

**COVER SHEET FOR FILING CIVIL ACTIONS**  
COMMONWEALTH OF VIRGINIA

Case No. ....  
(CLERK'S OFFICE USE ONLY)

..... Circuit Court

..... v./In re: .....  
PLAINTIFF(S) DEFENDANT(S)

I, the undersigned  plaintiff  defendant  attorney for  plaintiff  defendant hereby notify the Clerk of Court that I am filing the following civil action. (Please indicate by checking box that most closely identifies the claim being asserted or relief sought.)

**GENERAL CIVIL**

**Subsequent Actions**

- Claim Impleading Third Party Defendant
  - Monetary Damages
  - No Monetary Damages
- Counterclaim
  - Monetary Damages
  - No Monetary Damages
- Cross Claim
- Interpleader
- Reinstatement (other than divorce or driving privileges)
- Removal of Case to Federal Court

**Business & Contract**

- Attachment
- Confessed Judgment
- Contract Action
- Contract Specific Performance
- Detinue
- Garnishment

**Property**

- Annexation
- Condemnation
- Ejectment
- Encumber/Sell Real Estate
- Enforce Vendor's Lien
- Escheatment
- Establish Boundaries
- Landlord/Tenant
  - Unlawful Detainer
- Mechanics Lien
- Partition
- Quiet Title
- Termination of Mineral Rights

**Tort**

- Asbestos Litigation
- Compromise Settlement
- Intentional Tort
- Medical Malpractice
- Motor Vehicle Tort
- Product Liability
- Wrongful Death
- Other General Tort Liability

**ADMINISTRATIVE LAW**

- Appeal/Judicial Review of Decision of (select one)
  - ABC Board
  - Board of Zoning
  - Compensation Board
  - DMV License Suspension
  - Employee Grievance Decision
  - Employment Commission
  - Local Government
  - Marine Resources Commission
  - School Board
  - Voter Registration
  - Other Administrative Appeal

**DOMESTIC/FAMILY**

- Adoption
  - Adoption – Foreign
- Adult Protection
- Annulment
  - Annulment – Counterclaim/Responsive Pleading
- Child Abuse and Neglect – Unfounded Complaint
- Civil Contempt
- Divorce (select one)
  - Complaint – Contested\*
  - Complaint – Uncontested\*
  - Counterclaim/Responsive Pleading
  - Reinstatement – Custody/Visitation/Support/Equitable Distribution
- Separate Maintenance
  - Separate Maintenance Counterclaim

**WRITS**

- Certiorari
- Habeas Corpus
- Mandamus
- Prohibition
- Quo Warranto

**PROBATE/WILLS AND TRUSTS**

- Accounting
- Aid and Guidance
- Appointment (select one)
  - Guardian/Conservator
  - Standby Guardian/Conservator
- Trust (select one)
  - Impress/Declare
  - Reformation
- Will (select one)
  - Construe
  - Contested

**MISCELLANEOUS**

- Appointment (select one)
  - Church Trustee
  - Conservator of Peace
  - Marriage Celebrant
- Bond Forfeiture Appeal
- Declaratory Judgment
- Declare Death
- Driving Privileges (select one)
  - Reinstatement pursuant to § 46.2-427
  - Restoration – Habitual Offender or 3<sup>rd</sup> Offense
- Expungement
- Firearms Rights – Restoration
- Forfeiture of U.S. Currency
- Freedom of Information
- Injunction
- Interdiction
- Interrogatory
- Judgment Lien-Bill to Enforce
- Law Enforcement/Public Official Petition
- Name Change
- Referendum Elections
- Sever Order
- Taxes (select one)
  - Correct Erroneous State/Local
  - Delinquent
- Vehicle Confiscation
- Voting Rights – Restoration
- Other (please specify)

Damages in the amount of \$ ..... are claimed.

DATE

[ ] PLAINTIFF [ ] DEFENDANT [ ] ATTORNEY FOR [ ] PLAINTIFF [ ] DEFENDANT

PRINT NAME

ADDRESS/TELEPHONE NUMBER OF SIGNATOR

\*"Contested" divorce means any of the following matters are in dispute: grounds of divorce, spousal support and maintenance, child custody and/or visitation, child support, property distribution or debt allocation. An "Uncontested" divorce is filed on no fault grounds and none of the above issues are in dispute.

