

**CHAPTER 1 - OVERVIEW ..... 1-1**

- I. CIVIL LAW - GENERALLY ..... 1-1
- II. CIVIL ACTIONS – LAW AND CHANCERY NO LONGER DISTINGUISHED .. 1-1
  - A. Common Law and Statute Law..... 1-2
  - B. Equity..... 1-2
  - C. Effect of Distinction between Law and Equity ..... 1-3
- III. COURT ORGANIZATION AND JURISDICTIONAL DISTINCTIONS ..... 1-4
  - A. Supreme Court of Virginia..... 1-4
  - B. Court Of Appeals of Virginia..... 1-5
  - C. Circuit Courts..... 1-5
  - D. District Courts..... 1-6
- IV. PARTICIPANTS IN A CIVIL ACTION..... 1-7
  - A. Plaintiff ..... 1-7
  - B. Defendant..... 1-7
  - C. Attorneys..... 1-7
  - D. Pro se Litigants ..... 1-8
  - E. Guardian Ad litem..... 1-8
  - F. Commissioner in Chancery..... 1-8
  - G. Judges..... 1-8
  - H. Clerk of Circuit Court ..... 1-8
  - I. Juries ..... 1-9
  - J. Condemnation Commissioners ..... 1-9
  - K. Special Commissioners..... 1-9
  - L. Registered Agents ..... 1-9
  - M. Executors/Administrators ..... 1-9
  - N. Sheriff ..... 1-9
  - O. Judge Pro Tempore ..... 1-9
  - P. Mediators ..... 1-10
  - Q. Police Officers ..... 1-10
- V. GENERAL DESCRIPTION OF CIVIL CASE PLEADINGS ..... 1-10
- VI. LEGAL CAUSES OF ACTION (FORMERLY KNOWN AS ACTIONS AT LAW)..... 1-11
  - A. Complaint..... 1-12
  - B. Bills Of Particulars..... 1-13
  - C. Demurrers ..... 1-13
  - D. Venue ..... 1-14

