

### Service of Process

This guide is a supplement to the “Case Initiations” and “Subsequent Filings” User Guides. Please review those guides for the full list of steps to File a New Case or File into an Existing Case.

File & Serve Users can now perform Service of Process in Fairfax Circuit Court directly on the File & Serve application. See step-by-step instructions below. Be sure to follow all steps of the Service of Process Request process to ensure proper delivery.

#### STEP 1: Select “Service Request” as the Document Type

On the “Documents Tab”, select “Service Request” as the document type.

10/19/23 5:38 PM EDT Case **Documents** Case Parties Review & Submit

**Attach Documents** Transaction ID:

Betty vs Darla VA Fairfax Circuit Court

For each document, complete each field and click **Attach Document**. A (\*) indicates a document type that may be an original type. Types with no asterisk are valid subsequent document types for this court.

**Type \***

Service Request

**Title \***

Title

The Title field is required.  
Maximum length of text is 510 characters

**Access**

Public

Public - These documents are electronically submitted and available for viewing by File & ServeXpress customers.

**File \***

Choose a file or Drag it here (required)



The File field is required.

Attach Document ?

### STEP 2: Upload Your Cover Letter

Upload a cover letter as your “Service Request” document. The cover letter should include specific direction of what pleading to serve, who to serve, and where to serve.

See an example cover letter below.

	<b>Mock &amp; Demo Associates</b>	Lucy Lawyer lucy@mockanddemo.com 13427 NE 16th Street Bellevue, Washington 98005
August 4, 2023		
Clerk of the Court Fairfax County Circuit Court 4110 Chain Bridge Road Fairfax, Virginia 2203		
<i>Re: FranConnect, LLC v. FBC Franchisin LLC Case Number: CL-2023-0011324 Request for Private Process Service</i>		
Dear Clerk:		
Please note that service for the above referenced case will be completed via private process server. We kindly request you notify our office when the documents are ready to be picked-up by contacting us at 555-555-1234.		
Please serve the Complaint, and Production of Documents to BTD Franchising LLC, at 4110 Chain Bridge Road, Fairfax, VA 22030.		
Please contact me if you need any additional information or if I may offer assistance to the Clerk’s Office.		
Sincerely,		
		
Lucy Lawyer		

### STEP 3: Upload Remaining Documents

Upload the rest of the documents in your filing, including the document that you would like to be served, and continue to the “Review & Submit” tab.

### STEP 4: Select Delivery Option

In the “Review & Submit” tab, select the Service of Process type for your transaction.

You have the option to select Sheriff Service, Private Service, or Notary Service. Click the “i” icon for more information about each service type.

### STEP 5: Select the Number of Parties to Serve

In order to determine how many service packets will be produced, the Court needs to know the parties and addresses for your service. One service packet will be created for each physical address requiring personal service. For example, if you are serving a married couple living at the same address, you can enter 2 in this field.

10/19/23 6:00 PM EDT    Case    Documents    Case Parties    **Review & Submit**

### Authorize Transaction

Betty vs Darla VA Fairfax Circuit Court

Select an attorney to authorize this transaction.

Authorizing Attorney:  ▼

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**Delivery Options:**

Service of Process Type:  ▼ ⓘ

Selected Documents (0)

**2 Document(s)**

Parties/Address:  ⓘ

Sheriff  
Private  
Notary

### STEP 6: Select the Documents to Serve

The documents in your filing will be listed below. Select each document that needs to be served.

Do not select the Service Request cover letter document you uploaded at the beginning of your filing.

**Delivery Options:**

Service of Process Type Sheriff ⓘ      Parties/Address 2 ⓘ

**Selected Documents (2)**

	3 Document(s)
<input checked="" type="checkbox"/>	<b>Originating Document, 1 Pages</b> <b>Document Type:</b> Complaint (\$ 49,999.01- \$100,000) (C) <b>Document title:</b> Complaint
<input checked="" type="checkbox"/>	<b>Attached Document, 1 Pages</b> <b>Document Type:</b> Affidavit <b>Document title:</b> Affidavit
<input type="checkbox"/>	<b>Attached Document, 1 Pages</b> <b>Document Type:</b> Service Request <b>Document title:</b> Service Request

### STEP 7: Review and Submit

Review your filing information and the calculated fees listed below your selected documents.

Fees for Service of Process are automatically calculated by the File & Serve app. Fees for Service of Process are \$0.50 per page per party/address for all service types. The fee for Sheriff Service is \$12 per document per party/address. Fees for Private and Notary service are determined by the provider of your choice.

Once you have confirmed your filing information is correct, and you've included your cover letter as the Service Request document, you can submit your filing.