**

Va. Code § [8.01-301](#)

**Description**

This form is prepared by a party seeking service of process through the [Secretary of the Commonwealth](#). Payment for this service is made directly to the Secretary of the Commonwealth.

**Fees & Other Monies Assessed**

TYPE	REVENUE CODE	AMOUNT CHARGED	REFERENCES
Process & Service Fees	206	\$12 per service	<a href="#">§ 17.1-272</a>
High Constable	230	if applicable by local ordinance; applies only to civil papers.	<a href="#">§ 17.1-273</a>

**DC-411, [Service Other Than By Virginia Sheriff](#)**

Va. Code § [8.01-32](#)

**Description**

Private process servers use this form to provide proof of service. The form is attached to the original process.

**Fees & Other Monies Assessed**

Process servers determine their own fees.

**DC-413, [Certificate of Mailing Posted Service](#)**

Va. Code § [8.01-296 \(2\)\(b\)](#)

**Description**

This form is prepared by a party seeking service of process through the [Secretary of the Commonwealth](#). Payment for this service is made directly to the Secretary of the Commonwealth.

**Fees & Other Monies Assessed**

Fees are not assessed.

**DC-418, [Affidavit - Default Judgment - Servicemembers Civil Relief Act](#)**

Va. Code § [8.01-15.2](#)

**Description**

When a defendant does not make an appearance in any civil action or proceeding, the court shall not enter a judgment by default until the plaintiff files this affidavit to determine whether or not the defendant is in the military service.

**Fees & Other Monies Assessed**

Fees are not assessed.

**DC-435, [Affidavit and Petition for Order of Publication](#)**

Va. Code § [8.01-296](#)

**Description**

This form is to be used when interested parties to a case cannot be located and the petitioner wishes to provide them notice.

**Fees & Other Monies Assessed**

Fees are not assessed.

**DC-436, Order of Publication**

Va. Code § [8.01-316](#)

**Description**

This form is to be used when interested parties to a case cannot be located and the petitioner wishes to provide them notice. This form is accompanied by the DC-435, [AFFIDAVIT AND PETITION FOR ORDER OF PUBLICATION](#). NOTE: The petitioner must pay the costs of publication directly to the appropriate entity. A bond is necessary for the amount of the action in question.

**Fees & Other Monies Assessed**

Fees are not assessed.

**DC-437, [Notice of Change of Address](#)**

Va. Code § [16.1-88.03](#)

**Description**

This form is to be used by pro se litigants in certain civil proceedings to promptly notify the clerk of court and any adverse parties of address changes. Post a sign in the clerk's office to notify litigants that this form is available on-demand and via the internet. Provide to pro se defendant and attach this form to DC-421, [SUMMONS FOR UNLAWFUL DETAINER](#) when issued for service on the defendant.

**Fees & Other Monies Assessed**

Fees are not assessed.

**DC-458, [Notice of Satisfaction](#)**Va. Code § [16.1-94.01](#)**Description**

A judgment creditor can complete this form and file it with the court to note the satisfaction of a judgment. It is not a mandatory form. The judgment creditor may file a notice of satisfaction in another format as long as it contains the required information. The judgment creditor must provide notice of satisfaction within thirty days from receipt of payment by the judgment debtor.

**Fees & Other Monies Assessed**

Fees are not assessed.

**DC-459, [Motion for Judgment to be Marked Satisfied](#)**Va. Code § [16.1-94.01](#)**Description**

This is a master form that may be used when a judgment debtor files a motion to have a judgment marked satisfied. This form is not mandatory if all necessary information is included in another format.

**Fees & Other Monies Assessed**

CHCF fee is charged where amount in controversy exceeds \$500, otherwise **no** CHCF is assessed. Total CHMF and law library fee cannot exceed \$6.

TYPE	REVENUE CODE	AMOUNT CHARGED	REFERENCES
Processing Fee	118	\$26	<a href="#">§ 16.1-69.48:2</a>
Courts Technology Fund	170	\$10	<a href="#">§ 16.1-69.48:2</a>
CHCF	228	Not to exceed \$3	<a href="#">§ 17.1-281</a>
CHMF	229	Not to exceed \$2	<a href="#">§ 17.1-281</a>
Law Library	219	Not to exceed \$4	<a href="#">§ 42.1-70</a>
Legal Aid	123	\$9	<a href="#">§ 17.1-278</a>
	147	\$1	
Process & Service Fees	206	\$12 per service	<a href="#">§ 17.1-272</a>
High Constable	230	if applicable by local ordinance; applies only to civil papers.	<a href="#">§ 17.1-273</a>



**DC-460, [Civil Appeal Bond](#)**

Va. Code §§ [16.1-107](#), [16.1-108](#), [16.1-296](#)

**Description**

This form is used in a civil appeal to show the amount of the appeal bond and the surety. Receipt the entire amount under account code 509.