E. Answer ..... 1-14

F. Cross-Demands ..... 1-14

VII. SUITS IN EQUITY ..... 1-15

    A. Complaint ..... 1-15

    B. Demurrers ..... 1-17

    C. Pleas in Equity ..... 1-17

    D. Disclaimers ..... 1-17

    E. Answers ..... 1-17

    F. Cross-Claims ..... 1-17

VIII. SOURCES OF LAW APPLICABLE TO CIVIL CASES ..... 1-18

    A. Statutory Law ..... 1-18

    B. Acts of the General Assembly ..... 1-18

    C. Case Reporters ..... 1-18

    D. Opinions of the Attorney General ..... 1-18

    E. Other Reference Works ..... 1-19

**CHAPTER 2 - CASE INITIATION ..... 2-1**

I. INTRODUCTION ..... 2-1

II. ACKNOWLEDGING RECEIPT OF CASE PAPERS ..... 2-1

III. CASE NUMBERING ..... 2-3

IV. INDEXING ..... 2-4

V. PREPARATION OF CASE FILE – PAPER ..... 2-5

VI. ISSUANCE OF COURT PROCESS ..... 2-6

    A. General ..... 2-6

    B. Service of Process ..... 2-6

    C. Acceptance/Waiver of Service ..... 2-7

    D. Order of Publication ..... 2-7

    E. Certified Mailing ..... 2-8

VII. SERVICE UPON A CORPORATION OR STATE CORPORATION  
COMMISSION ..... 2-8

VIII. SERVICE ON SECRETARY OF THE COMMONWEALTH ..... 2-9

IX. SERVICE UPON THE COMMISSIONER OF DMV ..... 2-10

X. ATTORNEY-ISSUED SUBPOENAS ..... 2-11

XI. PRO SE CIVIL ACTIONS -PRO SE LITIGANTS..... 2-12

XII. VIRGINIA PRISONER LITIGATION REFORM ACT ..... 2-13

**CHAPTER 3 - CASEFLOW MANAGEMENT..... 3-1**

I. DOCKET CALL ..... 3-1

    A. Docket Preparation..... 3-1

    B. Civil Docket Procedures ..... 3-2

II. CASEFLOW MANAGEMENT ..... 3-3

    A. Defining Delay..... 3-3

    B. Considerations in Developing Caseflow Management Prevention Efforts..... 3-4

    C. Forming a Team..... 3-5

    D. Steps Taken by the Court or Team to Assess Delay..... 3-6

    E. Developing Caseflow Management Programs..... 3-8

    F. Examples of Caseflow/Calendar Management Programs..... 3-9

III. REQUESTS FOR SUBPOENAS, PRODUCTION OF DOCUMENTS, ETC. .... 3-10

    A. Definitions..... 3-10

    B. Subpoena..... 3-11

    C. Subpoena Duces tecum..... 3-12

    D. Uniform Interstate Depositions and Discovery Act..... 3-17

IV. JURY MANAGEMENT ..... 3-18

    A. Civil Jury Composition ..... 3-18

    B. Condemnation Juries..... 3-19

    C. Creation of the Master Jury List/It's Use In Jury Management..... 3-20

    D. Appointment of Jury Commissioners ..... 3-22

    E. Master Jury List ..... 3-23

    F. Term Jury List..... 3-26

    G. Petit Jury ..... 3-28

    H. Jury Orientation ..... 3-29

    I. Voir dire ..... 3-31

V. MICROFILMING AND INDEXING ORDERS; ORDER BOOKS..... 3-31

    A. Microfilming ..... 3-31

    B. Court Orders..... 3-32

    C. Indexing Orders ..... 3-33

    D. Order Books and Other Information Found In the Clerk's Office..... 3-34

VI. APPEALS ..... 3-37

    A. Court Of Appeals of Virginia..... 3-37

    B. Supreme Court of Virginia..... 3-46

**CHAPTER 4 - PRE-TRIAL..... 4-1**

I. PRETRIAL CONFERENCES ..... 4-1

II. HEARINGS ON MOTIONS..... 4-2

III. COMMISSIONER IN CHANCERY ..... 4-2

IV. ALTERNATIVE DISPUTE RESOLUTION ..... 4-3

    A. Referral ..... 4-4

    B. Cases for Mediation ..... 4-5

    C. Process ..... 4-6

V. APPOINTMENT OF GUARDIAN AD LITEM ..... 4-8

    A. Generally..... 4-8

    B. Specific Appointments..... 4-9

    C. Recoup Fees ..... 4-12

VI. NONSUIT, DISMISS ACTION WITH(OUT) PREJUDICE ..... 4-12

VII. RULES OF THE SUPREME COURT OF VIRGINIA ..... 4-13

VIII. INTERPRETERS..... 4-29

IX. LOCAL RULES OF COURT (RULE 1:15)..... 4-30

X. PURGING INACTIVE CASES FROM THE DOCKET ..... 4-31

    A. One Year ..... 4-31

    B. Two Years..... 4-32

    C. Three Years..... 4-32

**CHAPTER 5 - TRIAL OF THE ACTION/POST-TRIAL ..... 5-1**

I. BENCH TRIAL ..... 5-1

II. JURY TRIAL..... 5-4

    A. Right to Trial by Jury ..... 5-5

    B. Eligibility for and Exemption from Jury Service..... 5-5

    C. Selection of Trial Jurors..... 5-5

**CIRCUIT COURT CLERKS' MANUAL - CIVIL**

**TABLE OF CONTENTS**

**PAGE v**

D. Conduct of Jury Trial ..... 5-8  
E. Juror Reimbursement ..... 5-14

III. CLERK'S DUTIES IN THE COURTROOM ..... 5-14

A. The Court File ..... 5-15  
B. Jury Trial ..... 5-15  
C. Pre-Trial Motions ..... 5-15  
D. Trial ..... 5-15  
E. Trial Exhibits ..... 5-15  
F. Post-Trial Motions ..... 5-15  
G. Court Orders ..... 5-15  
H. Post-Trial Matters ..... 5-15  
I. Under Advisement Cases ..... 5-16

IV. POST-TRIAL MOTIONS ..... 5-16

V. JUDGMENTS AND EXECUTIONS THEREON ..... 5-17

VI. SEALING COURT RECORDS; CONFIDENTIALITY CONSIDERATIONS ..... 5-17

A. Sealed Records ..... 5-17  
B. Confidentiality Considerations ..... 5-25

VII. RECORDS MANAGEMENT ..... 5-34

A. Statutory Recordkeeping Duties ..... 5-34  
B. Creating A Records Management Program ..... 5-36  
C. Dealing with Electronic Records ..... 5-38  
D. Destroying Circuit Court Records ..... 5-40  
E. Destroying District Court Records ..... 5-43

