

**COVER SHEET FOR FILING CIVIL ACTIONS**  
COMMONWEALTH OF VIRGINIA

Case No. ....  
(CLERK'S OFFICE USE ONLY)\*

..... Circuit Court

..... v./In re: .....

PLAINTIFF(S)

DEFENDANT(S)

I, the undersigned  plaintiff  defendant  attorney for  plaintiff  defendant hereby notify the Clerk of Court that I am filing the following civil action. (Please indicate by checking box that most closely identifies the claim being asserted or relief sought.)

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Accounting  | <input type="checkbox"/> Construe Will                                     | <input type="checkbox"/> Landlord/Tenant                     |
| <input type="checkbox"/> Administrative Appeal                                 | <input type="checkbox"/> Contract Action                                   | <input type="checkbox"/> Mechanics Lien                      |
| <input type="checkbox"/> Adoption  | <input type="checkbox"/> Contract Specific Performance                     | <input type="checkbox"/> Medical Malpractice                 |
| <input type="checkbox"/> Adoption - Foreign                                    | <input type="checkbox"/> Correct/Erroneous State/Local Taxes               | <input type="checkbox"/> Motor Vehicle Tort                  |
| <input type="checkbox"/> Adult Protection                                      | <input type="checkbox"/> Counterclaim                                      | <input type="checkbox"/> Name Change                         |
| <input type="checkbox"/> Aid and Guidance                                      | <input type="checkbox"/> Cross Claim                                       | <input type="checkbox"/> Order to Sever                      |
| <input type="checkbox"/> Annexation  | <input type="checkbox"/> Custody/Visitation/Support/Equitable Distribution | <input type="checkbox"/> Partition                           |
| <input type="checkbox"/> Annulment   | <input type="checkbox"/> Declaratory Judgment                              | <input type="checkbox"/> Petition                            |
| <input type="checkbox"/> Appeal Decision of ABC Board                          | <input type="checkbox"/> Declare Death                                     | <input type="checkbox"/> Product Liability                   |
| <input type="checkbox"/> Appeal Decision of Board of Zoning                    | <input type="checkbox"/> Delinquent Taxes                                  | <input type="checkbox"/> Quiet Title                         |
| <input type="checkbox"/> Appeal Decision of Comp Board                         | <input type="checkbox"/> Detinue   | <input type="checkbox"/> Referendum Elections                |
| <input type="checkbox"/> Appeal Decision of Employment Commission              | <input type="checkbox"/> Divorce   | <input type="checkbox"/> Reformation of Trust                |
| <input type="checkbox"/> Appeal Decision of Local Government                   | <input type="checkbox"/> Ejectment   | <input type="checkbox"/> Reinstatement of Driving Privileges |
| <input type="checkbox"/> Appeal Decision of Marine Resources Commission        | <input type="checkbox"/> Encumber/Sell Real Estate                         | <input type="checkbox"/> Reinstatement (General)             |
| <input type="checkbox"/> Appeal Decision of Voter Registration                 | <input type="checkbox"/> Enforce Vendor's Lien                             | <input type="checkbox"/> Removal                             |
| <input type="checkbox"/> Appointment of Church Trustee, Substitute Fiduciaries | <input type="checkbox"/> Escheat   | <input type="checkbox"/> Separate Maintenance                |
| <input type="checkbox"/> Approval of Right to be Eligible to Vote              | <input type="checkbox"/> Establish Boundaries                              | <input type="checkbox"/> Standby Guardian/Conservator        |
| <input type="checkbox"/> Asbestos Litigation                                   | <input type="checkbox"/> Expunge   | <input type="checkbox"/> Termination of Mineral Rights       |
| <input type="checkbox"/> Attachment  | <input type="checkbox"/> Forfeiture of U.S. Currency                       | <input type="checkbox"/> Unlawful Detainer                   |
| <input type="checkbox"/> Bond Forfeiture Appeal                                | <input type="checkbox"/> Freedom of Information                            | <input type="checkbox"/> Vehicle Confiscation                |
| <input type="checkbox"/> Child Abuse and Neglect - Unfounded Complaint         | <input type="checkbox"/> Garnishment                                       | <input type="checkbox"/> Will Contested                      |
| <input type="checkbox"/> Civil Contempt  | <input type="checkbox"/> General Tort Liability (other than motor vehicle) | <input type="checkbox"/> Writ of Certiorari                  |
| <input type="checkbox"/> Claim Impleading Third Party Defendant                | <input type="checkbox"/> Grievance Procedures                              | <input type="checkbox"/> Writ of Habeas Corpus               |
| <input type="checkbox"/> Complaint - (Miscellaneous)                           | <input type="checkbox"/> Guardian/Conservator Appointment                  | <input type="checkbox"/> Writ of Mandamus                    |
| <input type="checkbox"/> Compromise Settlement                                 | <input type="checkbox"/> Impress/Declare a Trust                           | <input type="checkbox"/> Writ of Prohibition                 |
| <input type="checkbox"/> Condemnation  | <input type="checkbox"/> Injunction  | <input type="checkbox"/> Writ of Quo Warranto                |
| <input type="checkbox"/> Confessed Judgment                                    | <input type="checkbox"/> Interdiction                                      | <input type="checkbox"/> Wrongful Death                      |
| <input type="checkbox"/> Conservator of Peace                                  | <input type="checkbox"/> Interrogatory                                     | <input type="checkbox"/> Other                               |
|  | <input type="checkbox"/> Intentional Tort                                  |  |
|  | <input type="checkbox"/> Judgment Lien-Bill to Enforce                     |  |
|  | <input type="checkbox"/> Judicial Review                                   |  |

