

Using This Form

1. Copies
 - a. Original – to court.
 - b. First copy – to court for posting at the front door of the courthouse, if applicable.
 - c. Second copy – to newspaper or online publication, if published.
 - d. Copies to each person named in Data Elements No. 13 and 14.
 - e. Note: Pursuant to § 8.01-317, the clerk is required to cause copies of the order to be so posted, mailed and transmitted to the designated newspaper within 20 days after the entry of the order of publication.
2. Prepared by clerk or attorney; signed by clerk or judge.
3. Attachments – None.
4. Preparation details – None.

Data Elements

1. Court case number.
2. Court name.
3. Address of court.
4. If used in a juvenile or similarly styled case, check this box and insert the name of the accused in the line on the right side.
5. If not a juvenile or similarly styled case, check this box and insert the name(s) of plaintiff(s) and defendant(s).
6. Nature of the suit and the relief sought.
7. Insert the name of the person to be served by Order of Publication.
8. Date by which the person served by Order of Publication must appear in court to defend his interests. (Note: this date must be no sooner than 50 days from entry of order).
9. Check this box if the order is to be published in a newspaper.
10. Name of newspaper in which this order is to be published.
11. Name and address of attorney to whom the certificate of publication and publication bill are to be sent.
12. Check this box if a copy of the order is to be posted and mailed to the defendant or other proper parties at last known address.
13. Check this box if the defendant is to be mailed a copy of this order at last known address.
14. Check this box and insert names of persons other than the defendant to whom a copy of this order is to be mailed at last known address.
15. Check this box if publication in a newspaper is waived.
16. Check this box if a copy of the order is only to be posted and mailed to the defendant at last known address, and publication of this order is not required.
17. Date order entered.
18. Signature of judge or clerk. (See § 8.01-316 to determine whether the clerk has authority to issue the order.)
19. Check the appropriate boxes when completed.
20. Signature of clerk. If executed by deputy clerk, print or type the clerk's name.
21. If the order is posted on a website, insert the website address.
22. Date order was provided to newspaper.
23. Signature of deputy clerk if executed by deputy clerk.

ORDER OF PUBLICATION
COMMONWEALTH OF VIRGINIA
VA. CODE §§ 1-211.1; 8.01-316, -317, 20-104

Case No. 1

2 Circuit Court

3
ADDRESS OF COURT

4 Commonwealth of Virginia, *in re*

5 v.

The object of this suit is to:

6

It is ORDERED that 7

appear at the above-named court and protect his/her interests on or before 8

(This Section NOT TO BE PUBLISHED)

9 It is further ORDERED that this Order of Publication be published once a week for four successive weeks in

10
NAME OF NEWSPAPER

Publish this Order of Publication for the time specified and send the Certificate of Publication and the bill to:

11
ATTORNEY'S NAME AND ADDRESS

12 A copy of this Order of Publication shall be posted pursuant to § 1-211.1, and a copy mailed to each

13 defendant

14 proper and necessary party to the proceedings, namely:

15 **Waiver of Publication:** It is further ordered by the undersigned judge to dispense with publication of this order in a newspaper.

16 **Mailing and Posting Only:** (In suits for annulment, for divorce, or for affirmance of marriage only, § 20-104.) The plaintiff in the suit has been determined to be indigent pursuant to § 19.2-159. A copy of this Order shall be posted pursuant to § 1-211.1, and a copy mailed to the defendant at his last known address. Publication of this order is not required.

17
DATE

18
[] JUDGE [] CLERK

CLERK'S CERTIFICATION

I certify that a certified copy of this Order was:

19 mailed to the defendant

posted

at courthouse OR 20, Clerk

on local public government website or on the website of any court, court clerk, sheriff or commissioner of accounts of the locality, specifically 21.
WEBSITE ADDRESS

provided to NEWSPAPER on 22 by 23
DATE DEPUTY CLERK