**CHAPTER 6 - SUITS/ACTION TYPES (A-B) ..... 6-1**

I. ADMINISTRATIVE APPEAL (EMPLOYEE GRIEVANCE) ..... 6-1

II. ADMINISTRATIVE APPEAL (VIRGINIA RETIREMENT SYSTEM MEMBER GRIEVANCE) ..... 6-2

III. ADMINISTRATIVE IMPOUNDMENT OF MOTOR VEHICLES ..... 6-3

IV. ADMINISTRATIVE SUSPENSION OF DRIVER'S LICENSE ..... 6-3

V. ADOPTION ..... 6-3

VI. ADOPTION-FOREIGN ..... 6-7

VII. ADOPTION-POST ADOPTION CONTACT AND COMMUNICATION AGREEMENTS ..... 6-9

VIII. ANIMAL VIOLATIONS..... 6-10

IX. ANNEXATION ..... 6-10

X. APPEALS ..... 6-13

    A. Blood Borne Pathogens Appeal ..... 6-13

    B. Civil Contempt from District Court ..... 6-14

    C. Civil Proceedings from J&DR ..... 6-16

    D. Decision from Board of Zoning Appeals ..... 6-23

    E. Decision from Zoning Administrator Decisions ..... 6-26

    F. Decision of ABC Board ..... 6-27

    G. Decision of Board of Real Estate Review, (Board of Assessors) and Equalization Board ..... 6-29

    H. Decision of Compensation Board or Governing Body ..... 6-31

    I. Decision of Support Enforcement Set Off Debt Collections ..... 6-34

    J. Decision of Employment Commission ..... 6-35

    K. Decision of Local Governing Body (Historic Landmarks)..... 6-37

    L. Decision of Marine Resources Commission..... 6-38

    M. Denial of Authorization for Abortion from J&DR ..... 6-40

    N. Denial of Voter Registration ..... 6-42

    O. General District Court Appeal ..... 6-43

    P. Involuntary Commitment/Inpatient and Outpatient - Va. Code § 37.2-821 ..... 6-47

    Q. Isolation/Quarantine Order ..... 6-49

    R. Probate – Not an Original Action ..... 6-51

    S. Refusal to Take Blood or Breath Test..... 6-52

    T. Withdrawal of Appeal from District Court..... 6-52

XI. APPOINTMENT ..... 6-54

    A. Church Trustees and Fraternal Organizations Trustees ..... 6-54

    B. Special Conservator of the Peace..... 6-56

    C. Special Conservator of the Peace-Revocation ..... 6-59

    D. Guardian/Conservator ..... 6-60

    E. Special Justice ..... 6-60

    F. Standby Guardian/Standby Conservator ..... 6-61

XII. APPROVAL OF THE RIGHT TO BE ELIGIBLE TO REGISTER TO VOTE..... 6-61

XIII. ATTACHMENTS ..... 6-64

XIV. AUGMENTED ESTATE..... 6-68

XV. AUTHORIZATION OF NON MINISTERS TO PERFORM MARRIAGES ..... 6-69

XVI. BOND ..... 6-69

**CHAPTER 7 - SUITS/ACTION TYPES (C)..... 7-1**

- I. CHANGE OF SEX ..... 7-1
- II. CHILD ABUSE OR NEGLECT – UNFOUNDED COMPLAINT ..... 7-2
- III. CIVIL COMMITMENT FOR SEXUALLY VIOLENT PREDATORS..... 7-4
- IV. CIVIL CONTEMPT..... 7-9
- V. COMPLAINT – LEGAL CAUSE OF ACTION OR EQUITABLE ACTION ..... 7-11
- VI. COMPROMISE SETTLEMENT..... 7-13
- VII. CONCEALED HANDGUN PERMIT..... 7-15
  - A. Application for Concealed Handgun Permit..... 7-15
  - B. Renewal of Concealed Handgun Permit ..... 7-18
  - C. Replacement Permit for a Change of Address ..... 7-19
  - D. Replacement Permit for Lost or Destroyed Permit, Change of Name..... 7-19
  - E. Denial of Concealed Handgun Permit - Petition for Review..... 7-20
  - F. Revocation/Suspension of Concealed Handgun Permit ..... 7-21
- VIII. CONDEMNATION/EMINENT DOMAIN/INVERSE CONDEMNATION AND RELATED PROCEDURES ..... 7-22
- IX. CONFESSION OF JUDGMENT ..... 7-39
- X. CONSOLIDATION OF COUNTIES ..... 7-43
- XI. CONSTRUE WILL..... 7-45
- XII. CONTRACTS ..... 7-45
  - A. Rescission of Contract ..... 7-45
  - B. Seeking Damages & Performance ..... 7-47
  - C. Seeking Money Damages ..... 7-48
  - D. Seeking Specific Performance ..... 7-49
- XIII. CONVEY/ENCUMBER CHURCH PROPERTY..... 7-51
- XIV. CORRECTION OF ERRONEOUS OR IMPROPER ASSESSMENTS OF LOCAL LEVIES..... 7-52
- XV. CORRECTION OF ERRONEOUS OR IMPROPER ASSESSMENTS OF STATE TAX ..... 7-54