**Fees & Other Monies Assessed**

See Juvenile & Domestic Relations District Court Manual- “Appeals”.

**DC-475, Notice of Appeal - Civil**

Va. Code §§ [16.1-106](#), [16.1-107](#)

**Description**

In a general district court civil case where the dispute is greater than \$50.00, the losing party may appeal the judgment of the lower court to the circuit court provided the appeal is noted within ten calendar days from the date judgment was entered.

**Fees & Other Monies Assessed**

No filing fees are required; however, the appellant will be required to post a civil appeal bond secured by cash or surety, if necessary, and to pay the writ tax and costs.

**DC-477, [Petition for Judicial Certification of Eligibility for Admission](#)**

Va. Code § [37.2-806](#)

**Description**

When a person alleged to have a mental disability is not capable of requesting his own admission to a facility for the training and treatment of the mentally disabled as a voluntary patient, a parent, guardian, or other responsible person may initiate a proceeding to certify such person’s eligibility for admission using this form.

**Fees & Other Monies Assessed**

Fees are not assessed.

**DC-478, Certification of Eligibility for Admission**

Va. Code § [37.2-805](#)

**Description**

The court certifies on this form that the respondent is eligible for admission to a facility for the training and treatment of individuals with an intellectual disability.

**Fees & Other Monies Assessed**

Fees are not assessed.

**DC-481, Show Cause Summons (Civil)**

Va. Code §§ [16.1-69.24](#), [16.1-278.16](#), [19.2-358](#), [8.01-519](#), [8.01-508](#), [8.01-564](#), [8.01-565](#)

**Description**

This form is issued by direction of the court, either by specific case or by a written local policy or guideline, when the remedy sought is to compel compliance with the court's direction in lieu of punishing the defendant for failure to comply with the court's order and may be issued in any criminal or traffic case. The appropriate Virginia Code section should always be cited on the form.

**Fees & Other Monies Assessed**

Fees are ***not assessed*** if:

- issued on motion of the court; or
- to file a motion for show cause for failure to comply with child support, custody, or visitation orders.

TYPE	REVENUE CODE	AMOUNT CHARGED	REFERENCES
Process & Service Fees	206	\$12 per service at the plaintiff's request	<a href="#">§ 8.01-508</a> <a href="#">§ 8.01-564</a> <a href="#">§ 8.01-565</a>
High Constable	230	if applicable by local ordinance; applies only to civil papers	<a href="#">§ 17.1-273</a>

**DC-482, Show Cause Summons (Bond Forfeiture-Civil)**

Va. Code §§ [19.2-143](#), [19.2-148](#)

**Description**

This form is used to initiate a bond forfeiture for a defendant who was admitted to bail and who failed to appear in court, as well as for the surety or sureties

**Fees & Other Monies Assessed**

Fees are not assessed.

**NOTE:** See Attorney General Opinion to the Hon. Robert R. Carter, dated November 30, 1993; Due process requires that surety be given opportunity to show cause why bail bond should not be forfeited to Commonwealth when principal has failed to appear. Bond forfeiture proceedings in criminal cases are civil in nature. Court costs ordinarily imposed against losing party in civil case may be assessed against surety in such proceeding, when judgment entered for Commonwealth; statutory costs assessable only in criminal cases may not be imposed. Revocation of bail and forfeiture of bond do not involve conviction; costs and fees payable to Criminal Injuries Compensation Fund only upon conviction in certain cases are not assessable in bail bond forfeiture proceeding.

**DC-483, Capias: Attachment of the Body (Civil)**

Va. Code §§ [8.01-508](#), [8.01-519](#), [8.01-564](#), [8.01-565](#), [16.1-69.24](#), [16.1-278.16](#), [18.2-456](#), [19.2-358](#)

**Description**

This form is used by direction of the court, either by specific case or by a written local policy or guideline, when the remedy sought is to compel compliance with the court's direction, in lieu of punishing the defendant for failure to comply with the court's order.

**Fees & Other Monies Assessed**

Fees are ***not assessed*** if issued on motion of the court.

TYPE	REVENUE CODE	AMOUNT CHARGED	REFERENCES
Process & Service Fees	206	\$12 per service at plaintiff's request	<a href="#">§ 8.01-508</a> <a href="#">§ 8.01-564</a> <a href="#">§ 8.01-565</a>

TYPE	REVENUE CODE	AMOUNT CHARGED	REFERENCES
High Constable	230	if applicable by local ordinance; applies only to civil papers	<a href="#">§ 17.1-273</a>

### DC-485, [Petition for Restoration of Driving Privilege – Habitual Offender](#)

Va. Code §§ [46.2-358](#), [46.2-361](#)

#### Description

A person who was adjudicated by a general district court to be an habitual offender prior to July 1, 1999, when Va. Code §§ 46.2-351 - 46.2-355 were repealed, may apply to that court or to the circuit court of the jurisdiction in the petitioner resides, to have driving privileges restored. If the determination of habitual offender status was based in part on convictions involving driving under the influence of alcohol, the petitioner must allege and prove that at the time of such conviction(s), they are addicted to or psychologically dependent on the use of alcohol or other drugs and that they are not now addicted or dependent. Such a petition may be filed five years from the date of adjudication if full driving privileges are sought; however, a petition may be filed three years after adjudication if a restricted driver's license to drive in the course of employment to and from work and/or for medically necessary travel is sought.

