

USING THIS FORM

1. Copies (Bring necessary copies with you.)
 - a. Original - for court.
 - b. First copy – to be retained by parties after filing with court.
 - c. Additional copies as dictated by local practice. (Inquire with Clerk’s Office.)
2. Prepared by petitioner(s).
3. Attachments
 - a. Documents petitioner deems appropriate.
4. Preparation Details - none.

PETITION FOR PROCEEDING IN CIVIL CASE
WITHOUT PAYMENT OF FEES OR COSTS
COMMONWEALTH OF VIRGINIA

Case No.: **1**

..... **2**

- General District Court
- Juvenile & Domestic Relations District Court
- Circuit Court

..... **3** v.

The undersigned petitioner(s) request the court to permit the petitioner(s) to sue or defend a civil case in this court without the payment of fees or costs and to have from all officers all needful services and process. In support of the petition, the petitioner(s) state that the following information is true:

1. The undersigned petitioner(s) are Virginia resident(s).
2. The following financial information applies to the petitioner(s):

a. Receiving public assistance No Yes-See items checked below
 Medicaid Supplemental security income TANF Food stamps

4 b. Take-home pay \$ per week every second week
 twice a month month

c. Other income, if any (specify sources and amounts):

d. Assets Cash on hand \$ Bank accounts \$

3. Other information

a. The number of people for whom the petitioner(s) provide support is: **5**

b. The number of persons residing with the petitioner(s) is: **6**

c. Complete if applicable:
 In custody at **7**

ACKNOWLEDGEMENT

I understand that the court cannot provide me with legal advice, and that it may be advisable to get advice from a lawyer.

..... **8**
DATE

..... **9**
SIGNATURE – PETITIONER

.....
SIGNATURE – PETITIONER

..... **10**
NAMES OF PETITIONERS

DATA ELEMENTS

1. Court case number.
2. Court name.
3. Style of case.
4. Financial information provided by the petitioner(s).
5. Number of people for whom petitioner(s) provides support.
6. Number of persons residing with petitioner(s).
7. If incarcerated, enter place of detention.
8. Date petition completed by petitioner(s).
9. Signature of petitioner(s). Do not complete online.
10. Names of each petitioner.