

**Using This Revisable PDF Form**

1. Copies
  - a. Original - to court.
  - b. First copy - to judgment debtor.
  - c. Second copy - to judgment creditor.
2. Portions of this form are completed by the judgment debtor, clerk, judge and person serving the motion.
  - a. Data elements 6-13 and 18-21 should be completed by the judgment debtor or his representative.
  - b. Data elements 1-5 should be completed by the clerk.
  - c. Data elements 14-17 should be completed by the judge.
3. Attachments - none.
4. Preparation details - this form is to be used when a judgment debtor files a motion to have a judgment marked satisfied.

MOTION FOR JUDGMENT TO BE MARKED SATISFIED

Commonwealth of Virginia VA. CODE §§ 8.01-506.2, 16.1-94.01

1 [ ] General District Court
[ ] Juvenile and Domestic Relations District Court

2 ADDRESS OF COURT

NOTICE OF HEARING

You are hereby notified that on 3 a hearing will be held by this Court to consider a motion to mark the herein-described judgment satisfied.

4 DATE 5 CLERK

MOTION FOR JUDGMENT TO BE MARKED SATISFIED

I, 6 the judgment debtor(s) request that the judgment rendered in favor of the judgment creditor for \$ 7 in this court on 8 be marked satisfied.

9 [ ] Notice of the filing of this motion was provided to the [ ] judgment creditor, or his or her [ ] assignee [ ] personal representative, [ ] agent or [ ] attorney on 9 at least ten days prior to the filing of this motion.

The judgment debtor(s) also requests that the judgment creditor be ordered to pay \$ 10, costs and \$ 11 attorney's fees to the judgment debtor.

12 DATE 13 [ ] JUDGMENT DEBTOR [ ] HEIRS [ ] PERSONAL REPRESENTATIVE [ ] ATTORNEY

CASE DISPOSITION

[ ] The clerk is ordered to mark satisfied the judgment entered in the case referenced at right. [ ] Judgment creditor is further ordered to file releases or satisfactions of judgment in any other court in which an Abstract 14 of this judgment has been filed or docketed. [ ] Judgment debtor has not provided satisfactory proof of payment or satisfaction of the judgment and the motion is dismissed. [ ] Judgment creditor is ordered to pay judgment debtor \$ 15 costs and \$ 15 attorney's fees.

16 DATE 17 JUDGE

CASE NO. 18
19 JUDGMENT CREDITOR'S NAME (LAST, FIRST, MIDDLE)
STREET ADDRESS
CITY, STATE, ZIP
TELEPHONE NUMBER
v.
20 JUDGMENT DEBTOR'S NAME (LAST, FIRST, MIDDLE)
STREET ADDRESS
CITY, STATE, ZIP
21 PERSON TO BE SERVED
STREET ADDRESS
CITY, STATE, ZIP
TELEPHONE NUMBER
22 JUDGMENT DEBTOR'S ATTORNEY'S NAME
STREET ADDRESS
CITY, STATE, ZIP

*Data Elements, Page One*

Data Elements 1-5 are completed by clerk of court.

1. Name of locality and check box for appropriate court.
2. Address of court.
3. Date and time of hearing on the motion.
4. Date of issuance of the motion.
5. Signature of clerk.

6. Name of judgment debtor filing motion.
7. Amount of judgment.
8. Date on which judgment was entered.
9. Check box that corresponds to the person who was notified of the filing of the motion and the date on which notification was given.
10. Amount of costs requested by the judgment debtor.
11. Amount of attorney fees requested by judgment debtor.
12. Date of filing.
13. Signature of person filing motion.

Data Elements 14-17 should be completed by judge.

14. Check box(es) that correspond to the judge's ruling.
15. Amount of costs awarded and/or attorney fees, if any.
16. Date entered by judge.
17. Signature of judge.

18. Court case number.
19. Judgment creditor's name, address and telephone number.
20. Judgment debtor's name and address.
21. Name, address and telephone number of person to be served.
22. Judgment debtor's attorney's name and address.

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

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

	<b>1</b>	NAME .....
		.....
	<b>2</b>	ADDRESS .....
		.....
	<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"/> <b>5</b>	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.
		.....
		.....
	<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.)
<b>6</b>	<input type="checkbox"/> NOT FOUND	<b>7</b>
		SERVING OFFICER
	<b>8</b>	for <b>9</b>
	DATE	

I certify that I mailed a copy of this document to the judgment creditor named therein at the address shown therein on	
<b>10</b>	<b>11</b>
DATE	_____
	<input type="checkbox"/> JUDGMENT DEBTOR
	<input type="checkbox"/> HEIRS
	<input type="checkbox"/> PERSONAL REPRESENTATIVE
	<input type="checkbox"/> JUDGMENT DEBTOR'S ATTORNEY

**Data Elements, *Page Two***

Page Two is not completed on-line.

Data Elements 1 and 2 are completed by judgment debtor or representative.

1. Name of person to be summoned.
2. Address and telephone number of person to be summoned.
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.

Data Elements 10 and 11 are completed by judgment debtor or representative.

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