**Civil Action Type Codes  
(Clerk's Office Use Only)**

Accounting .....	ACCT	Ejectment .....	EJET
Adoption .....	ADOP	Encumber/Sell Real Estate .....	RE
Adoption – Foreign .....	FORA	Enforce Vendor's Lien .....	VEND
Adult Protection .....	PROT	Escheatment .....	ESC
Aid and Guidance .....	AID	Establish Boundaries .....	ESTB
Annexation .....	ANEX	Expungement .....	XPUN
Annulment .....	ANUL	Firearms Rights – Restoration .....	REST
Annulment – Counterclaim/Responsive Pleading... ACRP	ACRP	Forfeiture of U.S. Currency .....	FORF
Appeal/Judicial Review		Freedom of Information .....	FOI
ABC Board .....	ABC	Garnishment .....	GARN
Board of Zoning .....	ZONE	Injunction .....	INJ
Compensation Board .....	ACOM	Intentional Tort .....	ITOR
DMV License Suspension .....	JR	Interdiction .....	INTD
Employment Commission .....	EMP	Interpleader .....	INTP
Employment Grievance Decision .....	GRV	Interrogatory .....	INTR
Local Government .....	GOVT	Judgment Lien – Bill to Enforce .....	LIEN
Marine Resources .....	MAR	Landlord/Tenant .....	LT
School Board .....	JR	Law Enforcement/Public Official Petition .....	LEP
Voter Registration .....	AVOT	Mechanics Lien .....	MECH
Other Administrative Appeal .....	AAPL	Medical Malpractice .....	MED
Appointment		Motor Vehicle Tort .....	MV
Conservator of Peace .....	COP	Name Change .....	NC
Church Trustee .....	AOCT	Other General Tort Liability .....	GTOR
Guardian/Conservator .....	APPT	Partition .....	PART
Marriage Celebrant .....	ROMC	Petition – (Miscellaneous) .....	PET
Standby Guardian/Conservator .....	STND	Product Liability .....	PROD
Asbestos Litigation .....	AL	Quiet Title .....	QT
Attachment .....	ATT	Referendum Elections .....	ELEC
Bond Forfeiture Appeal .....	BFA	Reinstatement (Other than divorce or driving privileges) .....	REIN
Child Abuse and Neglect – Unfounded Complaint ..CAN	CAN	Removal of Case to Federal Court .....	REM
Civil Contempt .....	CCON	Separate Maintenance .....	SEP
Claim Impleading Third Party Defendant – Monetary Damages/No Monetary Damages .....	CTP	Separate Maintenance – Counterclaim/Responsive Pleading .....	SCRP
Complaint – (Miscellaneous) .....	COM	Sever Order .....	SEVR
Compromise Settlement .....	COMP	Taxes	
Condemnation .....	COND	Correct Erroneous State/Local .....	CTAX
Confessed Judgment .....	CJ	Delinquent .....	DTAX
Contract Action .....	CNTR	Termination of Mineral Rights .....	MIN
Contract Specific Performance .....	PERF	Trust – Impress/Declare .....	TRST
Counterclaim – Monetary Damages/No Monetary Damages .....	CC	Trust – Reformation .....	REFT
Cross Claim .....	CROS	Unlawful Detainer .....	UD
Declaratory Judgment .....	DECL	Vehicle Confiscation .....	VEH
Declare Death .....	DDTH	Voting Rights – Restoration .....	VOTE
Detinue .....	DET	Will Construction .....	CNST
Divorce		Will Contested .....	WILL
Complaint – Contested/Uncontested .....	DIV	Writs	
Counterclaim/Responsive Pleading .....	DCRP	Certiorari .....	WC
Reinstatement – Custody/Visitation/Support/ Equitable Distribution .....	CVS	Habeas Corpus .....	WHC
Driving Privileges		Mandamus .....	WM
Reinstatement pursuant to § 46.2-427 .....	DRIV	Prohibition .....	WP
Restoration – Habitual Offender or 3 <sup>rd</sup> Offense .....	REST	Quo Warranto .....	QWQ
		Wrongful Death .....	WD