

VIRGINIA:

IN THE CLERK'S OFFICE OF THE CIRCUIT COURT OF PRINCE WILLIAM COUNTY

Plaintiff

CL: _____

V.

Defendant

REQUEST FOR WITNESS SUMMONS

The Clerk of the aforesaid Circuit Court will please issue a Witness Summons on behalf of the _____ Plaintiff / _____ Defendant for the following party/parties to appear in Prince William County Circuit Court on the _____ day of _____, 20____ at 10:00 a.m.

PLEASE INCLUDE FULL NAME, STREET ADDRESS, CITY, ZIP AND COUNTY.

- 1) _____

- 2) _____

- 3) _____

- 4) _____

Requested this _____ day of _____, 20____.

Instructions to Clerk:

____ Service by Sheriff
____ Service by Private Process
____ Place in Attorney Box # _____

Requested by: (Please Print Clearly)

Attorney for Plaintiff/Defendant or Pro Se Party
Phone Number: _____