

USING THIS FORM

1. Copies
 - a. Original - to court.
 - b. First copy - to court for posting at the front door of the courthouse.
 - c. Second copy - to newspaper, if published.
 - d. Copies to each person named in Data Element Nos. 12 and 13.
2. Prepared by clerk or attorney; signed by clerk or judge.
3. Attachments - none.
4. Preparation details - none.

ORDER OF PUBLICATION
Commonwealth of Virginia

Va. Code Ann. §§ 8.01-316, -317

Case No. 1

..... 2 Circuit Court

Commonwealth of Virginia, in re 3

..... v 4

The object of this suit is to:

..... 5

It is ORDERED that 6

appear at the above-named court and protect his/her interests on or before 7

(This Section NOT TO BE PRINTED)

8 It is further ORDERED that this Order of Publication be published once a week for four successive weeks in

..... 9
NAME OF NEWSPAPER

Publish this Order of Publication for the time specified and send the Certificate of Publication and the bill to:

..... 10
ATTORNEY'S NAME AND ADDRESS

11 A copy be posted at the front door of the Courthouse, and a copy mailed to each

12 defendant

13 proper and necessary party to the proceedings, namely:

14 **Waiver of Publication:** It is further ordered by the undersigned judge to dispense with publication of this order in a newspaper.

..... 15
DATE

..... 16
NAME TITLE

CLERK'S CERTIFICATION

I certify that a certified copy of this Order was:

17 mailed to the defendant

posted at Courthouse

provided to NEWSPAPER 18 by 20
DATE DEPUTY CLERK

..... 19 Clerk

DATA ELEMENTS

1. Court case number.
2. Court name.
3. If used in a juvenile or similarly styled case, check this box and insert the name of the accused in the line on the right side.
4. If not a juvenile or similarly styled case, check the box, and insert the names of plaintiff(s) and defendant(s).
5. Nature of the suit and the relief sought.
6. Insert the name of the person to be served by Order of Publication.
7. Date by which the person served by Order of Publication must appear in court to defend his interests. (Note: Date must be no sooner than 50 days from entry of order.)
8. Check this box if order is to be printed in a newspaper.
9. Name of newspaper in which this order is to be published.
10. Name and address of attorney to whom the certificate of publication and publication bill are to be sent.
11. Check this box if copy of order is to be posted and mailed to defendant or other proper parties at last known address.
12. Check this box if the defendant is to be mailed a copy of this order at last known address.
13. Check this box and insert names of persons other than the defendant to whom a copy of this order is to be mailed at last known address.
14. Check this box if printing in a newspaper is waived.
15. Date of entry of order.
16. Signature and title of issuing official. (See § 8.01-316 to determine whether clerk has authority to issue.)
17. Check the appropriate boxes when completed.
18. Date on which the actions in Data Element No. 17 were completed.
19. Signature of clerk. If executed by deputy clerk, print or type the clerk's name.
20. Signature of deputy clerk if executed by deputy clerk.