XVI. CORRECT ORDERS - DEFAULT JUDGMENT/PRO CONFESSO ..... 7-56

    A. Amendment of Final Decree, etc. in Original Action..... 7-56

    B. File A New Action To Amend, Etc. The First Case ..... 7-57

XVII. COUNTERCLAIM ..... 7-58

XVIII. CROSS CLAIM ..... 7-59

XIX. CUSTODIAN – VIRGINIA UNIFORM TRANSFERS TO MINORS ACT ..... 7-61

    A. Duties of a Custodian..... 7-61

    B. Incidents Involving a Petition to Circuit Court..... 7-61

**CHAPTER 8 - SUITS/ACTION TYPES (D-F)..... 8-1**

I. DEATH CERTIFICATE – AMENDMENT ..... 8-1

II. DECLARATORY JUDGMENT ..... 8-3

III. DECLARE DEATH..... 8-5

IV. DESTRUCTION OF UNEXECUTED FELONY AND MISDEMEANOR  
WARRANTS ..... 8-7

V. DETINUE ..... 8-8

VI. DIVORCE/ANNULMENT/AFFIRMATION ..... 8-12

VII. EJECTMENT..... 8-21

VIII. ELECTIONS ..... 8-24

    A. Referendum Elections..... 8-24

    B. Special Elections (Constitutional Officers) ..... 8-27

    C. Recount of Election..... 8-29

IX. ELECTIVE SHARE ..... 8-29

X. ENFORCEMENTS ..... 8-30

    A. Mechanic’s Lien..... 8-30

    B. Vendor’s Lien ..... 8-31

XI. ERRONEOUS OR IMPROPER ASSESSMENTS OF LOCAL LEVIES ..... 8-33

XII. ESCHEAT ..... 8-33



XIII. ESTABLISHMENTS..... 8-35

- A. Establish Property Line..... 8-35
- B. Establish Record of Birth..... 8-36
- C. Establish Report of Foreign Adoption ..... 8-38
- D. Establish Residency - Eligibility for In-State Tuition..... 8-38
- E. Establish Right-Of-Way..... 8-39
- F. Establish/Impeach Will..... 8-40

XIV. EXPUNGEMENT..... 8-41

XV. FOREIGN COUNTRY JUDGMENTS ..... 8-47

XVI. FORFEITURES ..... 8-48

- A. Bail Bond ..... 8-48
- B. Quick Reference Guide To Bond Forfeiture -  
Bonds posted prior to 7/1/11 ..... 8-51
- C. Quick Reference Guide To Bond Forfeiture -  
Bonds posted on or after 7/1/11 ..... 8-53
- D. Quick Reference Guide To Bond Forfeiture -  
Bonds posted on or after 7/1/12 ..... 8-56
- E. Contraband Seized For ABC Violations..... 8-59
- F. Forfeiture of Property, Money ..... 8-60

XVII. FREEDOM OF INFORMATION ..... 8-63

**CHAPTER 9 - SUITS/ACTION TYPES (G-M) ..... 9-1**

I. GARNISHMENT..... 9-1

II. GUARDIANS/CONSERVATORS ..... 9-5

- A. Guardian/Conservator Appointment..... 9-5
- B. Guardian/Conservator Appointment-Uniform Adult Guardianship  
and Protective Proceedings Act ..... 9-10
- C. Guardian of Minor – Appointment of - Estate Filing ..... 9-13
- D. Guardian Of Minor – Distribution From Estate..... 9-16
- E. Standby Guardian Conservator ..... 9-17
- F. Transfer of Guardianship or Conservatorship-Uniform Adult  
Guardianship and Protective Proceedings Act..... 9-20

