

**Last amended by Order dated March 1, 2011; effective May 2, 2011.**

RULES OF SUPREME COURT OF VIRGINIA  
PART SEVEN C  
GENERAL DISTRICT COURTS –CRIMINAL AND TRAFFIC

**Rule 7C:7. Service and Filing of Papers.**

(a) *Copies of Written Motions to be Furnished.* All written motions and notices not required to be served otherwise shall be served on each counsel of record by delivering, dispatching by commercial delivery service, transmitting by facsimile, or mailing, a copy to him on or before the day of filing.

Service pursuant to this Rule shall be effective upon such delivery, dispatch, transmission or mailing, except that papers served by facsimile transmission completed after 5:00 p.m. shall be deemed served on the next day that is not a Saturday, Sunday, or legal holiday.

At the foot of such pleadings and requests shall be appended either acceptance of service or a certificate of counsel that copies were served as this Rule requires, showing the date of delivery and method of service, dispatching, transmitting, or mailing.

(b) *Filing.* Pleadings, motions, notices, and other materials ~~Papers~~ required to be served shall be filed with the clerk. In an Electronically Filed Case, the provisions of Rule 1:17 shall be applicable.