

**APPOINTMENT OF CHURCH TRUSTEES
LOUDOUN CIRCUIT COURT**

The Application or Petition must be accompanied by minutes of the meeting in which the trustees were elected. The minutes must be provided on Church letterhead and should include: new appointments, new retirees; and changes in organization. All required documents below must be completed fully.

REQUIRED DOCUMENTS:

- Cover Sheet
- Original Petition/Application
- Original Order
- Copy of minutes from the meeting electing trustees on Church letterhead, which should include: new appointments, new retirees and changes in the organization.

FILING FEE: \$31

The Filing fee must be paid by cash, certified check, money order or personal check (no starter checks will be accepted) made payable to Clerk of Circuit Court.

\$22 recording fee (for up to ten pages) payable when the order is entered.

This must be a separate check or money order, made payable to "Clerk of Circuit Court." Check must be submitted after the order is entered.

FILING MAY BE SUBMITTED IN PERSON OR BY MAIL:

In person: Bring your completed paperwork and filing fee to the New Case Filings window of the Circuit Court Monday through Friday during normal business hours or send your completed paperwork and payment to:

Send via U.S. Postal Service:
Loudoun Circuit Court
Attn: New Case Filing
P.O. Box 550
Leesburg, VA 20178

Send via overnight delivery (FedEx, UPS)
Loudoun Circuit Court
ATTN: New Case Filing
18 East Market Street
Leesburg, VA 20176

FINAL ORDER:

Upon filing the petition for appointment or substitution of church trustees, an order will be submitted to the Judge's chambers for entry. No hearing is required for appointment/substitution of church trustees. In approximately three (3) weeks, if the Judge grants the petition to appoint/substitute church trustees, you will receive a certified copy of the final order.

COVER SHEET FOR FILING CIVIL ACTIONS

COMMONWEALTH OF VIRGINIA

Case No.

(CLERK'S OFFICE USE ONLY)

Circuit Court

v./In re:

PLAINTIFF(S)

DEFENDANT(S)

I, the undersigned [] plaintiff [] defendant [] attorney for [] plaintiff [] defendant hereby notify the Clerk of Court that I am filing the following civil action. (Please indicate by checking box that most closely identifies the claim being asserted or relief sought.)

GENERAL CIVIL

Subsequent Actions

- [] Claim Impleading Third Party Defendant
[] Monetary Damages
[] No Monetary Damages
[] Counterclaim
[] Monetary Damages
[] No Monetary Damages
[] Cross Claim
[] Interpleader
[] Reinstatement (other than divorce or driving privileges)
[] Removal of Case to Federal Court

Business & Contract

- [] Attachment
[] Confessed Judgment
[] Contract Action
[] Contract Specific Performance
[] Detinue
[] Garnishment

Property

- [] Annexation
[] Condemnation
[] Ejectment
[] Encumber/Sell Real Estate
[] Enforce Vendor's Lien
[] Escheatment
[] Establish Boundaries
[] Landlord/Tenant
[] Unlawful Detainer
[] Mechanics Lien
[] Partition
[] Quiet Title
[] Termination of Mineral Rights

Tort

- [] Asbestos Litigation
[] Compromise Settlement
[] Intentional Tort
[] Medical Malpractice
[] Motor Vehicle Tort
[] Product Liability
[] Wrongful Death
[] Other General Tort Liability

ADMINISTRATIVE LAW

- [] Appeal/Judicial Review of Decision of (select one)
[] ABC Board
[] Board of Zoning
[] Compensation Board
[] DMV License Suspension
[] Employee Grievance Decision
[] Employment Commission
[] Local Government
[] Marine Resources Commission
[] School Board
[] Voter Registration
[] Other Administrative Appeal