#### Fees & Other Monies Assessed

CHCF fee is charged where amount in controversy exceeds \$500, otherwise **no** CHCF is assessed. Total CHMF and law library fee cannot exceed \$6.

TYPE	REVENUE CODE	AMOUNT CHARGED	REFERENCES
Processing Fee	118	\$26	<a href="#">§ 16.1-69.48:2</a>
Courts Technology Fund	170	\$10	<a href="#">§ 16.1-69.48:2</a>
CHCF	228	Not to exceed \$3	<a href="#">§ 17.1-281</a>
CHMF	229	Not to exceed \$2	<a href="#">§ 17.1-281</a>
Law Library	219	Not to exceed \$4	<a href="#">§ 42.1-70</a>
Legal Aid	123	\$9	<a href="#">§ 17.1-278</a>
	147	\$1	
Process & Service Fees	206	\$12 per service	<a href="#">§ 17.1-272</a>
High Constable	230	If applicable by local ordinance; applies only to civil papers	<a href="#">§ 17.1-273</a>

**DC-486, Order for Evaluation - Habitual Offender**

Va. Code § [46.2-360](#)

**Description**

This form is required in all cases where a person adjudicated to be an habitual offender, based on any conviction of DUI, petitions to have driving privileges restored.

**Fees & Other Monies Assessed**

Fees are not assessed.

**DC-487, Order Restoring Driving - Privilege Habitual Offender**

Va. Code §§ [46.2-316](#), [46.2-358](#), [46.2-359](#), [46.2-360](#)

**Description**

After a hearing, the court enters an order granting or denying the petition for restoration of driving privilege. The court must make a finding that the petitioner does not constitute a threat to themselves or others with respect to the operation of a motor vehicle. The court retains jurisdiction, when granting restoration under any petition, to impose whatever conditions it shall deem appropriate.

**Fees & Other Monies Assessed**

Fees are not assessed.

**DC-488, Medical Emergency Custody Order**

Va. Code § [37.2-1103](#)

**Description**

In a situation where an adult person is incapable of making, or incapable of communicating, an informed decision regarding treatment of a mental or physical disorder, which a licensed physician has probable cause to believe requires testing, observation, or treatment within the next twenty-four hours so as to prevent death, disability, or a serious irreversible condition, this form is used by a judge or magistrate to determine that the respondent be taken into emergency custody.

**Fees & Other Monies Assessed**

Fees are not assessed.

**DC-489, [Medical Emergency Temporary Detention Petition](#)**

Va. Code §§ [37.2-1104](#), [53.1-40.1 \(F\)](#)

**Description**

This master form addresses those situations in which an adult person is incapable of making, or incapable of communicating, an informed decision regarding treatment of a mental or physical disorder, which a licensed physician has probable cause to believe requires testing, observation, or treatment within the next twenty-four hours so as to prevent death, disability, or a serious irreversible condition.

**Fees & Other Monies Assessed**

Fees are not assessed.

**DC-490, Medical Emergency Temporary Detention Order**

Va. Code §§ [37.2-1104](#), [53.1-40.1 \(F\)](#)

**Description**

The master form is used to record the finding of a judge or magistrate following a hearing on a petition of a medical emergency temporary detention.

**Fees & Other Monies Assessed**

Fees are not assessed.

**DC-491, [Medical Emergency Custody Petition](#)**

Va. Code § [37.2-1103](#)

**Description**

Based upon the opinion of a licensed physician that an adult person is incapable of making an informed decision as a result of a physical injury or illness and that the medical standard of care indicates that testing, observation, and treatment are necessary to prevent imminent and irreversible harm, a magistrate may issue, for good cause shown, an emergency custody order for such adult person to be taken into custody and

transported to a hospital emergency room for such testing, observation, or treatment.  
This is a master form, effective July 1, 2005.

### **Fees & Other Monies Assessed**

Fees are not assessed.

