

## Using This Form

1. Copies
  - a. Original - to court.
  - b. First copy - to recipient. Provide additional copies if more than one recipient.
2. Prepared by clerk.
3. Attachments - none.
4. Preparation details
  - a. This form is designed to be used primarily when notice is to be hand-delivered to the person while he or she is in court. If not hand-delivered in court, this form may be mailed.
  - b. Some employers make it very difficult for employees to leave work to go to court unless the employee is served with a subpoena or other court process. To overcome this problem, it is suggested that this form be prepared in the courtroom when a case is continued and a copy handed to each participant before he leaves the courthouse. In addition to avoiding filing problems with returns of service of process, this procedure gives individual notice (thereby reducing the possibility of absence due to forgetfulness). However, if the court wishes to recognize a person, form DC-329, WITNESS RECOGNIZANCE, should be used.
  - c. The form is designed so that, if mailed, it can be folded and placed in a window envelope, thereby saving time that would have been spent labeling envelopes.

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 Data Elements

1. Court name and street address.
2. Style of case.
3. Court case number.
4. Date of hearing.
5. Time of hearing.
6. Purpose of hearing.
7. Date of issuance.
8. Signature of issuing clerk.
9. Check if mailed rather than served. See "Using this Form," 4.c.
10. Person(s) to whom this notice is going. If served outside of court, include street address.
11. Check if served personally on person named in data element #10.
12. If not personally served, check the appropriate box.
13. Date of service of process.
14. Name of person serving process.
15. Name of sheriff if served by deputy sheriff.

# NOTICE OF HEARING

VA. CODE §§ 16.1-252(A), 16.1-263,  
16.1-282, 16.1-283, 20-60.6

3

CASE NO.

1

COMMONWEALTH OF VIRGINIA

## NOTICE

TAKE NOTICE THAT A HEARING INVOLVING THIS CASE  
WILL BE HELD AT THE ADDRESS NOTED AT LEFT ON

..... 4 ..... AT ..... 5 ..... M.  
FOR THE PURPOSE OF:

..... 6 .....

2

*In re/V.*

..... 7 .....  
DATE ISSUED

..... 8 .....  
CLERK

9  Check if sent by mail

TO: 10

## SERVICE OF PROCESS ON PERSON TO RECEIVE NOTICE

11  Personal service

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 to party named above.)

12

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.)

### CASES TO ENFORCE CHILD SUPPORT ONLY:

Delivered to ..... the  
 residential  business address of record.

Not found

13  
DATE

14  
SERVING OFFICER

for 15