
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, and court name and address) and clerk (Data Elements Nos. 3, 4, 5, 19, and 24). Case Disposition prepared by judge.
3. Attachments
 - a. Form DC-413, CERTIFICATE OF MAILING, or its equivalent – if filed by plaintiff.
 - b. Form DC-325, REQUEST FOR WITNESS SUBPOENA – if completed before this form is issued.
 - c. Application for stay submitted by respondent servicemember pursuant to the federal Servicemembers Civil Relief Act (50 U.S.C. app. 501 et seq.), if applicable.
4. Preparation details – none.

PETITION AND ORDER FOR SALE OF PROPERTY

Commonwealth of Virginia VA. CODE § 43-34; 46.2-644.03

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 RETURN DATE AND TIME

to answer the Plaintiff(s)'s civil claim (see below)

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

TO THE COURT:

I hereby petition this court to order the sale of the following described property,

6 DESCRIPTION

valued at \$ 7

located in 8 CITY/COUNTY

- 9 [] having value greater than \$7,500 but not greater than \$25,000.
[] the property described above is a motor vehicle owned by a military servicemember having value less than \$7,500.

I/we hereby certify that I/we have a lien against this property pursuant to Virginia Code §§ 43.31 through 43-33, 46.2-644.01 or 46.2-644.02 that has not been paid within 10 days of the date due.

I/we hereby certify that notice has been served on the owner of the property pursuant to Virginia Code § 43-34 or 46.2-644.03, whichever is applicable.

10 DATE 11 SIGNATURE OF PLAINTIFF(S)

CASE DISPOSITION

- 12 [] The Court finds for the Defendant OR
13 [] The debt and lien having been established by Plaintiffs and having found that the property should be sold to pay the debt, this court hereby orders the sheriff of

14 COUNTY/CITY

to sell and dispose of the above-described property and dispose of the proceeds in the same manner as if the sale was made under a writ of fieri facias.

- 15 [] The Court orders a stay [] sua sponte [] on application of a servicemember whose ability to comply with the obligation resulting in this proceeding is materially affected by military service until 16 DATE

17 DATE 18 JUDGE

FORM DC-479 MASTER 07/11

CASE NO. 19
20 PLAINTIFF(S)
ADDRESS/LOCATION
v.
21 DEFENDANT(S)
ADDRESS/LOCATION

PETITION AND ORDER FOR SALE OF PROPERTY

22 ATTORNEY(S) FOR PLAINTIFF(S)
23 ATTORNEY(S) FOR DEFENDANT(S)

HEARING DATE AND TIME 24

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

Data Elements

1. Court name (General District Court jurisdiction - \$0.01 – \$15,000).
2. Court street address.
3. Return date and time (date and time of scheduled appearance, cannot exceed sixty days from service).
4. Date of issuance.
5. Signature of person issuing. Check the appropriate title box below the signature line.
6. Description of property the plaintiff wants sold.
7. Value of property the plaintiff wants sold.
8. Where the property to be sold is located.
9. Check applicable box.
10. Date of signing of the claim.
11. Signature of person filing the claim.
12. Check this box if the court finds for the defendant.
13. Check this box if the court orders that the property be sold.
14. Jurisdiction of sheriff who is ordered to sell the property described in Data Element No. 16.
15. Check this box if the court is ordering a stay, and indicate whether it is on the court's own motion or on application of the defendant servicemember.
16. Date of next hearing as a result of stay being ordered.
17. Date of entry of judgment.
18. Signature of judge.
19. Court case number.
20. Names and addresses of plaintiffs.
21. Names and addresses of defendants, if known.
22. Name and address of plaintiff's attorney.
23. Name and address of defendant's attorney.
24. Hearing date and time.