### **DC-492, Emergency Custody Order**

Va. Code §§ [16.1-340](#), [19.2-182.9](#), [37.2-808](#)

#### **Description**

In cases where a person is incapable of volunteering or unwilling to volunteer for treatment, a magistrate may issue an order of emergency custody requiring any person in his judicial district to be taken into custody and transported to a convenient location to be evaluated by a person designated by the community services board who is skilled in the diagnosis and treatment of mental illness and who has completed a certification program approved by the [Department of Behavioral Health and Developmental Services](#), in order to assess the need for hospitalization. This order must be based on probable cause that the person is mentally ill and in need of hospitalization and that the person presents an imminent danger to himself or others as a result of mental illness, or is so seriously mentally ill as to be substantially unable to care for himself. The respondent must remain in custody until a magistrate issues a temporary mental detention order or until the evaluator finds that the respondent does not meet the criteria for detention. The period of custody may not exceed four hours from the time the order is executed. If the order of emergency custody is not executed within four hours of its issuance, the order shall be void and shall be returned unexecuted to the office of the clerk of the issuing court or, if such office is not open, to any judge or magistrate of that court.

### **Fees & Other Monies Assessed**

Fees are not assessed.

**NOTE:** Fees for physicians, psychologists, and any other mental health professionals who are required to serve as witnesses and who are not regularly employed by the Commonwealth are set forth in [Va. Code § 37.2-804](#).

**DC-493, [Explanation of Involuntary Commitment Process - Acknowledgement of Rights](#)**

Va. Code § [37.2-814](#)

**Description**

The court is required by this code section to give a respondent a written explanation of their right to counsel, to present evidence in their own behalf, to be present at the hearing and to testify, and to appeal any certification to the circuit court where a trial by jury may be had. If possible, the form should be explained to the respondent by respondent's counsel.

**Fees & Other Monies Assessed**

Fees are not assessed.

**DC-494A, Temporary Detention Order - Judge**

Va. Code §§ [19.2-169.6](#), [19.2-176](#), [19.2-177.1](#), [19.2-182.9](#)

**Description**

The purpose of a temporary detention order is to detain a person believed to be mentally ill for a specified time period in an institution approved pursuant to regulations of the Department of Behavioral Health and Developmental Services. This detention allows for a more in-depth evaluation by mental health officials in preparation for a formal commitment hearing to be conducted by a judge. If an order of temporary detention is not executed within twenty-four hours of its issuance, or within a shorter period as specified in the order, the order shall be void and shall be returned unexecuted to the office of the clerk of the issuing court or, if such office is not open, to any judge or magistrate thereof.

**Fees & Other Monies Assessed**

Fees are not assessed.



## DC-495, Petition and Affidavit for Good Cause/for Injunction of Mandamus – Freedom of Information Act

Va. Code § [2.2-3713](#)

### Description

This form can be used for handling a request for an injunction or a writ of mandamus to enforce a claim under the Virginia Freedom of Information Act. A formal petition or some other writing may also be used. The petition is filed in the general district or circuit court by the person seeking to enforce these rights.

### Fees & Other Monies Assessed

Total CHMF and law library fee cannot exceed \$6.

TYPE	REVENUE CODE	AMOUNT CHARGED	REFERENCES
Processing Fee	118	\$26	<a href="#">§ 16.1-69.48:2</a>
Courts Technology Fund	170	\$10	<a href="#">§ 16.1-69.48:2</a>
CHCF	228	No CHCF is assessed since there is no amount in controversy	<a href="#">§ 17.1-281</a>
CHMF*	229	Not to exceed \$2	<a href="#">§ 17.1-281</a>
Law Library*	219	Not to exceed \$4	<a href="#">§ 42.1-70</a>
Legal Aid	123	\$9	<a href="#">§ 17.1-278</a>
	147	\$1	
Process & Service Fees	206	\$12 per service	<a href="#">§ 17.1-272</a>
High Constable	230	If applicable by local ordinance; applies only to civil papers	<a href="#">§ 17.1-273</a>

## DC-496, Order Granting Petition for Injunction of Writ of Mandamus

Va. Code § [2.2-3713](#)

### Description

This form should be used to either grant or deny the requested relief.

### Fees & Other Monies Assessed

Fees are not assessed.

**DC-497, [Subpoena for Witness \(Civil\) – Attorney Issued](#)**

Va. Code §§ [8.01-407](#), [16.1-265](#); Rule: 1:4, 4:5

**Description**

This is a form for a subpoena for witness that may be issued directly by a party's attorney. It can be used only in civil cases. It cannot be used in habeas corpus proceedings, delinquency proceedings, child abuse and neglect proceedings, protective order proceedings in cases of domestic violence or stalking, habitual offender proceedings, proceedings to contest an administrative license suspension under [Va. Code § 46.2-391.2](#), and proceedings pursuant to petitions for writs of prohibition or mandamus. **The service fees should be paid to the court where the case is pending.**

**Fees & Other Monies Assessed**

TYPE	REVENUE CODE	AMOUNT CHARGED	REFERENCES
Process & Service Fees	206	\$12 per service	<a href="#">§ 17.1-272</a>
High Constable	230	If applicable by local ordinance; applies only to civil papers	<a href="#">§ 17.1-273</a>

**DC-502(A), Petition for Judicial Authorization of Abortion**

Va. Code § [16.1-241 \(V\)](#)

**Description**

The petition, is prepared either by the petitioner with an intake officer, or with counsel, and filed with the clerk.

