

USING THIS REVISABLE PDF FORM

1. Copies
 - a. Original – to court
 - b. First copy – to defendant
2. Prepared by clerk or plaintiff.
3. Attachments –
 - a. Form CC-1400, SUMMONS – CIVIL ACTION
 - b. Complaint
 - c. Other court notices
4. Preparation details
 - a. This form accompanies a Summons and Complaint and its attachments.
 - b. Data Element No. 6 shows the items attached to the accompanying process. Also add description of other attached documents on the line provided.
 - c. Such notarized writing may be provided in the clerk's office of any circuit court and may be signed by such party to the proceedings before any clerk or deputy clerk of any circuit court or notary public, under oath, or may be drafted and filed by counsel in the proceeding, and shall, when filed with the papers in the suit, have the same effect as if the process specified had been personally served upon the defendant by a person authorized to serve process. The court may enter any order or decree without further notice unless a defendant has filed an answer in the suit.

**ACCEPTANCE/WAIVER OF SERVICE OF PROCESS AND
WAIVER OF FUTURE SERVICE OF PROCESS
AND NOTICE**

Case No. **1**

COMMONWEALTH OF VIRGINIA VA. CODE §§ 8.01-327; 20-99.1:1; Rules 3:5, 3:8

..... **2** Circuit Court

..... **3** v. **4**
PLAINTIFF DEFENDANT

I, the undersigned party named below, swear under oath/affirm the following:

- 5** 1. I am a party plaintiff defendant in the above-styled suit.
- 2. I have received a copy of the following documents on this date:

- 6** { Complaint
 filed on DATE , attached
 pre-filing copy pursuant to Va. Code § 20-99.1:1(A), attached
- Summons with copy of Complaint filed on DATE , attached
- Other – Describe: filed on DATE

I understand that my receipt of these copies and my signature below constitute

- 7** { the acceptance of service of process of these copies, or
 a waiver of service of process and notice which may be prescribed by law.

- 3. I agree to voluntarily and freely waive any future service of process and notice as checked below in this case:

- 8** { a. the 21-day time period for filing a responsive pleading.
- b. any further service of process.
- c. notice of the appointment of a commissioner in chancery and hearings held by such commissioner in chancery, if a commissioner in chancery is appointed.
- d. notice of the taking of depositions.
- e. notice of the filing of any reports by a commissioner in chancery of the filing of depositions.
- f. notice of testimony to be given orally in open court.
- g. notice of entry of any order, judgment or decree, including the final decree of divorce.

I understand that, by waiving service of process and notice, I am giving up my right to be notified of the events where indicated above.

..... **9** DATE **10**
[] DEFENDANT [] PLAINTIFF

TO DEFENDANT: Notify the Court in writing of any changes of your address while this case is pending.

State/Commonwealth of **11** , [] City [] County of **12**

Subscribed and sworn to/affirmed before me this **13** day of , 20

by **14**
PRINT NAME OF AFFIANT

..... **15** DATE **16**
[] CLERK [] DEPUTY CLERK
[] NOTARY PUBLIC (My commission expires **17**)
Registration No. **18**

DATA ELEMENTS

1. Court case number.
2. Name of court.
3. Name of plaintiff.
4. Name of defendant.
5. Check appropriate box to identify person accepting/waiving process.
6. Check appropriate box for applicable document. If document is not a Complaint or a Summons, check other and enter description of document received. See Using This Form 4(b).
7. Check appropriate box to indicate acceptance or waiver of service of process and notice.
8. Check appropriate box for which the defendant has waived future service of process and notice.
9. Date person is accepting process and/or waiving process.
10. Signature of person accepting process.
11. Enter name of state.
12. Check applicable box and enter the city or county name where affirmation is taken.
13. Date of affirmation.
14. Name of person taking affirmation.
15. Date of clerk, deputy clerk or notary public's signature.
16. Signature of clerk, deputy clerk, or notary public. Check the appropriate title box.
17. Date notary public's commission expires.
18. Registration number of notary public.