Damages in the amount of \$ ..... are claimed.

DATE

PLAINTIFF     DEFENDANT     ATTORNEY FOR  PLAINTIFF  
 DEFENDANT

PRINT NAME

ADDRESS /TELEPHONE NUMBER OF SIGNATOR

\* See reverse side for Civil Action Type Codes  
- for Clerk's Office Use Only

**Civil Action Type Codes  
(Clerk's Office Use Only)**

Accounting .....	ACCT	Establish Boundaries .....	ESTB
Administrative Appeal .....	AAPL	Expunge .....	XPUN
Adoption .....	ADOP	Forfeiture of U.S. Currency.....	FORF
Adoption – Foreign .....	FORA	Freedom of Information .....	FOI
Adult Protection .....	PROT	Garnishment .....	GARN
Aid and Guidance.....	AID	General Tort Liability (Other Than Motor Vehicle) ....	GTOR
Annexation .....	ANEX	Grievance Procedures.....	GRV
Annulment.....	ANUL	Guardian/Conservator Appointment .....	APPT
Appeal Decision of ABC Board.....	ABC	Impress/Declare a Trust .....	TRST
Appeal Decision of Board of Zoning .....	ZONE	Injunction .....	INJ
Appeal Decision of Comp Board .....	ACOM	Interdiction .....	INTD
Appeal Decision of Employment Commission .....	EMP	Interpleader .....	INTP
Appeal Decision of Local Government.....	GOVT	Intentional Tort.....	ITOR
Appeal Decision of Marine Resources Commission...	MAR	Interrogatory.....	INTR
Appeal Decision of Voter Registration .....	AVOT	Judgment Lien-Bill to Enforce .....	LIEN
Appointment of Church Trustee, Substitute Fiduciaries .....	AOCT	Judicial Review .....	JR
Approval of Right to be Eligible to Vote .....	VOTE	Landlord/Tenant.....	LT
Asbestos Litigation.....	AL	Mechanics Lien .....	MECH
Attachment .....	ATT	Medical Malpractice.....	MED
Bond Forfeiture Appeal.....	BFA	Motor Vehicle Tort .....	MV
Child Abuse and Neglect – Unfounded Complaint.....	CAN	Name Change .....	NC
Civil Contempt .....	CCON	Order to Sever .....	SEVR
Claim Impleading Third Party Defendant .....	CTP	Partition.....	PART
Complaint - (Miscellaneous).....	COM	Petition .....	PET
Compromise Settlement .....	COMP	Product Liability.....	PROD
Condemnation .....	COND	Quiet Title .....	QT
Confessed Judgment.....	CJ	Referendum Elections .....	ELEC
Conservator of Peace.....	COP	Reformation of Trust.....	REFT
Construe Will .....	CNST	Reinstatement of Driving Privileges .....	DRIV
Contract Action .....	CNTR	Reinstatement (General).....	REIN
Contract Specific Performance.....	PERF	Removal .....	REM
Correct/Erroneous State/Local Taxes.....	CTAX	Restore Driving Privileges .....	REST
Counterclaim .....	CC	Separate Maintenance.....	SEP
Cross Claim.....	CROS	Standby Guardian/Conservator .....	STND
Custody/Visitation/Support/Equitable Distribution....	CVS	Termination of Mineral Rights.....	MIN
Declaratory Judgment.....	DECL	Unlawful Detainer .....	UD
Declare Death.....	DDTH	Vehicle Confiscation.....	VEH
Delinquent Taxes.....	DTAX	Will Contested.....	WILL
Detinue .....	DET	Writ of Certiorari.....	WC
Divorce.....	DIV	Writ of Habeas Corpus.....	WHC
Ejectment.....	EJCT	Writ of Mandamus .....	WM
Encumber/Sell Real Estate .....	RE	Writ of Prohibition .....	WP
Enforce Vendor's Lien .....	VEND	Writ of Quo Warranto .....	WQW
Escheat .....	ESC	Wrongful Death.....	WD