III. GUARDIANSHIP FOR ENROLLING CHILD IN SCHOOL..... 9-22

IV. HABEAS CORPUS AD SUBJICIENDUM ..... 9-22

V. INCOME DEDUCTION ORDER..... 9-26

**CIRCUIT COURT CLERKS' MANUAL - CIVIL**

**TABLE OF CONTENTS**

**PAGE x**

VI. INJUNCTION ..... 9-28

VII. INTERDICTION..... 9-30

VIII. INTERPLEADER ..... 9-31

IX. INTERVENER..... 9-32

X. ISOLATION/QUARANTINE ..... 9-33

XI. JUDGMENT LIEN (BILL TO ENFORCE) ..... 9-36

XII. JUDICIAL REVIEWS ..... 9-39

    A. DMV Revocation/Suspension of License ..... 9-39

    B. School Board Decision Regarding A Pupil ..... 9-41

XIII. JUVENILE & DOMESTIC RELATIONS COURT CASE MATRIX..... 9-42

XIV. LEVY/SEIZURE - (POST-JUDGMENT)..... 9-42

XV. LIQUIDATED DAMAGES/OVERWEIGHT VEHICLE VIOLATIONS..... 9-46

XVI. MANDAMUS ..... 9-47

XVII. MARRIAGE-AUTHORIZATION OF PERSONS OTHER THAN MINISTERS .... 9-50

XVIII. MEDICAL MALPRACTICE ..... 9-51

**CHAPTER 10 - SUITS/ACTION TYPES (N-W) ..... 10-1**

I. NAME CHANGE ..... 10-1

II. NAME CHANGE – VOID ..... 10-4

III. PARTITION..... 10-6

IV. PAWNBROKER – APPLICATION FOR LICENSE ..... 10-7

V. PAYMENT OF FUNDS INTO THE CIRCUIT COURT FROM  
GENERAL DISTRICT COURT..... 10-9

VI. PETITION BY PUBLIC OFFICIALS TO PROHIBIT PUBLICATION  
OF INFORMATION..... 10-11

VII. PETITION FOR ENTRY ONTO SCHOOL PROPERTY BY  
SEX OFFENDER..... 10-11

VIII. PRO HAC VICE – WHEN OUT-OF-STATE LAWYER IS ALLOWED  
TO PARTICIPATE IN A VIRGINIA CASE ..... 10-13

**CIRCUIT COURT CLERKS' MANUAL - CIVIL**

**TABLE OF CONTENTS**

**PAGE xi**

IX. PROHIBITION ..... 10-14

X. PROTECTIVE ORDERS..... 10-16

    A. Appeal ..... 10-16

    B. Protective Order Emergency - Family Abuse - Pass-Through  
    (No File Created) ..... 10-19

    C. Protective Orders of Family Abuse Where Divorce, Custody,  
    Visitation or Support Is Pending-Civil or Juvenile (Where Custody/  
    Visitation Appealed) ..... 10-23

XI. QUO WARRANTO ..... 10-25

XII. RECEIVER (SPECIAL) ..... 10-27

XIII. REINSTATEMENTS ..... 10-30

    A. Civil Case..... 10-30

    B. Driving Privileges ..... 10-32

    C. Reinstatement Of Professional License ..... 10-34

    D. Restoration Of Voting Rights ..... 10-35

    E. Restore Driving Privileges (Third Offense Or Habitual Offender) ..... 10-35

    F. Restore, Modify Or Terminate Guardian/Conservator ..... 10-38

    G. Restore Rights To Possess Firearm. .... 10-41

XIV. RELIEF ..... 10-44

    A. Legal Determination of Paternity..... 10-44

    B. Re-Registration - Sexual Offender Registry ..... 10-45

XV. REMOVALS..... 10-47

    A. Circuit to Federal Court ..... 10-47

    B. Personal Representative/Trustee..... 10-49

    C. Name from Sexual Offender Register or Supplement to the Sex  
    Offender and Crimes Against Minors Registry ..... 10-50

