

**Using This Revisable PDF Form**

1. Copies
  - 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. All but Case Disposition prepared by plaintiff (Claim, parties, court name and address) and clerk (Data Element Nos. 3, 4, 5 and 18). Case Disposition, orders regarding bill of particulars and grounds of defense prepared by judge.
3. Preparation details
  - a. The data elements for service of process on the reverse of this form are to be completed for each defendant who is served.
  - b. In lieu of a separate certificate of mailing, the plaintiff, the plaintiff's attorney, or the plaintiff's agent may complete Data Elements Nos. 10 and 11 on page 2 of the form if the mailing to defendants occurs at or prior to filing of the warrant.
  - c. On page 2, Data Element 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 this form in preparing and issuing post-judgment process.
  - d. This form contains a provision for the clerk to note that a Notice of Satisfaction for this judgment has been received and is attached.

**TENANT'S PETITION FOR RELIEF FROM UNLAWFUL EXCLUSION**

Commonwealth of Virginia VA. CODE §§ 55-225.2, 55-248.26

**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 (see below).  
RETURN DATE AND TIME

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

**CLAIM:** I, the undersigned Plaintiff-Tenant, this day assert that Plaintiff(s)-Tenant(s) entered into a rental agreement as indicated with Defendant(s)-Landlord(s) for the rental of the premises indicated.

DATE RENTAL AGREEMENT ENTERED INTO <b>6</b>	DATE RENTAL PERIOD COMMENCED <b>7</b>	DATE RENTAL PERIOD ENDS <b>8</b>
ADDRESS/LOCATION OF PREMISES <b>9</b>		

I further assert that

- 10** { [ ] the Defendant(s) unlawfully removed or excluded the Plaintiff(s) from the premises, specifically, .....  
[ ] the Defendant(s) willfully diminished services to the Plaintiff(s) by interrupting or causing the interruption of gas, water or other essential service to the Plaintiff(s), specifically, .....

Plaintiff(s) therefore requests that the court grant the following relief:

- 11** and [ ] allow the Plaintiff(s) to recover possession of the premises;  
[ ] require the Defendant(s) to resume any interrupted utility service; or  
[ ] terminate the rental agreement,  
[ ] recover actual damages of .....,  
[ ] reasonable attorney fees.

**12** ..... **13** .....  
DATE [ ] PLAINTIFF-TENANT [ ] PLAINTIFF-TENANT'S ATTORNEY

**CASE DISPOSITION** Defendant(s) Present? [ ] YES [ ] NO **14**

- 15** { [ ] JUDGMENT for Plaintiff(s)  
[ ] Recovery of possession of premises.  
[ ] Defendant(s) is required to resume the following interrupted utility service:  
.....  
[ ] Rental agreement is terminated, and the Defendant(s) is ordered return all security given by the Plaintiff(s).  
[ ] Actual damages in the amount of .....  
[ ] Reasonable attorney fees of .....  
[ ] JUDGMENT for [ ] named Defendant(s)-Landlord(s) [ ] .....  
[ ] NON-SUIT [ ] DISMISSED

**16** ..... **17** .....  
DATE JUDGE

CASE NO. **18**

**19**  
PLAINTIFF(S) (LAST NAME, FIRST NAME MIDDLE INITIAL)

.....  
.....  
.....  
.....  
.....

v.  
**20**  
DEFENDANT(S) (LAST NAME, FIRST NAME, MIDDLE INITIAL)

.....  
.....  
.....  
.....  
.....

**TENANT'S PETITION FOR RELIEF FROM UNLAWFUL EXCLUSION**

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.  
**21** [ ] To dispute this claim, you must appear on the return date to 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 **22** .....  
ORDERED DUE

Grounds of Defense **23** .....  
ORDERED DUE

ATTORNEY FOR PLAINTIFF(S)  
**24** .....

ATTORNEY FOR DEFENDANT(S)  
**25** .....

