

**Using This Revisable PDF Form**

1. Copies
  - a. Original – to court after execution by sheriff.
  - b. First copy – to defendant.
  - c. Additional copies as dictated by local practice.
2. Data Element Nos. 1-5 and 10-11 prepared by the plaintiff. Data Element Nos. 6-9 prepared by clerk or judge. Data Element Nos. 12-16 are prepared by the deputy sheriff or sheriff who executes the writ.
3. Attachments – Itemized list of credits and dates of payment for purpose of calculating the total interest due.
4. Preparation details – Use district court form DC-467, WRIT OF FIERI FACIAS, to recover the rent, damages, profit and costs. See Va. Code §§ 8.01-470 and 8.01-472.



**Data Elements**

1. Jurisdiction name and check appropriate box for court.
2. Description of judgment of possession.
3. Date of judgment of possession.
4. Date plaintiff, plaintiff's attorney, or plaintiff's agent signed request.
5. Signature of plaintiff, plaintiff's attorney, or plaintiff's agent.
6. Description of premises whose possession is to be recovered.
7. Date of issuance of writ.
8. Signature of issuing official. Check the appropriate title box below the signature line.
9. Court case number.
10. Names of plaintiffs.
11. Names of defendants.
12. Date and time of receipt by sheriff's office.
13. Signature of sheriff.
14. Date on which writ was executed.
15. Signature of sheriff (type or print if executed by deputy sheriff).
16. Signature of deputy sheriff if served by deputy sheriff.