

**AFFIDAVIT FOR ORDER OF PUBLICATION**  
COMMONWEALTH OF VIRGINIA VA. CODE §§ 8.01-316, 20-104

Case No. ....

In the ..... Circuit Court

..... V. ....  
PLAINTIFF DEFENDANT

Comes now ....., a party seeking service on the below-named party by Order of Publication, and states under oath:

That the requesting party proceeds pursuant to Virginia Code § 20-104 and has been determined to be indigent;

That the party to be served (mark one or more of the reasons below):

<p>1. <input type="checkbox"/> is a foreign corporation; or <input type="checkbox"/> is a foreign unincorporated association; or <input type="checkbox"/> is a foreign unincorporated common carrier; or <input type="checkbox"/> is a non-resident individual, other than a non-resident individual fiduciary who has appointed a statutory agent;</p> <p><b>OR</b></p> <p>2. <input type="checkbox"/> cannot be found, and that diligence has been used without effect to ascertain the location of the party to be served;</p> <p><b>OR</b></p> <p>3. <input type="checkbox"/> cannot be served with court process, and that a return has been filed by the sheriff which shows that the process has been in his or her hands for twenty-one (21) days and that the sheriff has been unable to make service;</p> <p><b>OR</b></p> <p>4. <input type="checkbox"/> is set out in the pleading as a person or persons, as defendants by the general description of "parties unknown;" are deemed interested in the subject to be divided or disposed of; and the nature of such interest is described as:</p> <p>.....</p> <p>.....</p> <p style="text-align: center;"><b>OR</b></p> <p>5. <input type="checkbox"/> are parties appearing by pleading or exhibit filed, who are defendants who represent like interests with the parties not served with process, and the number of defendants upon whom process has been served exceeds ten (10).</p>
--

**NOTE:** Only the Judge may enter an ORDER OF PUBLICATION upon a claim based upon reason number 5.

.....  
NAME OF PARTY AGAINST WHOM SERVICE BY ORDER OF PUBLICATION IS REQUESTED

.....  
LAST KNOWN ADDRESS

**OR**

Not known.

.....  
NAME OF REQUESTING PARTY

.....  
SIGNATURE OF REQUESTING PARTY

State/Commonwealth of .....

City  County of .....

The foregoing instrument was subscribed and sworn to/affirmed before me this

..... day of ....., 20 .....

by .....  
PRINT NAME OF SIGNATORY

.....  
NOTARY PUBLIC / DEPUTY CLERK  
My commission expires: .....  
Registration No. ....

**ORDER OF PUBLICATION**  
COMMONWEALTH OF VIRGINIA  
VA. CODE §§ 1-211.1; 8.01-316, -317, 20-104

Case No. ....

..... Circuit Court

ADDRESS OF COURT

Commonwealth of Virginia, *in re* .....

..... v. ....

The object of this suit is to:

It is ORDERED that .....

appear at the above-named court and protect his/her interests on or before.....

**(This Section NOT TO BE PUBLISHED)**

It is further ORDERED that this Order of Publication be published once a week for four successive weeks in

NAME OF NEWSPAPER

Publish this Order of Publication for the time specified and send the Certificate of Publication and the bill to:

PARTY'S NAME, PHONE NUMBER AND ADDRESS

A copy of this Order of Publication shall be posted pursuant to § 1-211.1, and a copy mailed to each

defendant

proper and necessary party to the proceedings, namely: .....

**Waiver of Publication:** It is further ordered by the undersigned judge to dispense with publication of this order in a newspaper.

**Mailing and Posting Only:** (In suits for annulment, for divorce, or for affirmance of marriage only, § 20-104.) The plaintiff in the suit has been determined to be indigent pursuant to § 19.2-159. A copy of this Order shall be posted pursuant to § 1-211.1, and a copy mailed to the defendant at his last known address. Publication of this order is not required.

DATE

[ ] JUDGE [ ] CLERK

**CLERK'S CERTIFICATION**

I certify that a certified copy of this Order was:

mailed to the defendant

posted

at courthouse

\_\_\_\_\_, Clerk

on local public government website

on the website of the circuit court clerk

provided to NEWSPAPER on ..... by \_\_\_\_\_

DATE

DEPUTY CLERK

I ASK FOR THIS: ..... by \_\_\_\_\_

## **Publication Contacts**

### **Loudoun Now**

- Contact person: Susan Styer
- Email: sstyer@loudounnow.com
- Phone: (703) 770-9723
- Fax: (509) 272-3202
- Invoice sent at end of 4 weeks (after the ad has finished running in the paper).
- Proof of publication sent upon request to the court and/or the party requesting publication, following payment.

### **Loudoun Times Mirror**

- Contact person: Victory Grayson
- Email: legals@loudountimes.com
- Phone: (703) 779-3698
- Fax: (703) 771-1285
- Invoice emailed to the party prior to printing on a weekly basis.
- Proof of publication is mailed to the party requesting publication. Can be mailed to court upon request or when directed at time of placement.

### **You may also use newspapers that comply with VA code § 8.01-324(A).**

(e.g. the Washington Times)

\*It is the responsibility of the party requesting publication to determine if a newspaper meets the requirements under this code.