

**Last amended by Order dated March 1, 2011; effective May 2, 2011.**

**RULES OF SUPREME COURT OF VIRGINIA  
PART TWO A  
APPEALS PURSUANT TO THE  
ADMINISTRATIVE PROCESS ACT**

**Rule 2A:4. Petition for Appeal.**

(a) Within 30 days after the filing of the notice of appeal, the appellant shall file a petition for appeal with the clerk of the circuit court named in the first notice of appeal to be filed. Such filing shall include within such 30-day period both the payment of all fees and the taking of all steps provided in Rules 3:2, 3:3 and 3:4 to cause a copy of the petition for appeal to be served (as in a civil action) on the agency secretary and on every other party. The petition may be filed electronically as provided under Rule 1:17.

(b) The petition for appeal shall designate the regulation or case decision appealed from, specify the errors assigned, state the reasons why the regulation or case decision is deemed to be unlawful and conclude with a specific statement of the relief requested.