

**Using This Revisable PDF Form**

1. Attachments – As appropriate, copies of the following document(s) should be attached to this form:
  - a. Complaint
  - b. Other documents, if applicable.
2. Preparation details
  - a. This form is for optional use by the courts. Please contact the court in which you are filing your case to determine if that court requires this form. If so, page one is completed by the filing party or the attorney for the party. Page two is for clerk’s office use only and does not require completion.
  - b. This form accompanies a copy of a document filed in a circuit court case, for example, a complaint.
  - c. Data Element No. 6 contains most of the types of cases filed in circuit court. If none of these apply to your case, check the box next to “Other” and identify the type of case being filed.

COVER SHEET FOR FILING CIVIL ACTIONS  
COMMONWEALTH OF VIRGINIA

Case No. 1  
(CLERK'S OFFICE USE ONLY)\*

2 ..... Circuit Court  
3 ..... v./In re: 4  
PLAINTIFF(S) DEFENDANT(S)

5 { 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.)

- [ ] Accounting
- [ ] Administrative Appeal
- [ ] Adoption
- [ ] Adoption - Foreign
- [ ] Adult Protection
- [ ] Aid and Guidance
- [ ] Annexation
- [ ] Annulment
- [ ] Annulment - Counterclaim/Responsive Pleading
- [ ] Appeal Decision of ABC Board
- [ ] Appeal Decision of Board of Zoning
- [ ] Appeal Decision of Comp Board
- [ ] Appeal Decision of Employment Commission
- [ ] Appeal Decision of Local Government
- [ ] Appeal Decision of Marine Resources Commission
- [ ] Appeal Decision of Voter Registration
- [ ] Appointment of Church Trustee, Substitute Fiduciaries
- [ ] Approval of Right to be Eligible to Vote
- [ ] Asbestos Litigation
- [ ] Attachment
- [ ] Bond Forfeiture Appeal
- [ ] Child Abuse and Neglect - Unfounded Complaint
- [ ] Civil Contempt
- [ ] Claim Impleading Third Party Defendant - Monetary Damages
- [ ] Claim Impleading Third Party Defendant - No Monetary Damages
- [ ] Complaint - (Miscellaneous)
- [ ] Compromise Settlement
- [ ] Condemnation
- [ ] Confessed Judgment
- [ ] Conservator of Peace
- [ ] Construe Will
- [ ] Contract Action
- [ ] Contract Specific Performance
- [ ] Correct/Erroneous State/Local Taxes
- [ ] Counterclaim - Monetary Damages
- [ ] Counterclaim - No Monetary Damages
- [ ] Cross Claim
- [ ] Custody/Visitation/Support/Equitable Distribution
- [ ] Declaratory Judgment
- [ ] Declare Death
- [ ] Delinquent Taxes
- [ ] Detinue
- [ ] Divorce
- [ ] Divorce - Counterclaim/Responsive Pleading
- [ ] Ejectment
- [ ] Encumber/Sell Real Estate
- [ ] Enforce Vendor's Lien
- [ ] Escheat
- [ ] Establish Boundaries
- [ ] Expunge
- [ ] Forfeiture of U.S. Currency
- [ ] Freedom of Information
- [ ] Garnishment
- [ ] General Tort Liability (other than motor vehicle)
- [ ] Grievance Procedures
- [ ] Guardian/Conservator Appointment
- [ ] Impress/Declare a Trust
- [ ] Injunction
- [ ] Interdiction
- [ ] Interrogatory
- [ ] Intentional Tort
- [ ] Judgment Lien-Bill to Enforce
- [ ] Judicial Review
- [ ] Landlord/Tenant
- [ ] Law Enforcement Petition
- [ ] Mechanics Lien
- [ ] Medical Malpractice
- [ ] Motor Vehicle Tort
- [ ] Name Change
- [ ] Order to Sever
- [ ] Partition
- [ ] Petition
- [ ] Product Liability
- [ ] Quiet Title
- [ ] Referendum Elections
- [ ] Reformation of Trust
- [ ] Reinstatement of Driving Privileges
- [ ] Reinstatement (General)
- [ ] Removal
- [ ] Separate Maintenance
- [ ] Separate Maintenance - Counterclaim/Responsive Pleading
- [ ] Standby Guardian/Conservator
- [ ] Termination of Mineral Rights
- [ ] Unlawful Detainer
- [ ] Vehicle Confiscation
- [ ] Will Contested
- [ ] Writ of Certiorari
- [ ] Writ of Habeas Corpus
- [ ] Writ of Mandamus
- [ ] Writ of Prohibition
- [ ] Writ of Quo Warranto
- [ ] Wrongful Death
- [ ] Other .....

7 [ ] Damages in the amount of \$ 7 are claimed.