**Fees & Other Monies Assessed**

Fees are not assessed.

**DC-503, [Petition for Court Approval of Standby Guardian](#)**

Va. Code §§ [16.1-350](#), [16.1-352](#)

**Description**

This form is used when the appointment of a temporary (standby) guardian is needed for a minor child in the event that a parent becomes incompetent or debilitated. The standby

guardian assumes the role of guardian of the person or property of the minor child until a permanent guardian can be appointed.

**Fees & Other Monies Assessed**

Fees are not assessed.

**DC-508, Acknowledgment of Notice of Next Hearing Date**

Va. Code §§ [16.1-252](#), [16.1-253](#), [16.1-277.02](#), [16.1-278](#), [16.1-282](#)

**Description**

This form is to be used in abuse and neglect; entrustment and foster care placement cases to assist the courts in meeting statutory notice requirements and is designed to provide notice of future hearing dates at the time parties are before the court.

**Fees & Other Monies Assessed**

Fees are not assessed.

**DC-510, Summons**

Va. Code §§ [16.1-266](#), [20-146.29](#)

**Description**

This form can be used to summons a party to a proceeding in J&DR Court. Prepared by the clerk or judge and executed by a local law enforcement or serving officer, the DC-510 may also have a number of district court forms attached to it. The back of the Summons also includes notice of rights to representation by a lawyer, notice of the responsibility of parents or guardians to pay the cost of a guardian *ad litem* if appointed for a child; and notice of potential liability for child support regarding certain removal actions. After service, the local law enforcement or serving officer will return the summons to the court.

**Fees & Other Monies Assessed**

Fees are not assessed.

**DC-511, Petition**

Va. Code §§ [16.1-262](#), [16.1-263](#), [16.1-306](#)

**Description**

This form is prepared by the petitioner and intake officer and is used to file a number of case types in the court. Delinquency, custody, visitation, support, paternity, emergency removals and termination of parental rights are all types of cases that will be filed on a DC-511.

Notice of rights to destruction of J&DR district court records is printed on the reverse of the form.

**Fees & Other Monies Assessed**

With most cases filed by DC-511, PETITION there are no fees. Filing fees do apply for the filing of: custody and visitation, per filing event. The following apply:

TYPE	REVENUE CODE	AMOUNT CHARGED	REFERENCES
Custody/Visitation	138	\$25.00	<a href="#">§ 16.1-69.48:5</a>

**DC-512, Notice of Hearing**

Va. Code §§ [16.1-252 \(A\)](#), [16.1-263](#), [16.1-282](#), [16.1-283](#), [20-60.6](#)

**Description**

This form is designed to use primarily when notice is to be hand-delivered to the person while they are in court. If not hand delivered, this form may be mailed.

**Fees & Other Monies Assessed**

Fees are not assessed.

**DC-514, Order for Appointment of Guardian *Ad litem***

Va. Code § [16.1-266](#)

**Description**

This form was created to address the special responsibilities of the guardians *ad litem* in the juvenile court.

**NOTE:** If a Guardian *ad litem* is appointed to represent a juvenile, the assessment of the GAL fee only applies in cases arising under [VA. Code 16.1-241\(A\)](#). Please see DC-533, ASSESSMENT/PAYMENT ORDER.

### **Fees & Other Monies Assessed**

Pursuant to [Va. Code § 16.1-267](#), when a Guardian *ad litem* is appointed for a child by the Commonwealth, the juvenile and domestic relations district court or the circuit court, as the case may be, shall order the parent, parents, adoptive parent or adoptive parents of the child, or another party with a legitimate interest therein who has filed a petition with the court to reimburse the Commonwealth the costs of such services in an amount not to exceed the amount awarded the Guardian *ad litem* by the court. If the court determines such party is unable to pay, the required reimbursement may be reduced or eliminated. "Person with a legitimate interest" shall be broadly construed and includes, but is not limited to grandparents, stepparents, former stepparents, blood relatives and family members provided any such party has intervened in the suit or is otherwise properly before the court. The term shall be broadly construed to accommodate the best interest of the child.

### **DC-526, Emergency Removal Order**

Va. Code § [16.1-251](#)

#### **Description**

This order may be entered in a case where a petition alleging abuse or neglect has been filed

#### **Fees & Other Monies Assessed**

Fees are not assessed.

### **DC-527, Preliminary Child Protective Order**

Va. Code § [16.1-253](#)

#### **Description**

This form is used to order a person(s) to refrain or abstain from actions or behaviors that are detrimental to a child's health and safety. It can be issued from a variety of court actions.

**Fees & Other Monies Assessed**

Fees are not assessed.

