

**WARRANT IN DEBT (CIVIL CLAIM FOR MONEY) –
FIRST RETURN FORM**

Case No.

RETURN DATE AND TIME

City of Alexandria General District Court

..... v./In re:

I, , the undersigned, state the following
PRINT NAME

(Please circle one option below):

- A) I dispute this claim and I demand a trial at which I will be present (by video or in person).
- B) I dispute a portion of this claim. I agree that I owe the Plaintiff \$_____ but I dispute any additional amounts claimed by the Plaintiff and I demand a trial at which I will be present (by video or in person) if the Plaintiff still seeks judgment for the difference.
- C) I do not dispute this claim and I consent to a judgment being entered against me in the amount sued for. If the Plaintiff is entitled to recover attorney's fees I understand that the amount will be set by the judge at the First Return.
- D) Other (if applicable):

My telephone number for Court notices is: _____

My email address for Court notices is: _____

My physical address for Court notices is: _____
(Only provide a physical address if it is different from the address listed on the Warrant in Debt).

I declare under penalty of perjury that the foregoing is true and correct.

Printed name

Signature

Date

There are three ways for you to file this *First Return Form*: 1) Mail to the Court at Alexandria General District Court, P.O. Box 320489, Alexandria, VA 22320, 2) Drop off at the entrance to the Courthouse in the GDC Dropbox at 520 King Street, Alexandria, VA 22314 (you will not have to pass through security), or 3) Scan and email to the Court at alexgdcivil@vacourts.gov.

This temporary form, procedure and email address will only be used during the COVID-19 crisis and will be discontinued when the Court deems them to no longer be necessary. This form is optional and you only need to use it if you wish to avoid coming to Court for your First Return. See instruction sheet attached.