



ARLINGTON GENERAL DISTRICT COURT
Filing Civil Process – Guide to forms and copies needed



Attachment Petition and Summons - \$52 Filing Fee + \$25 Sheriff's Execution Fee***

One original and four copies of **Attachment Petition** (DC-445)
One Original and four copies of **Attachment Summons** (DC-446)
One Original and four copies of **Plaintiff's Bond** (DC-447)
One original affidavit stating specifics of grounds of attachment
Two Exemption Claim Forms (DC-407)

Capias – No filing Fee, \$12, Service Fee per party to be served

One original and two copies (DC-483)

Distress Petition & Warrant - \$52 Filing Fee + \$25 Sheriff's Execution Fee***

One original and four copies of **Distress Petition** (DC-423)
One original and four copies of **Distress Warrant** (DC-424)
Plaintiff's address and telephone number should be included on the warrant
One original affidavit stating specifics of grounds of attachment
One Exemption Claim form (DC-407)

Fieri Facias (Actual Levy) – No filing fee, \$25 Sherriff's Execution Fee***

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

Garnishment - \$52 Filing Fee + \$12 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-451)
One additional copy of each additional defendant and/or co-defendant
One Garnishee Answer Form (with information completed at the top of form) (DC-456)
One stamped envelope addressed to each principal defendant
See other handout for Federal Wage Garnishment

Garnishment Disposition – No Fees – One original and one copy (DC-453)

Interrogatory - \$52 Filing Fee + \$24 Service Fee per party to be served**

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

Order of Publication – No Fees

One original affidavit and Petition for Order of Publication (DC-435)
One original order and two copies (DC-436)

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

Subpoena Duces Tecum – Production of Documents - \$12 Service fee per party

One original and two copies (DC-336)
(Please indicate telephone number of person requesting subpoena)

Unlawful Detainer - \$52 Fee +\$12 Service Fee per party to be served

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

Warrant in Debt - \$52 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 - \$52 Filing Fee + \$12 Service Fee per party to be served

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

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 telephone number of person requesting subpoena

Writ of Possession & Fieri Facias in Detinue – No filing fee, \$25 Sheriff's Fee***

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

Writ of Possession in Unlawful Detainer – No filing Fee, \$25 Execution Fee for the first party plus \$12 for each additional party to be served

One original and three copies (DC-469), regardless of number of defendants
Must indicate plaintiff's telephone number and address

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 to 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 the post office)
One envelope addressed to the debtor

State Corporation Commission – \$52 Filing Fee, Plus:

SCC Charges \$30 per defendant to be served (payable to SCC)
One original and four copies of SCC affidavit (no form currently available)

Division of Motor Vehicle – No Sheriff's Service Fee

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

*** **Attachments, Distress Warrants, Levy's, 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.**

➤ **All fees are payable in CASH and/or MONEY ORDER payable to the Clerk of Court.**

Arlington General District Court
1425 N. Courthouse Road, Suite 2400
Arlington, Virginia 22201
703-228-7900