

Summons Number: (Full Number)	License Plate Number:	License Plate State:	Hearing Date: (found on the front of Summon	

Under C.O.V.§ 46.2-882.1, if the registered owner receiving the summons was not operating the vehicle at the time the violation occurred, the registered owner may file an affidavit with the clerk of court by regular mail prior to the hearing. Please write clearly and make sure you record the information accurately. The information of the driver of the vehicle at the time of the alleged violation must be provided below and this form must be notarized.

All fields are required unless otherwise stated. Incomplete forms may be denied.

Registered Owner's Information			Driver's Information					
Printed Name:			Printed Name:					
Street #:	#: Street Name:			Street #:	Street Name:			
Apt/Unit/Lot #:			Apt/Unit/Lot#:					
City:		State:	Zip:	City:				
Phone #:				State:		Zip:		
I received the summons and at the time of the violation,								
☐ Another p		cle at the tir	me of the violat	on, the designated μ	party who may	be held liable for the violation i		
☐ The vehice	cle was stolen and operated	by a perso	n other than the	e registered owner (i	nclude copy of	the certified police report)		
* I decl				Commonwealth of V to the best of my k		formation provided in this		
Registered	Owner's Signature:							
X								
	State of:	County of:						
	SUBSCRIBED AND SWORN before me on this			day of	, 2	20		
	Notary Public							
	, , , , , , , , , , , , , , , , , , ,							

Mail or This Form To:

Montgomery General District Court 55 E Main St 3rd Floor Christiansburg, VA 24073 For any questions, contact us: By Phone: 1-855-252-0086

If you file a sufficient Affidavit of Rebuttal, you do not need to appear in court.