8 ..... DATE  
9 ..... [ ] PLAINTIFF [ ] DEFENDANT [ ] ATTORNEY FOR [ ] PLAINTIFF [ ] DEFENDANT

10 ..... PRINT NAME

11 ..... ADDRESS /TELEPHONE NUMBER OF SIGNATOR

**Data Elements, *page one***

1. Court case number to be entered by the clerk following filing.
2. Name of court.
3. Name of plaintiff(s).
4. Name of defendant(s).
5. Check appropriate box to identify the person who is filing the civil action.
6. Check the most appropriate box that describes the action being filed. See Using This Revisable PDF Form, 2(c).
7. Check the box if monetary damages are being requested and enter the amount requested.
8. Enter date of signature.
9. Signature of party or attorney for party and check the appropriate box to indicate who is signing.
10. Print or type name of person signing the form.
11. Insert address and telephone number of person signing the form.

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

Accounting .....	ACCT	Enforce Vendor's Lien .....	VEND
Administrative Appeal .....	AAPL	Escheat .....	ESC
Adoption .....	ADOP	Establish Boundaries .....	ESTB
Adoption – Foreign .....	FORA	Expunge .....	XPUN
Adult Protection .....	PROT	Forfeiture of U.S. Currency .....	FORF
Aid and Guidance .....	AID	Freedom of Information .....	FOI
Annexation .....	ANEX	Garnishment .....	GARN
Annulment .....	ANUL	General Tort Liability (Other Than Motor Vehicle) .....	GTOR
Annulment – Counterclaim/Responsive Pleading .....	ACRP	Grievance Procedures .....	GRV
Appeal Decision of ABC Board .....	ABC	Guardian/Conservator Appointment .....	APPT
Appeal Decision of Board of Zoning .....	ZONE	Impress/Declare a Trust .....	TRST
Appeal Decision of Comp Board .....	ACOM	Injunction .....	INJ
Appeal Decision of Employment Commission .....	EMP	Interdiction .....	INTD
Appeal Decision of Local Government .....	GOVT	Interpleader .....	INTP
Appeal Decision of Marine Resources Commission .....	MAR	Intentional Tort .....	ITOR
Appeal Decision of Voter Registration .....	AVOT	Interrogatory .....	INTR
Appointment of Church Trustee, Substitute Fiduciaries .....	AOCT	Judgment Lien – Bill to Enforce .....	LIEN
Approval of Right to be Eligible to Vote .....	VOTE	Judicial Review .....	JR
Asbestos Litigation .....	AL	Landlord/Tenant .....	LT
Attachment .....	ATT	Law Enforcement Petition .....	LEP
Bond Forfeiture Appeal .....	BFA	Mechanics Lien .....	MECH
Child Abuse and Neglect – Unfounded Complaint .....	CAN	Medical Malpractice .....	MED
Civil Contempt .....	CCON	Motor Vehicle Tort .....	MV
Claim Impleading Third Party Defendant – Monetary Damages .....	CTP	Name Change .....	NC
Claim Impleading Third Party Defendant – No Monetary Damages .....	CTP	Order to Sever .....	SEVR
Complaint – (Miscellaneous) .....	COM	Partition .....	PART
Compromise Settlement .....	COMP	Petition .....	PET
Condemnation .....	COND	Product Liability .....	PROD
Confessed Judgment .....	CJ	Quiet Title .....	QT
Conservator of Peace .....	COP	Referendum Elections .....	ELEC
Construe Will .....	CNST	Reformation of Trust .....	REFT
Contract Action .....	CNTR	Reinstatement of Driving Privileges .....	DRIV
Contract Specific Performance .....	PERF	Reinstatement (General) .....	REIN
Correct/Erroneous State/Local Taxes .....	CTAX	Removal .....	REM
Counterclaim – Monetary Damages .....	CC	Restore Driving Privileges .....	REST
Counterclaim – No Monetary Damages .....	CC	Separate Maintenance .....	SEP
Cross Claim .....	CROS	Separate Maintenance – Counterclaim/Responsive Pleading .....	SCRP
Custody/Visitation/Support/Equitable Distribution .....	CVS	Standby Guardian/Conservator .....	STND
Declaratory Judgment .....	DECL	Termination of Mineral Rights .....	MIN
Declare Death .....	DDTH	Unlawful Detainer .....	UD
Delinquent Taxes .....	DTAX	Vehicle Confiscation .....	VEH
Detinue .....	DET	Will Contested .....	WILL
Divorce .....	DIV	Writ of Certiorari .....	WC
Divorce – Counterclaim/Responsive Pleading .....	DCRP	Writ of Habeas Corpus .....	WHC
Ejectment .....	EJCT	Writ of Mandamus .....	WM
Encumber/Sell Real Estate .....	RE	Writ of Prohibition .....	WP
		Writ of Quo Warranto .....	WQW
		Wrongful Death .....	WD