

Using This Form

1. Copies
  - a. Original - to court.
  - b. First copy - to defendant against whom an order is issued.
2. Petition prepared by petitioner. Notice prepared and signed by clerk. Case Disposition prepared by clerk and signed by judge.
3. Attachments - none.
4. Preparation details

Notice on page two indicates to whom service of process is directed.

Data Elements, *page one*

1. Case number. If form is clipped to file at top of form, put case number at bottom of page; otherwise, put file number at top of page.
2. Court name.
3. Street address of court.
4. Name, address and telephone number of petitioner.
5. Name, address and telephone number of defendant. Additional line is provided for other location information.
6. Name of court entering judgment for support.
7. Date of entry of judgement by court in Data Element No. 6.
8. Amount and terms of court-awarded payments.
9. Name of person to whom payment was ordered to be made.
10. Name of dependents supported by support payments.
11. Amount of support order in arrears.
12. Number of months payments past due.
13. Date as of which support arrearage amount (Data Element No. 11) was correct.
14. Date of signing of petition.
15. Signature of petitioner.

To be completed by judge:

16. Amount of judgment principal.
17. Interest rate in percent and date from which interest was calculated.
18. Amount of costs awarded by court, if any.
19. Amount of attorney's fees awarded by court, if any.
20. Check box if judgment entered on this petition for defendant.
21. Check this box if the case if non-suited by plaintiff.
22. Check this box if the case is dismissed.
23. Check the applicable box.
24. Date of entry of order.
25. Signature of judge.

**MOTION AND NOTICE AND JUDGMENT FOR ARREARAGES**

Commonwealth of Virginia Va. Code §16.1-278.18

Case No. **1**

**2** ..... Juvenile & Domestic Relations District Court

**3** ..... STREET ADDRESS OF COURT

**5** ..... DEFENDANT

**4** ..... v. **5** .....  
PETITIONER ADDRESS/LOCATION

ADDRESS/LOCATION ADDRESS/LOCATION

TELEPHONE NUMBER TELEPHONE NUMBER

The undersigned respectfully represents to the Court that the

**6** ..... did on  
NAME OF COURT AWARDING SUPPORT

**7** ..... enter judgment and order the defendant to pay  
DATE

**8** ..... payable to  
AMOUNT OF PAYMENT AND TERMS OF PAYMENT

**9** ..... for the support of  
NAME OF PAYEE

**10** .....  
NAME(S) OF DEPENDENT(S)

The undersigned states that the defendant has not paid all of the support money ordered by the Court, leaving a balance due of **11** ..... which amount is equal to or greater than **12** ..... months of support payments owed as of **13** .....  
BALANCE DUE NO. OF MONTHS DATE

Wherefore, the undersigned moves the Court to enter judgment against the defendant on **14** ..... for the balance due shown above plus any other further delinquent payments as of the date of judgment.

**14** ..... **15** .....  
DATE PETITIONER

**CASE DISPOSITION**

JUDGMENT that Petitioner(s) recover against Defendant the sum of **16** ..... with interest; **17** ..... until paid, INTEREST RATE AND DATE FROM WHICH INTEREST IS DUE  
**18** ..... costs, and \$ **19** ..... attorney's fees.  
COSTS ATTY. FEE

- 20**  JUDGMENT FOR DEFENDANT
- 21**  NON-SUIT  DISMISSED
- Defendant(s) present? yes  no  **23**

**24** ..... **25** .....  
DATE ENTERED JUDGE

Data Elements, *page two*

To be completed by the clerk:

1. Court case number.
2. Data and time of hearing on this petition.
3. Date of issuance.
4. Signature of clerk.

To be completed by the serving officer

5. Serving officer to check this box if personal service obtained.
6. Serving officer to check the appropriate box to designate type of substitute service.
7. If served by leaving a copy with a family member age 16 or older, check appropriate box and insert required information.
8. Serving officer to check appropriate box(es) and insert to whom process served and check appropriate box to indicate if it was delivered to residence or business address.
9. Serving officer to check this box if unable to serve process.
10. Date of signature.
11. Signature of serving officer.
12. Name of sheriff if served by deputy sheriff.

**NOTICE**

TO THE DEFENDANT:

You are hereby notified that the party who filed this motion will move this Juvenile and Domestic Relations District Court on  
**2**  
.....m. to enter judgment against you in the amount of money alleged to be unpaid.  
• DATE AND TIME

**3**  
.....  
DATE

**4**  
\_\_\_\_\_  
CLERK

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**SERVICE OF PROCESS ON DEFENDANT**

- 5**  Personal service
- Being unable to make personal service, a copy was delivered in the following manner:
  - Delivered to family member (not temporary sojourner or guest) age 16 or older at usual place of abode of party named above after giving information of its purpose. (List name, ages of recipient and relation to party named above.)  
**7**
  - Posted on front door or such other door as appears to be the main entrance of usual place of abode, address listed above.  
**6** (Other authorized recipient not found.)

Delivered to ..... the  
**8**  residence.  
 business address of record.

- 9**  Not found

**10**  
.....  
DATE

**11**  
\_\_\_\_\_  
SERVING OFFICER

for **12**  
\_\_\_\_\_