

Using This Revisable PDF Form

1. Copies (Contact the clerk’s office to determine if you need to provide copies or if copies will be made by the clerk’s office.)
 - a. Original – to court.
 - b. First copy – to defendant. If more than one defendant, provide a copy for each defendant.
 - c. Second copy – to plaintiff.
2. Prepared by plaintiff (claim, parties and court name and address) and clerk (Data Elements 3, 4, 5, 10, 11, 15, 16, 17).
3. Possible attachments:
 - a. Form DC-325, REQUEST FOR WITNESS SUBPOENA – if completed before this form is issued.
 - b. Form DC-413, CERTIFICATE OF MAILING, or its equivalent--if filed by plaintiff.
 - c. Form DC-480, Case DISPOSITION
4. Preparation details
 - a. This form merges the application (claim) and civil warrant onto one form so that all but a few data elements needed for issuing the civil warrant are prepared by the plaintiff.
 - b. The data elements for service of process on page two of the WARRANT IN DEBT are to be completed for each defendant who is served.
 - c. In lieu of a separate certificate of mailing, the plaintiff may complete Data Elements Nos. 10 and 11 on page two of the form if the mailing to defendants occurs at or prior to filing of the warrant.
 - d. On page two, Data Elements Nos. 12, 13 and 14 are for optional use by clerks in tracking the issuance of post-judgment process. This data is added when such post-judgment process is prepared because the clerk's staff has to use the warrant in preparing and issuing post-judgment process.

WARRANT IN DEBT—INTERPLEADER

Commonwealth of Virginia Va. Code § 16.1-79

..... **1** General District Court
CITY OR COUNTY

..... **2**
STREET ADDRESS OF COURT

TO ANY AUTHORIZED OFFICER: You are hereby commanded to summon the Defendant(s).
TO THE DEFENDANT(S): You are summoned to appear before this Court at the above address on

..... **3** to answer the Plaintiff(s)' civil claim and interplead your claims (see below)
RETURN DATE AND TIME

..... **4** DATE ISSUED
..... **5**
[] CLERK [] DEPUTY CLERK [] MAGISTRATE

CLAIMS: Plaintiff(s) claim that Defendant(s) have or may have claims in the following personal or real property or money held by or on behalf of Plaintiff(s).

..... **6**
DESCRIPTION

Plaintiff(s) further claim that:

[] no other case is connected with this Warrant in Debt } **7**
[] this action is connected with

..... v.
PLAINTIFF(S) DEFENDANT(S)

.....
COURT NAME AND CASE NUMBER

Plaintiff(s) request that this court determine the rights of the parties to the personal or real property or money described above.

..... **8**
DATE
..... **9**
[] PLAINTIFF [] PLAINTIFF'S EMPLOYEE/AGENT [] PLAINTIFF'S ATTORNEY

CASE DISPOSITION

Use Form DC-480

DISABILITY ACCOMMODATIONS

for loss of hearing, vision, mobility, etc., contact the court ahead of time.

RETURN DATE **10** CASE NO. **11**
Connecting Case No. **12**
PLAINTIFF(S)
13
DEFENDANT(S) v.
14

WARRANT IN DEBT – INTERPLEADER

* * *

TO DEFENDANT: You are not required to appear; however, if you fail to appear, judgment may be entered against you. See the additional notice on the reverse about requesting a change of trial location.

[] To dispute this claim, you must appear on the return date to **15** try this case.

[] To dispute this claim, you must appear on the return date for the judge to set another date for trial.

* * *

Bill of Particulars **16**
ORDERED DUE

Grounds of Defense **17**
ORDERED DUE

ATTORNEY FOR PLAINTIFF(S)
..... **18**

ATTORNEY FOR DEFENDANT(S)
..... **19**

Data Elements, Page One

1. Court name.
2. Court street address.

To be completed by the Clerk:

3. Return date and time (date and time of scheduled appearance).
 4. Date of issuance of this WARRANT IN DEBT.
 5. Signature of person issuing this WARRANT IN DEBT. Check the appropriate title box below the signature line.
6. Amount of money or description of personal or real property which is the basis of this interpleader action.
 7. Check the applicable box. If this interpleader is in connection with another pending case, also insert the case name and the court in which the case is pending.
 8. Date of signing of claim.
 9. Signature of person filing the claim. Check the appropriate title box below the signature line.

