

Using This Revisable PDF Form

1. Copies — (Contact the court to determine if you should bring copies to the Clerk's Office or if copies will be made upon filing.)
 - a. Original to court
 - b. Make a copy for the defendant.
2. Prepared by magistrate or clerk, signed by defendant.
3. Attachments
 - a. Original
 1. Defendant's copy of summons or warrant
DC-314 WARRANT OF ARREST (State Misdemeanor)
DC-315 WARRANT OF ARREST (Local Misdemeanor)
DC-319 SUMMONS
DC-322 POLICE SUMMONS
 2. Copy of receipt for court.
 - b. Defendant's Copy
 1. Original receipt

NOTICE — APPEARANCE, WAIVER AND PLEA

Commonwealth of Virginia

VA. CODE ANN. § 16.10-69.40:2

NOTICE

1. You have the right to appear at trial.
2. You are presumed innocent until proven guilty beyond a reasonable doubt.
3. You have the right to retain counsel to represent you.
4. You have the right to have the Clerk subpoena witnesses on your behalf.
5. You have the right to plead guilty or not guilty or nolo contendere to any charge placed against you.
6. You have the right to appeal the judgment of the District Court within ten (10) days.
7. If you fail to enter a written or court appearance, you may be tried in your absence.

APPEARANCE, WAIVER AND PLEA

By signing below, I am entering my written appearance in the court case resulting from the violation (s) charged on the accompanying summons or warrant. I have read and understand the notice above. I also understand that my plea of guilty will have the same force and effect as a finding of guilty by a judge. Understanding all this, I PLEAD GUILTY to the violation charged, WAIVE my right to a court hearing, and agree to pay the fine and court costs prescribed for my offense.

THIS FORM MUST BE ACCOMPANIED BY YOUR SUMMONS OR WARRANT

1
2
3

 DATE NAME (please print) SIGNATURE

Notice to Defendant Considering a Plea of Guilty or a Plea of Nolo Contendere:

If you decide to plead guilty or nolo contendere to an offense, you are waiving your right to confront your accusers and your right against compulsory self-incrimination.

HEARING DATE 4	CASE NO. 5
NOTICE — APPEARANCE, WAIVER AND PLEA	
<div style="display: flex; align-items: center;"> <div style="font-size: 3em; margin-right: 10px;">6 {</div> <div> <p>[] Commonwealth of Virginia</p> <p>[] CITY [] COUNTY [] TOWN of</p> <p>.....</p> <p style="text-align: center;">v.</p> <p>.....</p> <p style="text-align: center;">ACCUSED</p> <p style="text-align: center;">7</p> <p>.....</p> <p>.....</p> </div> </div>	

Data Elements

1. Date on which the defendant signs this form.
2. Name of defendant (print or type).
3. Signature of accused.
4. Hearing date obtained from summons or warrant.
5. Court case number.
6. Name of jurisdiction whose laws were allegedly violated. On local summonses, fill in name of locality.
7. Name of defendant.