

**Using This Form**

1. Copies
  - a. Original – to serving officer for use in providing proof of service, then to court
  - b. First copy – to commissioner in chancery.
  - c. Second copy- to respondent.
  - d. Additional copies as dictated by local practice.
  
2. Preparation details.
  - a. Prepared by judgment creditor or judgment creditor’s attorney.
  - b. Form CC-1405, Proof of Service, may accompany this form and is used for proof of service by the serving officer.

**SUMMONS TO ANSWER INTERROGATORIES**

Commonwealth of Virginia VA. CODE § 8.01-506

Case No. 1

2 Circuit Court  
CITY OR COUNTY

3 v. 5  
PLAINTIFF(S) DEFENDANT(S)

4 6

7  
RESPONDENT  [ ] SAME AS DEFENDANT

8  
ADDRESS/LOCATION

**REQUEST FOR SUMMONS TO ANSWER INTERROGATORIES**

I request the issuance of a Summons to Answer Interrogatories in connection with the judgment in this case, the details and status of such judgment being:

DATE Prior Writ of Fieri Facias Issued <b>9</b>	DATE of Judgment Upon Which Based <b>10</b>	AMOUNT \$ <b>11</b>	COSTS \$ <b>12</b>	ATTORNEY'S FEES \$ <b>13</b>
LEGAL INTEREST DUE ON JUDGMENT: Rate(s) and Beginning Dates(s) <b>14</b>	CASE NO. of Case in Which Judgment Entered, if different from above <b>15</b>	CREDITS \$ <b>16</b>		

I certify that I have not proceeded against the Judgment Debtor(s) under §8.01-506 within six (6) months from this date.

17 18  
DATE [ ] JUDGMENT CREDITOR [ ] JUDGMENT CREDITOR'S ATTORNEY

**SUMMONS TO ANSWER INTERROGATORIES**

TO THE SERVING OFFICER: Return this summons to the Court or Commissioner in Chancery designated below before whom the Respondent is to appear.

TO THE RESPONDENT: A Writ of Fieri Facias was issued on a judgment in favor of Plaintiff(s) against Defendant(s) as indicated below. At Plaintiff(s) request, you are hereby commanded to appear on:

19 at 20 before  
DATE TIME

21 Commissioner in Chancery

22  
STREET ADDRESS

to answer questions concerning property and assets of Defendant(s) which are held or controlled by the Respondent.

WARNING TO RESPONDENT: If you fail to appear in response to this summons, or if you fail to answer questions put to you at the hearing, or if you make answers deemed by the Court or Commissioner presiding to be evasive, YOU MAY BE SUBJECT TO ARREST AND IMPRISONMENT UNTIL SUCH TIME AS YOU SHALL MAKE PROPER ANSWERS.

COMMISSIONER IN CHANCERY:  
Forward these case papers to the issuing court upon completion of the interrogatory proceedings.

23 24 Clerk  
DATE ISSUED

by 25  
DEPUTY CLERK

**WRIT OF FIERI FACIAS TO ANY AUTHORIZED OFFICER:** You are commanded to make the money herein mentioned, the principal, interest, costs and attorney's fees, less credits (itemized on the attached list), as shown above, out of the goods, chattels, money, bank notes and other personal property or intangible personal estate of the Judgment Debtor(s). You are further commanded to make your return to the Clerk's Office within 90 days of this date and to notify the person entitled to receive such money if such person is known, as required by law.

Homestead Exemption Waived? [ ] yes [ ] no [ ] cannot be demanded

27 Clerk by 28  
DEPUTY CLERK

29  
DATE ISSUED

**Data Elements**

1. Court case number.
2. Name of circuit court.
3. Name of plaintiff.
4. Address of plaintiff.
5. Name of defendant.
6. Address of defendant.
7. Name of respondent. Check box to indicate if respondent is the same as defendant.
8. Address of respondent, if different from defendant.
9. Date prior Writ of Facias was issued.
10. Date of entry of judgment on which interrogatories are based.
11. Amount of judgment.
12. Costs due for judgment.
13. Attorney's fees due for judgment.
14. Amount of legal interest due on judgment.
15. Case number for case in which judgment was entered, if different from case number listed in Element 1.
16. Credits on judgment.
17. Date of certification.
18. Signature of judgment creditor or judgment creditor's attorney. Check appropriate box.
19. Date respondent is summoned to appear.
20. Time respondent is summoned to appear.
21. Name of commissioner in chancery.
22. Address where respondent is summoned to appear.
23. Date summons issued.
24. Signature of clerk if issued by clerk. If issued by deputy clerk, print or type clerk's name.
25. Signature of deputy clerk if issued by deputy clerk.
26. Check appropriate box.
27. Signature of clerk if issued by clerk. If issued by deputy clerk, print or type clerk's name.
28. Signature of deputy clerk if issued by deputy clerk.
29. Date summons issued.