

**USING THIS REVISABLE PDF FORM**

1. Copies
  - a. Original – to court
  - b. First copy – to defendant
2. Prepared by clerk.
3. Attachments –
  - a. Form CC-1400, SUMMONS – CIVIL ACTION
  - b. Complaint
  - c. Other court notices
4. Preparation details
  - a. This form accompanies a Summons and Complaint and its attachments.
  - b. Data Element No. 6 shows the items attached to the accompanying process. Also add description of other attached documents.
  - c. Such notarized writing may be provided in the clerk's office of any circuit court and may be signed by such party to the proceedings before any clerk or deputy clerk of any circuit court, under oath, or may be drafted and filed by counsel in the proceeding, and shall, when filed with the papers in the suit, have the same effect as if the process specified had been personally served upon the defendant by a person authorized to serve process. The court may enter any order or decree without further notice unless a defendant has filed an answer in the suit.

ACCEPTANCE/WAIVER OF SERVICE OF PROCESS AND WAIVER OF FUTURE SERVICE OF PROCESS AND NOTICE COMMONWEALTH OF VIRGINIA VA. CODE §§ 8.01-327; 20-99.1:1; Rules 3:5, 3:8

Case No. 1

2 Circuit Court

3 PLAINTIFF v. 4 DEFENDANT

I, the undersigned party named below, swear under oath/affirm the following:

5 1. I am a party [ ] plaintiff [ ] defendant in the above-styled suit.

2. I have received a copy of the following documents on this date:

- 6 [ ] Complaint filed on DATE
[ ] Summons with copy of Complaint filed on DATE attached.
[ ] Other - Describe: filed on DATE

I understand that my receipt of these copies and my signature below constitute

- 7 [ ] the acceptance of service of process of these copies, or
[ ] a waiver of service of process and notice which may be prescribed by law.

3. I agree to voluntarily and freely waive any future service of process and notice as checked below in this case:

- 8 [ ] a. any further service of process.
[ ] b. notice of the appointment of a commissioner in chancery and hearings held by such commissioner in chancery, if a commissioner in chancery is appointed.
[ ] c. notice of the taking of depositions.
[ ] d. notice of the filing of any reports by a commissioner in chancery of the filing of depositions.
[ ] e. notice of testimony to be given orally in open court.
[ ] f. notice of entry of any order, judgment or decree, including the final decree of divorce.

I understand that, by waiving service of process, I am giving up my right to be notified of the events described immediately above.

9 DATE

10 [ ] DEFENDANT [ ] PLAINTIFF

TO DEFENDANT: Notify the Court in writing of any changes to your address while this case is pending.

State/Commonwealth of 11, [ ] City [ ] County of 12

Subscribed and sworn to/affirmed before me this 13 day of 13, 20

by 14 PRINT NAME OF AFFIANT

15 DATE

16 [ ] CLERK [ ] DEPUTY CLERK
[ ] NOTARY PUBLIC (My commission expires 17)
Registration No. 17

**DATA ELEMENTS**

1. Court case number.
2. Name of court.
3. Name of plaintiff.
4. Name of defendant.
5. Check appropriate box to identify person accepting/waiving process.
6. Check appropriate box for applicable service. If document is not a Complaint or a Summons, check other and enter description of document received. See Using This Form 4(a).
7. Check appropriate box to indicate acceptance or waiver of process.
8. Check appropriate box for which the defendant has waived future service of process.
9. Date defendant is accepting process and/or waiving process.
10. Signature of person accepting process. Check appropriate title box. See Using This Form, 4(c).
11. Enter name of state.
12. Check applicable box and enter the city or county name where affirmation is taken.
13. Date of defendant/plaintiff affirmation.
14. Signature of person taking affirmation, if clerk or deputy clerk. Check the appropriate title box.
15. Notary public.
16. Date Notary Public's commission expires.