
USING THIS FORM

1. Copies
 - a. Original - to court.
 - b. First copy - to party being served.
2. Prepared by clerk.
3. Attachments
 - a. Bill of Complaint
 - b. Amended bill of complaint
 - c. Cross-bill
 - d. Notices
 - e. Interrogatories
 - f. Request for admission
 - g. Request for production of documents
 - h. Petition
 - i. Bill of complaint for notary acceptance
 - j. Bill of complaint for non-resident service
 - k. Other items tendered together with bill of complaint or cross-bill for service on the other party.
4. Preparation details - none.

COMMONWEALTH OF VIRGINIA

VA. CODE § 8.01-2,
RULE 2:4



SUBPOENA IN CHANCERY

Case No.1.....

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

.....3.....
ADDRESS

TO:

.....4.....
.....
.....
.....

The party upon whom this writ and the attached paper are served is hereby notified that unless within twenty-one (21) days after such service, response is made by filing in the clerk's office of this court a pleading in writing, in proper legal form, the allegations and charges may be taken as admitted and the court may enter decree against such party, either by default or after hearing evidence.

Appearance in person is not required by this subpoena.

Done in the name of the Commonwealth of Virginia.

.....5.....
DATE

.....6..... Clerk
by7.....
DEPUTY CLERK

DATA ELEMENTS

1. Court case number.
2. Court name.
3. Address of court.
4. Name and address of person to be served.
5. Date of issuance of this form.
6. Signature of clerk if executed by clerk. If executed by deputy clerk, print or type the clerk's name.
7. Signature of deputy clerk if executed by deputy clerk.