

Using This Revisable PDF Form

1. Copies (Contact the court or court services unit (Intake Office) to determine if you should bring copies with you or if copies will be made upon filing.)
 - a. Original – to court.
 - b. First copy – to person to be served.
 - c. Additional copies as determined by local practice.
2. Motion portion prepared by person requesting that order be amended. Notice portion prepared by clerk. Order portion prepared by clerk and signed by judge.
3. Attachments
 - a. Copy of underlying court order to be changed, amended and/or modified.
 - b. Cases in which legal custody, physical custody or visitation with respect to a child is an issue, district court form DC-620, AFFIDAVIT.
4. Preparation details
 - a. This form may be used when requesting the court to change, amend or modify an existing court order.
 - b. Data Element Nos. 5 or 6 and 7 should show original style of case. Signature line enables person making the Motion to indicate whether he was the original petitioner or respondent.

MOTION TO AMEND OR REVIEW ORDER

Commonwealth of Virginia

Case No. 1

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

3 COURT ADDRESS

This motion is filed in connection with Case No. 4

5 [] In re NAME OF CHILD

[] 6 PETITIONER v. 7 RESPONDENT

ADDRESS/LOCATION ADDRESS/LOCATION

TELEPHONE NUMBER TELEPHONE NUMBER

The undersigned respectfully represents to the Court that an order dated 8 was entered by the 9 above-named Court [] Court

10 REQUIREMENTS OF ORDER

[] The undersigned moves that the attached order be changed, amended, and/or modified as follows:

CHANGES, AMENDMENTS AND/OR MODIFICATIONS TO ORDER

11

for the following reason(s):

12

13 [] The undersigned moves for a hearing on the modifications of the above order proposed by the Department of Social Services and that the Court take whatever other action it deems necessary.

14 DATE

15 [] PETITIONER [] RESPONDENT

Data Elements, *front*

1. Court file number. If form is clipped to file at top of page, put file number at bottom of page; otherwise, put file number at top of page.
2. Court name.
3. Court address.
4. Reference the case number of the connected case.
5. Check and indicate the name of the child if this is an “in re” case.
6. Name, street address and telephone number of original petitioner in case.
7. Name, street address and telephone number of original respondent in case.
8. Date of entry of earlier order which this Motion seeks to amend.
9. Check and, when necessary, complete the name of the court which entered the earlier order.
10. Provisions of earlier order which person making Motion seeks to change.
11. Provisions which the person making Motion would like to have added to order or have order changed to include.
12. Reasons for the desired changes in the order.
13. Check if a hearing is requested.
14. Date of signing of Motion.
15. Signature of person making Motion.

NOTICE

1
(PARTY TO BE SERVED)

You are hereby notified that on 2, a hearing will be held by this Court to consider a motion to change, amend, and/or modify the terms of an order as described in the Request on the reverse side.

3
DATE

4
CLERK

SERVICE OF PROCESS ON PARTY TO BE SERVED

5 [] Personal service

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

6 [] 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.)

7

[] 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.)

8 [] Not found

CASES TO ENFORCE CHILD SUPPORT ONLY:

9 [] Delivered to the
[] residential [] business address of record.

10
DATE

11
SERVING OFFICER

for 12

Data Elements, *reverse*

To be completed by the clerk:

1. Name of person to be served.
2. Date and time of hearing on Motion.
3. Date of issuance.
4. Signature of clerk.

To be completed by officer serving the motion:

5. Serving officer to check this box if personal service obtained.
6. Serving officer to check the appropriate box to designate type of substitute service.
7. If served by leaving a copy with a family member age 16 or older, check appropriate box and insert required information.
8. Serving officer to check this box if unable to serve process.
9. Child support enforcement cases only: check applicable boxes and insert address where delivered.
10. Date of signature.
11. Signature of serving officer.
12. Name of sheriff if served by deputy sheriff.