

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 Element Nos. 6-13 and 18-21 should be completed by the judgment debtor or his representative.
 - b. Data Element Nos. 1-5 should be completed by the clerk.
 - c. Data Element Nos. 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 AND ORDER 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
DATE AND TIME
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.
JUDGMENT DATE

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 10 days prior to the filing of this motion.
DATE

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

..... **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.

14 Judgment creditor is further ordered to file releases or satisfactions of judgment in any other court in which an Abstract
of this judgment has been filed or docketed.

Judgment debtor has not provided satisfactory proof of satisfaction of the judgment and the motion is dismissed.

Judgment creditor is ordered to pay judgment debtor \$ **15** costs and \$ **15** attorney fees.
COSTS ATTORNEY 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 Element Nos. 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 signed by the clerk.
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 signed by person filing motion.
13. Signature of person filing motion.

Data Element Nos. 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 signed 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.

NAME **1**

ADDRESS **2**

3 PERSONAL SERVICE Tel. No.

4 Being unable to make personal service, a copy was delivered in the following manner:

5 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.

.....

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.)

6 NOT FOUND **7** _____
SERVING OFFICER

8 for **9**

DATE

NAME **1**

ADDRESS **2**

3 PERSONAL SERVICE Tel. No.

4 Being unable to make personal service, a copy was delivered in the following manner:

5 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.

.....

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.)

6 NOT FOUND **7** _____
SERVING OFFICER

8 for **9**

DATE

I certify that I mailed a copy of this document to the judgment creditor named therein at the address shown therein on

10 **11** _____

DATE

JUDGMENT DEBTOR
 HEIRS
 PERSONAL REPRESENTATIVE
 JUDGMENT DEBTOR'S ATTORNEY

Data Elements, page two

Page Two is not completed on-line.

Data Element Nos. 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 Element Nos. 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.