XVI. RESTRICTED DRIVER'S LICENSE..... 10-53

    A. Failure to Pay Fines and Costs..... 10-53

    B. Conviction for Unauthorized Driving..... 10-54

XVII. REVOCATION OF LICENSE TO PRACTICE LAW ..... 10-56

XVIII. SELL ..... 10-57

    A. Land for Delinquent Taxes ..... 10-57

    B. Sell, Etc. Land of Person under a Disability ..... 10-60

XIX. STRUCTURED SETTLEMENT – APPROVAL OF TRANSFER ..... 10-62

XX. SURCHARGE AND FALSIFY AN ACCOUNTING ..... 10-63

XXI. SUSPENSION OF PROFESSIONAL LICENSE..... 10-66

XXII. THIRD-PARTY PRACTICE..... 10-68

XXIII. TRUSTS ..... 10-69

    A. Reformation of Trusts ..... 10-69

    B. Creation of Trusts ..... 10-71

XXIV. UNLAWFUL ENTRY AND DETAINER ..... 10-72

XXV. WILLS..... 10-74

    A. Construe Will ..... 10-74

    B. Elective Share and Augmented Estate ..... 10-76

    C. Establish/Impeach ..... 10-77

XXVI. WORKERS' COMPENSATION LIEN – ASCERTAIN AMOUNT ..... 10-79

XXVII. WORKERS' COMPENSATION COMMISSION REFERRAL..... 10-80

XXVIII. WRIT OF CERTIORARI..... 10-82

XXIX. WRIT OF CORAM NOBIS/WRIT OF CORAM VOBIS ..... 10-83

XXX. WRONGFUL DEATH/PERSONAL INJURY ..... 10-84

**GLOSSARY..... Glossary-1**

**APPENDIX A - WORKSHEET FOR FILING CIVIL ACTIONS..... A-1**

**APPENDIX B - MISCELLANEOUS BOND FORMS..... B-1**

    I. PERFORMANCE BOND..... B-1

    II. INJUNCTION BOND..... B-2

    III. SPECIAL COMMISSIONER'S BOND..... B-3

    IV. SPECIAL COMMISSIONER'S BOND – CLERK'S CERTIFICATE  
        AND NOTICE ..... B-4

    V. FORTHCOMING BOND [RELIEF FROM WRIT OF FIERI FACIAS] ..... B-5

VI. FORTHCOMING BOND [THIRD-PARTY CLAIM TO PROPERTY LEVIED ON] ..... B-6

VII. FORTHCOMING BOND [INJUNCTION AGAINST REMOVAL OF PROPERTY]..... B-7

VIII. INDEMNIFYING BOND [FIERI FACIAS, ATTACHMENT, DISTRESS]..... B-8

IX. INDEMNIFYING BOND [ACTION ON LOST EVIDENCE OF DEBT]..... B-9 X.  
BOND FOR COSTS ..... B-10

**APPENDIX C - FEE SCHEDULE..... C-1**

**APPENDIX D - MISCELLANEOUS ORDERS AND DECREES ..... D-1**

I. CLOSING OFFICE FOR GENERAL HOLIDAY ..... D-1

II. CLOSING OFFICE FOR CHRISTMAS AND NEW YEAR'S..... D-2

III. CLOSING OFFICE - (BAD WEATHER, OFFICE CATASTROPHE, ETC.)..... D-3

IV. FOREIGN DEPOSITION ORDER ..... D-4

V. PETITION FOR PROCEEDING IN CIVIL CASE WITHOUT PAYMENT OF FEES OR COSTS (CC-1414)..... D-5

VI. ORDER TO OPEN SEALED RECORD..... D-7

VII. SERVICE OF PROCESS ORDER ..... D-8

VIII. GARNISHMENT EXEMPTION ORDER..... D-9

IX. ORDER TO CELEBRATE RITES OF MATRIMONY BY MINISTERS..... D-10

X. PETITION TO CELEBRATE RITES OF MARRIAGE – NON MINISTERS..... D-11

XI. ORDER TO CELEBRATE RITES OF MARRIAGE – NON MINISTERS ..... D-12

XII. PETITION TO APPOINT CHURCH TRUSTEES ..... D-13

XIII. ORDER OF APPOINTMENT OF CHURCH TRUSTEES ..... D-14

XIV. CLERK'S ORDER - QUALIFICATION OF NOTARY PUBLIC ..... D-15

XV. CLERK'S ORDER - CONCEALED WEAPON PERMIT ..... D-15

XVI. ORDER - REAPPOINTMENT TO ELECTORAL BOARD..... D-16

**CIRCUIT COURT CLERKS' MANUAL - CIVIL**

**TABLE OF CONTENTS**

**PAGE** xiv

XVII. PETITION - WRIT OF HABEAS CORPUS ..... D-17

XVIII. ORDER - WRIT OF HABEAS CORPUS ..... D-22

XIX. WRIT OF QUO WARRANTO..... D-23

XX. CHECKLIST FOR COMPLETING EXPUNGEMENT PROCEEDINGS..... D-24

**APPENDIX E - RECORDS RETENTION AND DISPOSITION SCHEDULE .....E-1**

**APPENDIX F - MANUAL UPDATES .....F-1**

**INDEX..... Index-1**