



\_\_\_\_\_  
Counsel or Requesting Party

\_\_\_\_\_  
Name and Address of Law Firm or *Pro Se* Party

\_\_\_\_\_  
Printed Name of Counsel or Requesting Party

\_\_\_\_\_  
Virginia State Bar No.

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
E-mail address (optional)

### CERTIFICATE OF SERVICE

I certify that a true copy of the above \_\_\_\_\_  
Name of Pleading

was mailed, faxed \_\_\_\_\_, electronically  
Fax No. Time

mailed<sup>1</sup> or hand-delivered on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, to:  
Day Month Year

\_\_\_\_\_  
Name and Address of Counsel of Record and/or Parties not Represented by Counsel

\_\_\_\_\_  
Person certifying

\_\_\_\_\_  
<sup>1</sup> Pursuant to Virginia Supreme Court Rule [1:12](#) as Amended