

Using This Form

1. Copies
 - a. Original--to court.
 - b. Copies to each person designated on the original copy to receive process.
 - c. Other copies as determined by local practice.
2. Prepared by petitioner and intake officer.
3. Attachments
 - a. Form DC-325, REQUEST FOR WITNESS SUBPOENA--if prepared at time of issuance of petition.
 - b. Form DC-510, SUMMONS
 - c. Form DC-513, ADVISEMENT AND REQUEST FOR APPOINTMENT OF COUNSEL--at first appearance in court (if form DC-515 not used).
 - d. Form DC-515, WAIVER OF RIGHT TO BE REPRESENTED BY A LAWYER (JUVENILE)--at first appearance in court (if form DC-513 is not used).
 - e. Form DC-517, WAIVER OF JURISDICTION--if used in a court proceeding.
 - f. Form DC-519, NOTICE OF TRANSFER HEARING (if used) when transfer hearing is scheduled.
 - g. Form DC-526, EMERGENCY REMOVAL ORDER--if used (attach to all copies of petition if order issued when petition is prepared).
 - h. Form DC-527, PRELIMINARY PROTECTIVE ORDER--if used (attach to all copies of petition if order issued when petition is prepared).
 - i. Form DC-528, PRELIMINARY REMOVAL ORDER--if used (attach to all copies of petition if order issued when petition is prepared).
 - j. Form DC-529, DETENTION ORDER--if used (attach to all copies of petition if order issued when petition is prepared).
 - k. Form DC-535, NOTICE OF TERMINATION OF RESIDUAL PARENTAL RIGHTS--if used (attach to all copies of petition in these proceedings).
 - l. Form DC-620, AFFIDAVIT (UNIFORM CHILD CUSTODY JURISDICTION ACT) --if used (attach to all copies of petition in these proceedings).
 - m. Form DC-641, PARENTAGE SUPPLEMENT TO PETITION, if parentage is an issue.
4. Preparation details
 - a. If more than five sheets (original plus four copies) are being prepared, the last copy should be examined to be sure that it is legible. If not legible, determine how many copies are illegible and make duplicate copies from the original using a copier to replace the illegible copies.
 - b. Data Element Nos. 15-17 (regarding placement in detention or shelter care) should be updated on the original if the child is taken into custody after the petition has been issued.

PETITION

Commonwealth of Virginia VA. CODE §§ 16.1-262; 16.1-263

Case No. 1

2

DATE OF HEARING

3

Juvenile and Domestic Relations District Court

In re a Child under eighteen years of age

CHILD'S NAME 1. 4	SSN:	DATE OF BIRTH 2. 5	AGE 3. 6	SEX M F 7	RACE 8
CHILD'S ADDRESS 4.	9	TELEPHONE NO			
FATHER'S NAME 5.	SSN 10	DATE OF BIRTH	TELEPHONE NO		
FATHER'S ADDRESS 6.	11				
MOTHER'S NAME 7.	SSN	DATE OF BIRTH	TELEPHONE NO		
MOTHER'S ADDRESS 8.	13				
GUARDIAN/LEGAL CUSTODIAN OR PERSON IN <i>LOCO PARENTIS</i> NAME AND ADDRESS 9.		14	TELEPHONE NO		
GUARDIAN'S /LEGAL CUSTODIAN OR PERSON IN <i>LOCO PARENTIS</i> RELATIONSHIP TO CHILD 10.		15			
OTHER(S) NAME AND ADDRESS 11.		16	TELEPHONE NO		
12. Child held in CUSTODY [] Yes [] No		17			
13. Place of Detention or Shelter Care 18					
14. Date and Time Taken into Custody ____/____/____ 19 : ____ m.		13. Date and Time Placed in Detention or Shelter Care ____/____/____ 20 : ____ m.			
15. The above information is not known to the petitioner: No(s).		21			

I, the undersigned petitioner, state under oath to the best of my knowledge, that the above-named child is within the purview of the Juvenile and Domestic Relations District Court Law in that, within this city/county, the child:

22

(FOR ADMINISTRATIVE USE ONLY IN DELINQUENCY CASES) Virginia Crime Code WHEREFORE, the Petitioner requests that the child and the persons having his or her custody and control be summoned to appear before this Court, and that this Court enter such orders and judgments as the Court deems fit and proper in accordance with the law and which will serve the purpose and intent of the Juvenile and Domestic Relations District Court Law.

