

**Using This Revisable PDF Form**

Virginia Code § 19.2-187 permits the defendant's "counsel of record" (which could be the defendant, if he is proceeding *pro se*) to request a copy of the certificate of analysis. However, this request must be made at least 10 days prior to trial, and it must be on a form developed by the Supreme Court of Virginia. In addition, if the request is submitted prior to the case being filed in the court, the clerk may send the request back and ask that it be resubmitted following the filing of the case with the court.

This form was developed for use in making the request for a copy of the certificate of analysis.

**REQUEST FOR COPY OF CERTIFICATE OF ANALYSIS**

Commonwealth of Virginia Va. Code § 19.2-187

Case No. (if known): ..... **1**

..... **2**  
HEARING DATE AND TIME

Charge: ..... **3**

General District Court  Circuit Court  
 Juvenile and Domestic Relations District Court

..... **4**  
CITY OR COUNTY

..... **5**  
COURT ADDRESS

Commonwealth of Virginia v. ....  
DEFENDANT

..... **6**  
LOCALITY

To the Clerk of the above-named Court:

I, ..... **7** , hereby request that a copy  
 DEFENDANT  COUNSEL FOR DEFENDANT (PRINT NAME)

of the certificate of analysis in the above-named case be sent to me at the following address:

..... **8**  
.....

..... **9**  
DATE

..... **10**  
SIGNATURE

I certify that a copy of this request has been mailed or delivered to the Commonwealth's Attorney of this jurisdiction on this ..... **11** ..... day of ..... **11** ..... , 20 .....

..... **12**  
 DEFENDANT  COUNSEL FOR DEFENDANT

..... **13**  
TELEPHONE NUMBER OF  DEFENDANT  COUNSEL FOR DEFENDANT

**CERTIFICATION**

**14**  This case is not yet before this court. This request must be resubmitted.

**15**  I certify that I have mailed or delivered a copy of such certification to the address provided in the above case, at no charge to the signator, on this ..... day of ..... , 20.....

..... **16**  
DATE

..... **17**  
 CLERK  DEPUTY CLERK  COMMONWEALTH'S ATTORNEY

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**Data Elements**

1. Case number (if known).
2. Date and time of the trial.
3. Pending charge for which the certificate of analysis is sought.
4. Name of the court in which the case is pending.
5. Court address.
6. Style of the case.
7. Name of person requesting a copy of the certificate of analysis (either the attorney for the defendant or the defendant if appearing *pro se*). Check appropriate box.
8. Address to which the copy of the certificate of analysis is requested to be sent.
9. Date of request.
10. Signature of the requestor.
11. Date on which requestor mailed or delivered a copy of the request to the Commonwealth's Attorney.
12. Signature of requestor certifying that a copy of the request was mailed or delivered to the Commonwealth's Attorney.
13. Telephone number of requestor.

To be completed by the clerk or the Commonwealth's Attorney:

14. Check this box if the case has not yet been filed with the court. The request must be resubmitted once the case is filed.
15. Check this box and indicate on which clerk or Commonwealth's Attorney mailed or delivered a copy of the certificate of analysis to defendant's attorney.
16. Date signed.
17. Signature of Commonwealth's Attorney, clerk or deputy clerk certifying mailing or delivery of copy of the certificate of analysis.