**DC-528, Preliminary Child Removal Order**

Va. Code § [16.1-252](#)

**Description**

This form is used to remove the child from its present surroundings and place into the custody of another.

**Fees & Other Monies Assessed**

Fees are not assessed.

**DC-529, Detention Order**

Va. Code §§ [16.1-247 \(A\) & \(D\)](#), [16.1-248.1](#), [16.1-250 \(F\)](#), [16.1-256](#)

**Description**

This form is used to give authorities permission to take a juvenile into immediate custody.

**Fees & Other Monies Assessed**

Fees are not assessed.

**DC-530, Shelter Care Order**

Va. Code §§ [16.1-247 \(D\)](#), [16.1-248.1](#), [16.1-249](#), [16.1-252](#), [16.1-256](#), [16.1-290](#)

**Description**

This form is used to take a juvenile into immediate custody and place in a shelter care facility until the next day on which the court sits.

**Fees & Other Monies Assessed**

Fees are not assessed.

**DC-531, Order for Involuntary Termination of Residual Parental Rights**Va. Code § [16.1-283](#)**Description**

This form is used only when residual parental rights are terminated involuntarily, and is not to be used if the court does not terminate those rights.

**Fees & Other Monies Assessed**

Fees are not assessed.

**DC-532, Child Protective Order**Va. Code §§ [16.1-253](#), [16.1-277.02](#), [16.1-278.2](#), [16.1-278.3](#)**Description**

This form is used to order a person(s) to refrain or abstain from actions or behaviors that are detrimental to a child's health and safety. It can be issued from a variety of court actions

**Fees & Other Monies Assessed**

Fees are not assessed.

**DC-533, Assessment/Payment Order**Va. Code §§ [16.1-267](#), [16.1-274](#)**Description**

This form is used to order the payment of costs in certain cases; or can be used to waive the payment of such costs. Investigation/ Mediation/Supervised Visitation costs are not collected by the court. Court Appointed Attorney Fees & Guardian *Ad litem* cost for a child are collected. Please See DC-514, **ORDER FOR APPOINTMENT OF GUARDIAN AD LITEM**.

**Fees & Other Monies Assessed**

TYPE	REVENUE CODE	AMOUNT CHARGED	REFERENCES
Court Appointed Attorney	120 (State)	≤ \$330.00 per charge plus mileage	<a href="#">§ 16.1-267</a>

TYPE	REVENUE CODE	AMOUNT CHARGED	REFERENCES
Guardian Ad Litem	122 (State)	Up to \$75.00/hr in-court; Up to \$55.00/hr out-of-court	<a href="#">§ 16.1-267</a>

## DC-534, Order for Voluntary Termination of Residual Parental Rights

Va. Code §§ [16.1-277.01](#), [16.1-277.02](#), [16.1-278.3](#)

### Description

This form is used only when residual parental rights are terminated voluntarily pursuant to an entrustment agreement or other voluntary relinquishment by parent(s). This form should not be used if the court does not terminate parental rights.

### Fees & Other Monies Assessed

Fees are not assessed.

## DC-535, Notice of Termination of Residual Parental Rights

Va. Code § [16.1-283 \(A\)](#)

### Description

This form is used to attach to a petition seeking to terminate the residual parental rights of a parent(s) and step-parent(s) of a child. This is a master form and may be photocopied as local needs dictate.

### Fees & Other Monies Assessed

Fees are not assessed.

## DC-542, Order for Investigation and Report

Va. Code §§ [16.1-237 \(A\)](#), [16.1-269.1](#), [16.1-273](#)

### Description

This order is used by the court to request an investigation and report into the facts surrounding the case.



**Fees & Other Monies Assessed**

Fees are not assessed.

**DC-550, [Petition Requesting Authorization for Medical Treatment of Juvenile](#)**

Va. Code §§ [16.1-241](#), [16.1-262](#), [54.1-2969](#); Rule: 8:3, 8:22

**Description**

This petition is filed when a physician and hospital are asking the court to allow the treatment of a juvenile when a parent, guardian, legal custodian or other persons standing *in loco parentis* are unobtainable because they are not a resident of the State, their whereabouts are unknown, they cannot be consulted with promptness reasonable under the circumstances, or they fail to give consent to treatment.

**Fees & Other Monies Assessed**

Fees are not assessed.

**DC-556, [Petition for Permanency Planning Hearing](#)**

Va. Code §§ [16.1-282.1](#), [63.2-906](#)

**Description**

This petition is filed with the court when a child becomes a subject of a permanency planning hearing pursuant to [Va. Code § 16.1-282.1](#).

**Fees & Other Monies Assessed**

Fees are not assessed.

**DC-560, [Petition and Order for Parental Participation](#)**

Va. Code §§ [16.1-241.2](#), [22.1-279.3](#)

**Description**

This petition is filed by school boards against a parent for willful and unreasonable refusal to participate in efforts to improve the student's behavior

**Fees & Other Monies Assessed**

Fees are not assessed.

