
USING THIS FORM

1. Copies
 - a. Original – for service of process and court use.
 - b. First copy – to the accused.
 - c. Second copy – to Commonwealth’s Attorney.
 - d. Additional copies as dictated by local practice.
2. Prepared by clerk.
3. Attachments
 - a. Copy of the Indictment, Presentment or Information.
 - b. Circuit court form CC-1304, if applicable. See Data Element No. 14.
4. Preparation Details
 - a. Data Element Nos. 7, 8 and 9 – Information for these elements should be contained in the indictment, presentment or information. If the summons is being issued for more than one offense, Data Element No. 11 is used to provide information on the additional offenses. If the summons is being issued for only one offense, Data Element No. 11 is not used.

SUMMONS

COMMONWEALTH OF VIRGINIA

1

2

Circuit Court

ACCUSED:

3

COMPLETE DATA BELOW IF KNOWN

RACE	SEX	BORN		YR.	HT.		WGT.	EYES	HAIR
		MO.	DAY		FT.	IN.			
SSN									
4									

TO:

5

DESIGNATION OF OFFICER

or any other authorized officer:

You are hereby commanded in the name of the Commonwealth to forthwith summon the accused to appear on

6

in this court to answer a charge in this Court that he/she committed an offense in

the

7

JURISDICTION

on or about

8

, namely

9

DESCRIBE OFFENSE

as charged in an

- indictment dated
- presentment dated
- information dated

10

CHARGES(s):

11

Offense Tracking Number	Virginia Crime Code (For Administrative Use Only)	Code Section	Case Number
	Description:		
	Description:		
	Description:		
	Description:		

12

[] Addendum listing additional charges is attached and incorporated.

13

DATE

14

Clerk

by

15

DEPUTY CLERK

RETURN OF SERVICE

EXECUTED by delivering a true copy of this summons to the Accused in person this day:

17

SERVING OFFICER

18

BADGE NO., AGENCY AND JURISDICTION

16

DATE AND TIME

for

19

SHERIFF

20

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DATA ELEMENTS

1. Insert court case number associated with offense listed in Data Element No. 9.
2. Name of court in which the accused is required to appear.
3. Name and residential address of the accused.
4. Information describing the accused (Race, Sex, Date of Birth, Height, Weight, Color Eyes, Color Hair and Social Security Number. Note: These boxes should be completed in whole or in part only as to those facts which are reasonably certain to be true.
5. Identify officer to whom summons is initially delivered for service and his bailiwick (e.g., "Sheriff of Fairfax County").
6. Date and time of hearing.
7. Jurisdiction in which the alleged offense occurred.
8. Date, on or about, which the alleged offense occurred.
9. Description of the alleged offense. Include statute (Code of Virginia section number) along with a verbal description of the offense, the Offense Tracking Number, and the applicable Virginia Crime Code reference (for administrative use only). If the summons is being issued for more than one offense, write "and charges below" on the last line of Data Element No. 9, before the words "as charged in an..." Then, complete Data Element No. 11.
10. Check appropriate block to indicate that the offense was charged in an indictment, presentment or information and insert date of such written document.
11. Complete requested information for each charge additional to the offense listed in Data Element No. 9. If more space is needed to list additional charges, see Data Element No. 12.
12. If applicable, check box and complete and attach circuit court form CC-1304, Charge Addendum.
13. Date of issuance of summons.
14. Signature of clerk if the clerk completed this form. If deputy clerk completed this form, print or type the clerk's name.
15. Signature of deputy clerk if deputy clerk completed this form.
16. Date and time of execution of summons.
17. Signature of serving officer.
18. Badge number of serving officer, employing agency and name of jurisdiction of arresting officer.
19. If summons served by deputy sheriff, insert name of sheriff.
20. Insert applicable page number(s). For example, if one addendum sheet listing additional charges is attached (see Data Element No. 12), insert page "one of two."