

**ACCEPTANCE/WAIVER OF SERVICE OF PROCESS AND  
WAIVER OF FUTURE SERVICE OF PROCESS  
AND NOTICE**

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

COMMONWEALTH OF VIRGINIA VA. CODE §§ 8.01-327; 20-99.1:1; Rules 3:5, 3:8

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

\_\_\_\_\_ v. \_\_\_\_\_  
PLAINTIFF DEFENDANT

I, the undersigned party named below, swear under oath/affirm the following:

- 1. I am a party  plaintiff  defendant in the above-styled suit.
- 2. I have received a copy of the following documents on this date:

Complaint filed on \_\_\_\_\_ DATE

Summons with copy of Complaint filed on \_\_\_\_\_ DATE attached

Other – Describe: \_\_\_\_\_ filed on \_\_\_\_\_ DATE

I understand that my receipt of these copies and my signature below constitute

the acceptance of service of process of these copies, or

a waiver of service of process and notice which may be prescribed by law.

- 3. I agree to voluntarily and freely waive any future service of process and notice as checked below in this case:

a. any further service of process.

b. notice of the appointment of a commissioner in chancery and hearings held by such commissioner in chancery, if a commissioner in chancery is appointed.

c. notice of the taking of depositions.

d. notice of the filing of any reports by a commissioner in chancery of the filing of depositions.

e. notice of testimony to be given orally in open court.

f. notice of entry of any order, judgment or decree, including the final decree of divorce.

I understand that, by waiving service of process, I am giving up my right to be notified of the events described immediately above.

\_\_\_\_\_  
DATE

\_\_\_\_\_  DEFENDANT  PLAINTIFF

**TO DEFENDANT:** Notify the Court in writing of any changes of your address while this case is pending.

State/Commonwealth of \_\_\_\_\_, [ ] City [ ] County of \_\_\_\_\_

Subscribed and sworn to/affirmed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

by \_\_\_\_\_  
PRINT NAME OF AFFIANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
[ ] CLERK [ ] DEPUTY CLERK  
[ ] NOTARY PUBLIC (My commission expires .....)  
Registration No. \_\_\_\_\_