**DC-580, Notice of Appeal – Criminal**

Va. Code §§ [16.1-132](#), [16.1-133](#), [16.1-296](#), [16.1-298](#)

**Description**

This form is designed for use in all appeals from a juvenile and domestic relations district court to a circuit court.

**Fees & Other Monies Assessed**

There are no fees to file an appeal, however an appeal bond may be set by the court.

**DC-581, Notice of Appeals – Juvenile Civil Appeals**

Va. Code §§ [16.1-277.01](#), [16.1-277.02](#), [16.1-278.2](#), [16.1-278.3](#), [16.1-278.4](#), [16.1-278.15](#), [16.1-281](#), [16.1-282](#), [16.1-282.1](#), [16.1-283](#), [16.1-296](#), [16.1-296.2](#), [16.1-298](#), [20-107.2](#)

**Description**

This form is used to note a variety of juvenile civil appeals, including, but not limited to abuse/neglect, cases involving foster care and permanency planning, CHINS, custody and visitation.

**Fees & Other Monies Assessed**

Writ tax, costs and service fees are to be collected on appealed custody and visitation cases. Because these funds will be sent to the Circuit Court to which the appeal is being sent, the funds are collected under account code 509.

**DC-582, [Request for Virginia Registration of a Child Custody and/or Visitation Determination from Another State](#)**

Va. Code § [20-146.25](#)

**Description**

This form is intended for use in implementing the registration provision of the Uniform Child Custody Jurisdiction and Support Act. (UCCJEA). Any person having custody or visitation rights to a child under a determination from another state may request registration of the determination in Virginia. The registration is for enforcement purposes only.

**Fees & Other Monies Assessed**

Fees are not assessed.

**DC-601, [Notice – Administrative Support Decision Appeal](#)**

Va. Code § [63.2-1943](#)

**Description**

This form is used to appeal an administrative support order, notice and finding, mandatory withholding of earnings, order to withhold and deliver or other **TYPES** of findings made by the Department of Social Services-Division of Child Support Enforcement.

**Fees & Other Monies Assessed**

Fees are not assessed.

**DC-602, Notice of Appeal – Support Proceedings**

Va. Code §§ [16.1-296](#), [16.1-298](#)

**Description**

This form is used for appeals in support proceedings only.

**Fees & Other Monies Assessed**

Although there are no fees to file this appeal, an accrual bond, appearance bond and appeal bond may apply.

**DC-610, Petition for Support (Civil)**

Va. Code §§ [16.1-241 \(A\)\(3\)](#), [16.1-278.15](#)

**Description**

This form is used when the petitioner is seeking support in civil-**TYPE** proceedings under [Va. Code § 16.1-241 \(A\)\(3\)](#).

**Fees & Other Monies Assessed**

Petition for Child Support or Child & Spousal Support: Fees are not assessed.

Petition for Spousal Support only:

TYPE	REVENUE CODE	AMOUNT CHARGED	REFERENCES
Process & Service Fees	206	\$12 per service	<a href="#">§ 17.1-272</a>
High Constable	230	if applicable by local ordinance; applies only to civil papers.	<a href="#">§ 17.1-273</a>

**DC-611, Petition for Protective Order – Family Abuse**

Va. Code §§ [16.1-241](#), [16.1-253.1](#), [16.1-279.1](#)

**Description**

This petition is filed by a person who wishes to place a protective order against a respondent. A temporary support order may be requested in conjunction with the protective order.

**Fees & Other Monies Assessed**

Fees are not assessed.

**DC-612, Desertion/Non-Support Petition (Criminal)**

Va. Code § [20-61](#)

**Description**

This petition is used to initiate criminal proceedings under Title 20.

**Fees & Other Monies Assessed**

Fees are not assessed.

**DC-615, [Respondent's Request for Income Deduction Order](#)**

Va. Code § [20-79.1](#)

**Description**

This form is used by a respondent to request the court to enter an income deduction order requesting payroll withholding.

**Fees & Other Monies Assessed**

Fees are not assessed.

**DC-617, [Motion and Notice of Proposed Income Deduction Order for Support](#)**

Va. Code § [20-79.1](#)

**Description**

This form is used by a party wishing to have the court order an income deduction order, requesting withholding from the respondent's employer.

**Fees & Other Monies Assessed**

Fees are not assessed.

**DC-618, [Request for Confidentiality - Civil](#)**

Va. Code §§ [20-60.3](#), [20-146.20 \(E\)](#)

**Description**

This form is completed when a party involved in a custody or support proceeding wishes to request the court not to release any information regarding the party. The party must meet the requirements under which a person may request that their identifying information be kept confidential.

**Fees & Other Monies Assessed**

Fees are not assessed.

