
USING THIS FORM

1. Copies
 - a. Original - to serving officer for use in providing proof of service, then to court.
 - b. First Copy - to respondent.
 - c. Additional copies as dictated by local practice.
2. Prepared by clerk.
3. Attachments - none.
4. Preparation details
 - a. Data Element No. 4 - If used to bring defendant and sureties into court for bond forfeiture (Va. Code § 19.2-143), the defendant and each surety is required to be served.
 - b. Data Element No. 7 should be completed as a sentence and reference a code section (e.g. § 19.2-456 for contempt, § 19.2-358 for failure to pay, § 19.2-306 for revocation of suspended sentence, etc.) The charge should be the same as described in the order requiring the clerk to issue the rule to show cause.

RULE TO SHOW CAUSE
COMMONWEALTH OF VIRGINIA

Case No. 1

..... **2** Circuit Court

..... **3**
ADDRESS OF COURT

RESPONDENT:

.....
4

COMPLETE DATA BELOW IF KNOWN

RACE	SEX	BORN			HT.		WGT.	EYES	HAIR
		MO.	DAY	YR.	FT.	IN.			
SSN		5							

TO: Any authorized officer: You are commanded to serve this Rule on the Respondent.

TO THE RESPONDENT:

You are hereby commanded to appear before this Court on

6, , at a.m. to show cause why you should not:

..... **7**
DESCRIBE CHARGE

WARNING TO THE RESPONDENT: You must appear for a hearing/trial at the time and place shown above.

Willful failure to appear is a separate offense.

..... **8**
DATE

..... **9**, Clerk

by **10**
DEPUTY CLERK

RETURN OF SERVICE

EXECUTED by delivering a true copy of this summons to the Accused in person this day.

.....
SERVING OFFICER

11
BADGE NO., AGENCY AND JURISDICTION

.....
DATE AND TIME

for
SHERIFF

DATA ELEMENTS

1. Court case number.
2. Name of court.
3. Street address of court.
4. Name and street address of respondent to be served.
5. Information describing Respondent. **Note:** These boxes should be completed in whole or in part only as to those facts which are reasonably certain to be true.
6. Date and time of required appearance in court.
7. Description of reason for the respondent being brought to court. See Using This Form, 4(b).
8. Date of issuance of this form.
9. Signature of clerk if the clerk executed this form. If deputy clerk executed this form, print or type the clerk's name.
10. Signature of deputy clerk if deputy clerk executed this form.
11. Return of service is to be completed by sheriff.