DOMESTIC/FAMILY

- [] Adoption
[] Adoption - Foreign
[] Adult Protection
[] Annulment
[] Annulment - Counterclaim/Responsive Pleading
[] Child Abuse and Neglect - Unfounded Complaint
[] Civil Contempt
[] Divorce (select one)
[] Complaint - Contested*
[] Complaint - Uncontested*
[] Counterclaim/Responsive Pleading
[] Reinstatement - Custody/Visitation/Support/Equitable Distribution
[] Separate Maintenance
[] Separate Maintenance Counterclaim

WRITS

- [] Certiorari
[] Habeas Corpus
[] Mandamus
[] Prohibition
[] Quo Warranto

PROBATE/WILLS AND TRUSTS

- [] Accounting
[] Aid and Guidance
[] Appointment (select one)
[] Guardian/Conservator
[] Standby Guardian/Conservator
[] Custodian/Successor Custodian (UTMA)
[] Trust (select one)
[] Impress/Declare/Create
[] Reformation
[] Will (select one)
[] Construe
[] Contested

MISCELLANEOUS

- [] Amend Death Certificate
[] Appointment (select one)
[] Church Trustee
[] Conservator of Peace
[] Marriage Celebrant
[] Approval of Transfer of Structured Settlement
[] Bond Forfeiture Appeal
[] Declaratory Judgment
[] Declare Death
[] Driving Privileges (select one)
[] Reinstatement pursuant to § 46.2-427
[] Restoration - Habitual Offender or 3rd Offense
[] Expungement
[] Firearms Rights - Restoration
[] Forfeiture of Property or Money
[] Freedom of Information
[] Injunction
[] Interdiction
[] Interrogatory
[] Judgment Lien-Bill to Enforce
[] Law Enforcement/Public Official Petition
[] Name Change
[] Referendum Elections
[] Sever Order
[] Taxes (select one)
[] Correct Erroneous State/Local
[] Delinquent
[] Vehicle Confiscation
[] Voting Rights - Restoration
[] Other (please specify)

[] Damages in the amount of \$ are claimed.

DATE

[] PLAINTIFF [] DEFENDANT [] ATTORNEY FOR [] PLAINTIFF [] DEFENDANT

PRINT NAME

ADDRESS/TELEPHONE NUMBER OF SIGNATOR

EMAIL ADDRESS OF SIGNATOR (OPTIONAL)

*"Contested" divorce means any of the following matters are in dispute: grounds of divorce, spousal support and maintenance, child custody and/or visitation, child support, property distribution or debt allocation. An "Uncontested" divorce is filed on no fault grounds and none of the above issues are in dispute.

VIRGINIA:

IN THE CIRCUIT COURT OF LOUDOUN COUNTY

IN RE: _____

NAME OF CHURCH PETITIONING COURT

Civil No.: _____

PETITION FOR APPOINTMENT OF CHURCH TRUSTEES

COMES NOW Petitioner, _____,

and moves this Honorable Court to appoint Church Trustees, and in support thereof respectfully states as follows:

The _____ is located at:

_____ in the

County of Loudoun in the Commonwealth of Virginia.

That at a duly called meeting, held on the _____ day of _____, 20____, a resolution was adopted, a copy of which is attached hereto as **Exhibit A** and made apart hereof by reference.

WHEREFORE, the above name Petitioner respectfully makes application for the appointment of Church Trustees named in Exhibit A to hold legal title to the property of said religious organization pursuant to Section 57-8 of the Code of Virginia, 1950, as amended.

DATE

SIGNATURE OF AUTHORIZED CHURCH MEMBER

VIRGINIA:

IN THE CIRCUIT COURT OF LOUDOUN COUNTY

IN RE: _____

APPOINTMENT OF TRUSTEES

Civil No.: _____

ORDER

THIS MATTER came on upon the motion of the proper authorities of _____
_____, the court doth appoint _____

_____ as trustees of the
_____, and they shall constitute the entire Board
of Trustees of said Church and shall hold title to the real estate of the Church and shall deal with
the same according to law.

ENTERED this day _____ of _____, 20____.

Judge

I ASK FOR THIS:

SIGNATURE OF AUTHORIZED CHURCH MEMBER