



## FAIRFAX COUNTY GENERAL DISTRICT COURT

### FILING CIVIL PROCESS - GUIDE TO FORMS AND COPIES NEEDED

**WARRANT IN DEBT - \$46 Filing Fee + \$12 Service Fee per party to be served**

One original and two copies (DC-412)  
One additional copy for each additional defendant

**WARRANT IN DETINUE - \$46 Filing Fee + \$12 Service Fee per party to be served**

One original and two copies (DC-414)  
One additional copy for each additional defendant

**UNLAWFUL DETAINER - \$46 Filing Fee + \$12 Service Fee per party to be served**

One original summons and two copies (DC-421)  
One additional copy for each additional defendant

**WRIT OF POSSESSION IN UNLAWFUL DETAINER - No Filing Fee, \$25 Execution Fee\* for first party plus \$12 for each additional party to be served.**

One original and four copies (DC-469), plus an additional copy for each additional defendant listed  
Must indicate plaintiff's phone number and address

**WRIT OF POSSESSION & FIERI FACIAS IN DETINUE - No Filing Fee, \$25 Sheriff's Execution Fee\***

One original and two copies (DC-468)  
One Exemption Claim Form (DC-407)  
Must indicate plaintiff's phone number and address

**WRIT OF FIERI FACIAS (ACTUAL LEVY) - No Filing Fee, \$25 Sheriff's Execution Fee\***

One original and three copies (DC-467)  
One Exemption Claim Form (DC-407)  
Must include plaintiff's phone number and address

**INTERROGATORY - \$46 Filing Fee + \$24 Service Fee\*\* per party to be served**

One original and two copies (DC-440)  
One additional copy for each additional defendant  
One Exemption Claim Form (DC-407)

**GARNISHMENT - \$46 Filing Fee + \$24 Service Fee\*\* per party to be served**

One original Suggestion in Garnishment (DC-450)  
One original and five copies Garnishment Summons (DC-451)  
Three Garnishment Exemption Claim Forms (DC-454)  
One additional copy for each additional defendant and/or co-defendant  
One Garnishee Answer Form (with information completed at top of form) (DC-456)  
One business size stamped envelope addressed to each principal defendant  
Accounting (if interest is calculated)  
Certificate of due diligence (if service requested on registered agent for garnishee)  
See other handout for federal wage Garnishment

**GARNISHMENT DISPOSITION - No Fees -One original and one copy (DC-453)**

**SUBPOENA DUCES TECUM - PRODUCTION OF DOCUMENTS - \$12 Service Fee per party**

One original and two copies (DC-336) (Please indicate phone number of person requesting subpoena)  
Must be filed at least 15 days prior to requested date of production

**WITNESS SUBPOENA - No Filing Fee, Requires \$12 Service Fee per party to be served**

One original and two copies (DC-326)  
One additional copy for each additional witness  
(Please indicate phone number of person requesting subpoena)  
Must be filed at least 10 days prior to hearing date

**RULE TO SHOW CAUSE - No Filing Fee, Requires \$12 Service Fee per party to be served**

One original and two copies (DC-481)  
One additional copy for each additional defendant

**CAPIAS - No Filing Fee, \$12 Service Fee per party to be served**

One original and two copies (DC-483)  
Form should include all identifiers. Sex, DOB and/or full SSN must be included.

***NOTE: The following services require one additional copy of the warrant per defendant plus:***

**Secretary of the Commonwealth - (No Sheriff's Service Fee)**

Secretary charges \$28 per defendant to be served (payable: Secretary of the Commonwealth)  
One original plus two copies of the Secretary of the Commonwealth Affidavit (DC-410)  
(add one additional copy plus a SASE if you are requesting a copy of the compliance)  
Green certified mailing return receipt card (available at post office)  
One envelope addressed to the debtor

**State Corporation Commission - (Requires \$12 Sheriff's Service Fee per party to be served)**

plus, SCC charges \$30 per defendant to be served (payable: SCC)  
One original and four copies of SCC affidavit (no form available)

**Division of Motor Vehicles - (No Sheriff's Service Fee)**

DMV charges \$28 per defendant to be served (payable: DMV)  
One original plus two copies of an affidavit for DMV (no form available)

\* **Attachments, Distress Warrants, Levys, and Writs of Possession require a \$25 Sheriff's Execution Fee. They no longer require the \$12 Service Fee.**

\*\* **Garnishments and Interrogatories require a \$24 Service Fee per party to be served. These fees are not required for service other than through a Virginia Sheriff.**

**Filing Fee:** Effective 7/1/10, filing fees are \$46 for all civil and small claims filings.