23

DATE

24

PETITIONER'S NAME (PRINT OR TYPE)

25

PETITIONER'S SIGNATURE

26

PETITIONER'S ADDRESS AND TELEPHONE NUMBER (COURT COPY ONLY)

Sworn/affirmed and signed before me on 27

28

[] INTAKE OFFICER [] NOTARY PUBLIC (My commission expires)

Filed by: 29

[] INTAKE OFFICER [] ATTORNEY

30

DATE

Data Elements

1. Court file number.
 2. Date of hearing.
 3. Name of Court.
 4. Name and Social Security number of child who is the subject of this petition.
 5. Date of birth of child.
 6. Age of child in years. If less than one year old, state age of child in months or days and state if age is in months or years.
 7. Sex of child. Circle "M" or "F".
 8. Race of child.
 9. Street address and telephone number of child.
 10. Father's name, Social Security number, date of birth, and telephone number.
 11. Father's street address.
 12. Mother's name, Social Security number, date of birth, and telephone number.
 13. Mother's street address.
 14. Name, street address and telephone number of guardian, legal custodian or other person standing *in loco parentis* to the child.
 15. Guardian's, legal custodian's or person *in loco parentis* relationship to child.
 16. Name, street address and telephone number of other person involved in the subject matter of the petition.
 17. Check the appropriate box to show whether or not the child is in official custody at the time of the issuance of the petition.
 18. If placed in detention, give the name of the detention or shelter care facility.
 19. If placed in detention, give the date and time that the child was taken into official custody.
 20. If placed in detention, give the date and time that the child was placed in a detention or shelter care facility.
 21. Insert item numbers of information petitioner could not provide.
- NOTE:** Do not place more than one charge or case on one petition. Separate petitions should be filed per charge or matter, i.e. petition for custody and separate petition for visitation.
22. Description of charge or matter before the court, i.e. custody determination or visitation determination, including citations to statutes or ordinances.
 23. Date of signature of petitioner.
 24. Print or type petitioner's name.
 25. Signature of petitioner.
 26. Petitioner's street address and telephone number (on court copy ONLY).
 27. Date of acknowledgment.
 28. Signature of person taking acknowledgment. Check the appropriate title box. If acknowledgement taken by a notary public, include notary's registration number and commission expiration date.
 29. Name of person filing the petition. Check appropriate title box.
 30. Date petition filed.

**NOTICE OF RIGHTS TO DESTRUCTION OF JUVENILE AND
DOMESTIC RELATIONS DISTRICT COURT RECORDS**

(Va. Code § 16.1-306)

■ Records relating to a proceeding where a juvenile is found guilty of a delinquent act which would be a felony if committed by an adult will not be destroyed.

■ Records related to other proceedings concerning a juvenile will be destroyed automatically when:

such juvenile is nineteen (19) years old or older and

five years have passed since the date of the last hearing in the case. However, if the juvenile was found guilty of an offense reportable to the Virginia Department of Motor Vehicles, the records shall not be destroyed until the juvenile is twenty-nine (29) years old.

■ You may request the earlier destruction of the court records in this case ONLY IF:

1. You were the subject of a delinquency or juvenile traffic proceeding, and
2. You were found innocent of the charge or the charge was otherwise dismissed, and
3. You file a motion with this court requesting destruction of the records connected with such charge with notice being given to the Commonwealth's Attorney.

Unless good cause is shown why the records should not be destroyed, this court shall grant the motion.