HEARING DATE AND TIME

**26**

JUDGMENT PAID OR SATISFIED PURSUANT TO ATTACHED NOTICE OF SATISFACTION.

**27**  
DATE

**28**  
CLERK

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

**Data Elements, page one**

1. Court jurisdiction.

2. Insert street address of court.

To be completed by court personnel:

3. Return date (date and time of scheduled hearing).

4. Date of issuance.

5. Signature of clerk, deputy clerk or magistrate. Check the appropriate title box below the signature line.

6. Date rental agreement entered into.

7. Date rental period began.

8. Date rental period ends.

9. Address of premises subject to rental agreement.

10. Check applicable box(es).

11. Check boxes to reflect relief being requested.

12. Date when this PETITION signed.

13. Signature of person filing the claim. Check appropriate box below the signature line.

To be completed by the judge:

14. Check box to indicate whether defendant present.

15. Check applicable boxes to indicate relief granted.

16. Date of entry of judgment.

17. Signature of judge.

18. Court case number.

19. Insert name(s) of plaintiff(s).

20. Insert name(s) of defendant(s).

21. Check applicable box.

22. If judge orders filing of bill of particulars, insert the appropriate dates.

23. If judge orders filing of grounds of defense, insert the appropriate dates.

24. Name and address of attorney for plaintiff(s).

25. Name and address of attorney for defendant(s).

26. Return date. Space is left for adding continuance dates.

27. Date NOTICE OF SATISFACTION received and attached to SUMMONS.

28. Signature of clerk.

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

<b>1</b>	NAME .....	
	.....	
<b>2</b>	ADDRESS .....	
	.....	
<b>3</b>	<input type="checkbox"/> PERSONAL SERVICE	Tel. No. ....
<b>4</b>	Being unable to make personal service, a copy was delivered in the following manner:	
	<input type="checkbox"/> 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.	
	<b>5</b>	
	<input type="checkbox"/> 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.)	
	<input type="checkbox"/> Served on Secretary of the Commonwealth	
<b>6</b>	<input type="checkbox"/> NOT FOUND	<b>7</b>
	SERVING OFFICER	.....
<b>8</b>	for	<b>9</b>
DATE	.....	.....

NAME .....	
.....	
ADDRESS .....	
.....	
<input type="checkbox"/> PERSONAL SERVICE	Tel. No. ....
Being unable to make personal service, a copy was delivered in the following manner:	
<input type="checkbox"/> 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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<input type="checkbox"/> Served on Secretary of the Commonwealth	
<input type="checkbox"/> NOT FOUND	<b>7</b>
SERVING OFFICER	.....
for	<b>9</b>
DATE	.....

NAME .....	
.....	
ADDRESS .....	
.....	
<input type="checkbox"/> PERSONAL SERVICE	Tel. No. ....
Being unable to make personal service, a copy was delivered in the following manner:	
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<input type="checkbox"/> Served on Secretary of the Commonwealth	
<input type="checkbox"/> NOT FOUND	<b>7</b>
SERVING OFFICER	.....
for	<b>9</b>
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) the phrase "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	
<b>10</b>	<b>11</b>
DATE	<input type="checkbox"/> Plaintiff
	<input type="checkbox"/> Plaintiff's Atty.
	<input type="checkbox"/> Plaintiff's Agent
Fi. Fa. issued on	<b>12</b>
Interrogatories issued on	<b>13</b>
Garnishment issued on	<b>14</b>
.....	

**Data Elements, page two**

1. Name of person to be summoned. If person is a corporation's officer, designated agent, managing employee or 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, plaintiff's attorney, or plaintiff's agent mailed copy of pleading to defendant.
11. Signature of person mailing the pleading. Check the appropriate title box below the signature line.

For use by clerk:

12. Date(s) writ of fieri facias was issued.
13. Date(s) summons to answer interrogatories was issued.
14. Date(s) garnishment summons was issued.