

Fairfax Circuit Court

DWI – Third Offense

Forms must be neat and legible

Filing Fees: **SEE CURRENT FEE SCHEDULE**

- \$24.00 Sheriff service fee, to serve DMV and Commonwealth Attorney
Code of Virginia:

- **DWI - Third Offense: 46.2-391**

Documents to be filed:

_____ Petition
(Original plus 2 copies – copies must also include the following)

_____ Petition signed by Plaintiff

_____ Address of Plaintiff

_____ Daytime Phone Number

_____ Self-addressed Stamped Envelope (for certified copy of Final Order)

_____ Current DMV Transcript (Original plus 2 copies)
(DMV Transcript must be dated within 30 days of the filing date)

_____ Virginia ASAP Evaluation –Virginia Alcohol Safety Action Program
Evaluation is **required** to be filed at least 10 days prior to the hearing
and **must** be dated within 90 days of the hearing date.

_____ Friday Motions Docket Praecipe/Notice Form (Original plus 2 copies)
(Copies **must** include Petitioners address and daytime phone
number)

_____ 10:00 a.m. docket

_____ Petitioner must choose a Friday date for Motion to be heard
(Hearing date **no sooner** than 45 days from the date of filing)

_____ Proposed Order

_____ Service on DMV and Commonwealth Attorney

_____ Need Interpreter (Yes / No) Language _____