To be completed by the Clerk:

10. Return date. Space is left for adding continuance dates.
11. Court case number.

12. Court case number of connecting case described in Data Element No. 7.
13. Names and addresses of plaintiffs.
14. Names and addresses of defendants.

To be completed by the Clerk or Judge:

15. Check box for method used to set contested cases.
16. If judge orders filing of bill of particulars, insert the appropriate dates.
17. If judge orders filing of grounds of defense, insert the appropriate dates.

18. Name and address of plaintiff's attorney.
19. Name and address of defendant's attorney.

RETURNS: Each defendant was served according to law, as indicated below, unless not found.

NAME 1	
ADDRESS 2	
[3] PERSONAL SERVICE Tel. No.	Tel. No.
Being unable to make personal service, a copy was delivered in the following manner: [] Delivered to family member (not temporary sojourner or guest) age 16 or older at usual place of abode of party named above after giving information of its purport. List name, age of recipient, and relation of recipient to party named above.	
4 []	5 _____
[] Posted on front door or such other door as appears to be the main entrance of usual place of abode, address listed above. (Other authorized recipient not found.)	
[] Served on Secretary of the Commonwealth	
6 [] Not found	7 _____
8 _____	SERVING OFFICER for 9 _____
DATE	

NAME 1	
ADDRESS 2	
[3] PERSONAL SERVICE Tel. No.	Tel. No.
Being unable to make personal service, a copy was delivered in the following manner: [] Delivered to family member (not temporary sojourner or guest) age 16 or older at usual place of abode of party named above after giving information of its purport. List name, age of recipient, and relation of recipient to party named above.	
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6 [] Not found	7 _____
8 _____	SERVING OFFICER for 9 _____
DATE	

OBJECTION TO VENUE:

To the Defendant(s): If you believe that Plaintiff(s) should have filed this suit in a different city or county, you may file a written request to have the case moved for trial to the general district court of that city or county. To do so, you must do the following:

1. Prepare a written request which contains (a) this court's name, (b) the case number and the "return date" as shown on the other side of this form in the right corner, (c) Plaintiff(s)' name(s) and Defendant(s)' name(s), (d) "I move to object to venue of this case in this court because" and state the reasons for your objection and also state in which city or county the case should be tried, and (e) your signature and mailing address.
2. File the written request in the clerk's office before the trial date (use the mail at your own risk) or give it to the judge when your case is called on the return date. Also send or deliver a copy to plaintiff.
3. If you mail this request to the court, you will be notified of the judge's decision.

I certify that I mailed a copy of this document to the defendants named therein at the address shown therein on	
10 DATE	_____ 11 [] Plaintiff [] Plaintiff's Atty. [] Plaintiff's Employee/Agent
Fi. Fa. issued on 12	
Interrogatories issued on 13	
Garnishment issued on 14	

Data Elements, Page Two

1. Name of person to be summoned. If person is a corporation's registered agent, show name of corporation on second line.
2. Address and telephone number of person to be summoned.

To be completed by Serving Officer:

3. Check this box if personal service obtained.
4. Serving officer to check the appropriate box to designate type of substitute service.
5. If served by leaving the subpoena with a family member age 16 or older check appropriate box and insert required information.
6. Check this box if unable to serve process.
7. Signature of serving officer.
8. Date of signature.
9. Name of sheriff if served by deputy sheriff.

10. Date that plaintiff mailed copy of pleading to defendant.
11. Signature of person mailing the pleading. Check the appropriate title box below the signature line.

For court use only:

12. Date(s) WRIT OF FIERI FACIAS was issued.
13. Date(s) SUMMONS TO ANSWER INTERROGATORIES was issued.
14. Date(s) on WRIT GARNISHMENT SUMMONS was issued.