

**SERVICE OTHER THAN BY VIRGINIA SHERIFF**  
COMMONWEALTH OF VIRGINIA

Case No. \_\_\_\_\_

\_\_\_\_\_ Circuit Court

\_\_\_\_\_ v. \_\_\_\_\_

is the name and address of the person upon whom service of the following is to be made.

Notice of Motion for Judgment and Motion of Judgment  
Subpoena in Chancery and Bill of Complaint

I, the undersigned swear/affirm that:

- 1. I am an official or an employee of an official who is authorized to serve process of type described in the attached Proof of Service and my title and bailiwick are:

\_\_\_\_\_ or,

I am a private process server (list name, address and telephone number below).

- 2. I am not a party to, or otherwise interested in, the subject matter in controversy in this case.
- 3. I am 18 years of age or older.
- 4. I served, as shown below, the above-named person upon whom service of process was to be made with copies described above.

- Date and time of service: \_\_\_\_\_
- Place of service: \_\_\_\_\_  
STREET ADDRESS, CITY AND STATE
- Method of service:

(If served outside of Virginia, use only personal service.)

personal service	Other (allowed only in Virginia)
Being unable to make personal service, a copy was delivered in the following manner: Delivery to family member (not temporary sojourner or guest) age 16 or older at usual place of abode of person to be served after giving information of its purport. List name, age of recipient, and relation of recipient to party _____ _____	
Posted on front door or such other door as appears to be the main entrance of usual place of abode (other authorized recipient not found).	

\_\_\_\_\_ DATE \_\_\_\_\_ SIGNATURE  
Name (Print or Type) \_\_\_\_\_

State of \_\_\_\_\_, City \_\_\_\_\_ County of \_\_\_\_\_

Subscribed and sworn to/affirmed before me this day by \_\_\_\_\_

\_\_\_\_\_ DATE \_\_\_\_\_ NOTARY PUBLIC My Commission Expires: \_\_\_\_\_