**DC-621, [Non-Disclosure Addendum](#)**

Va. Code §§ [20-60.3](#), [20-146.20 \(E\)](#)

### Description

This form is used in all protective order cases to collect the address(es) and telephone number(s) of the person(s) to be protected. In custody cases, this form should be completed only if the person completing the DC-620, [AFFIDAVIT](#) has checked the box on that form requesting that certain information not be disclosed. In support cases, this form should be used when a person asserts that there is a protective order in force or where there is an allegation that the petitioner is at risk of physical or emotional harm from the other party.

### Fees & Other Monies Assessed

Fees are not assessed.

### DC-623, [Motion for Genetic Testing](#)

Va. Code § [20-49.3](#)

### Description

This form is prepared in a case involving parentage or child support. A party to this case must make an affidavit alleging or denying paternity when making a motion for genetic testing. This form combines the necessary motion and affidavit in one form for the party to execute. This form is a master form.

### Fees & Other Monies Assessed

Fees are ***not assessed*** as to the filing of the motion and affidavit. However, the court may require the fee for the testing to be paid by one or the other parties.

### DC-624, Parentage Test Order

Va. Code §§ [20-49.3](#), [20-49.4](#)

### Description

This order is used by the court to require the alleged parents, along with the subject child, to submit to genetic testing to establish or disprove parentage. The judge may order the Commonwealth to pay if the person who would otherwise be ordered to pay is indigent, with payment to be made through the Criminal fund. If DCSE is involved, they can be ordered to initially pay for the test. Final assessment of such costs shall be made at the end of the case.

**Fees & Other Monies Assessed**

Fees are ***not assessed*** if the court finds the parties indigent. The court may order the responsible party to reimburse DCSE if the cost of the test was initially paid to DCSE. However, the court may require the payment of the cost of the test to be paid directly to the court before the testing is done. The court will receive a statement from the laboratory or testing facility. Any funds collected under this proceeding will be receipted under 509, to pay out when the statement is received.

**DC-625, [Motion and Notice and Judgment for Arrearages](#)**

Va. Code § [16.1-278.18](#)

**Description**

This form is prepared by the petitioner, and is used as a collection tool for child support arrearages.

**Fees & Other Monies Assessed**

Fees are not assessed.

**DC-630, [Motion to Amend or Review Order](#)**

Va. Code § [16.1-260](#)

**Description**

This motion is prepared by a person requesting that the order be amended. Parties may use this form to request amendments of custody, visitation and support. If a support order is being modified, a complete order must be prepared to capture the information required by [Va. Code § 20-60.3](#). Form DC-628, Order of Support (Civil) or DC-629, ORDER OF SUPPORT (CRIMINAL) are appropriate for use as modified orders.

**Fees & Other Monies Assessed**

Fees are not assessed.

**DC-635, [Motion for Show Cause or Capias](#)**

Va. Code § [16.1-292](#)

**Description**

This form may be used when charging someone with violating the terms of a court documents (such as a witness ignoring a subpoena) or court order. The form provides a formal mechanism for documenting complaints about violations for court orders when a show cause summons is requested. It is not intended to supplement the ability of the court to issue show cause summons on its own motion.

**Fees & Other Monies Assessed**

Fees are not assessed.

**DC-670, [Petition for Suspension of Professional or Other License](#)**

Va. Code § [63.2-1937](#)

**Description**

This petition is used when a petitioner seeks the court to order a suspension of an obligor's professional or recreational license because the obligor is delinquent in the payment of child support by a period of ninety days or more for \$5,000 or more.

**Fees & Other Monies Assessed**

Fees are not assessed.

**DC-684, [Filing of Foreign Protective Order](#)**

Va. Code § [16.1-279.1](#)

**Description**

This form allows an individual to file the order of an out of state court with a Virginia court for potential enforcement under [Va. Code § 16.1-279.1 \(E\)](#). After filing, the foreign order is enforceable by a juvenile and domestic relations district court as if it were an order of a Virginia court

**Fees & Other Monies Assessed**

Fees are not assessed.

**DC-685, [Request for Virginia Registration of Foreign Support Order](#)**

Va. Code § [20-88.67](#)



**Description**

This form is intended for use in implementing the registration provisions of the Uniform Interstate Family Support Act (UIFSA). Either the obligor or the obligee under a support order from another state may request registration of the order in Virginia. At the time of the request, the party must state whether the registration is requested for the purposes for enforcement, modification or both

**Fees & Other Monies Assessed**

Fees are not assessed.

**DC-409, Petition For Processing Civil Cases Without Payment of Fees or Cost**

Va. Code § [16.1-69.48:5](#)

**Description**

This form is used by a person who is requesting that they be allowed to proceed with a custody or visitation case without paying the filing fees.

**Fees & Other Monies Assessed**

Fees are not assessed if approved by the court. If the court denies the application, the petitioner must pay the fees within 90 days. (See DC-511, PETITION).