

**SERVICE OTHER THAN BY VIRGINIA SHERIFF**

COMMONWEALTH OF VIRGINIA  
VA. CODE §§ 8.01-293, 8.01-320, 8.01-325

Case No. ....

Service No. .... (Clerk's use only)

Circuit Court

v.

is the name and address of the person upon whom service of the following is to be made:

Summons and Complaint

.....

I, the undersigned, swear/affirm that

1.  I am an official or an employee of an official who is authorized to serve process of the type described in the attached Proof of Service and my title and bailiwick are as follows:

or,

I am a private process server (list name, address and telephone number below).

or,

I am an investigator employed by an attorney for the Commonwealth or the Indigent Defense Commission and have retired or resigned from my prior position as a law-enforcement officer in good standing. I affirm that the sheriff for the jurisdiction where process was served has agreed that such investigators may serve process. (List name, title and agency below.)

2. I am not a party to, or otherwise interested in, the subject matter in controversy in this case.

3. I am 18 years of age or older.

4. I served, as shown below, the above-named person upon whom service of process was to be made with copies described above.

— Date and time of service: .....

— Place of service: .....

STREET ADDRESS, CITY AND STATE

— Method of service:

<input type="checkbox"/> Personal Service	<input type="checkbox"/> Not Found
<input type="checkbox"/> Being unable to make personal service, a copy was delivered in the following manner:	
<input type="checkbox"/> Delivery to family member (not temporary sojourner or guest) age 16 or older at usual place of abode of person to be served after giving information of its purport. List name, age of recipient, and relation of recipient to party ..... .....	
<input type="checkbox"/> Posted on front door or such other door as appears to be the main entrance of usual place of abode (other authorized recipient not found).	
<input type="checkbox"/> (Garnishment Summons Only, § 8.01-511) Copy mailed to judgment debtor after serving the garnishee on date of service below unless a different date of mailing is shown. ..... DATE OF MAILING	

DATE

SIGNATURE

State/Commonwealth of ..... ,  City  County of .....

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

by .....

PRINT NAME OF SIGNATORY

TITLE

DATE

NOTARY PUBLIC (My commission expires .....

Registration No. ....