

**Fairfax County General District Court
Civil Division
Clerk Training Checklist**

Trainee _____

Trainer _____

Training Task	Explained by Trainer	Understood/Demonstrated by Trainee
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Indexing

	Date	Initial	Date	Initial
1. Plaintiff Name	_____	_____	_____	_____
2. Defendant Name	_____	_____	_____	_____
3. Attorney/Firm	_____	_____	_____	_____
4. Abbreviations	_____	_____	_____	_____
5. Punctuation	_____	_____	_____	_____
6. Spaces	_____	_____	_____	_____
7. A, an, and	_____	_____	_____	_____
8. Hyphens, #'s, Misspell	_____	_____	_____	_____
9. Initials	_____	_____	_____	_____
10. Titles	_____	_____	_____	_____
11. TAG Names	_____	_____	_____	_____
12. Transfer Cases	_____	_____	_____	_____
13. Overweight Citations	_____	_____	_____	_____
A. Court Time	_____	_____	_____	_____
B. Type Disposition	_____	_____	_____	_____

Labeling

1. Verifying Label w/docs	_____	_____	_____	_____
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Processing

Warrant in Debts

1. Address of Court	_____	_____	_____	_____
2. Court Dates	_____	_____	_____	_____
A. 30-60 days away	_____	_____	_____	_____
B. No Fridays	_____	_____	_____	_____
C. Adding 2 nd Ct date	_____	_____	_____	_____
3. Amount	_____	_____	_____	_____
4. Original Signature	_____	_____	_____	_____
5. To Dispute Box	_____	_____	_____	_____
6. # of Packets to be sent	_____	_____	_____	_____
7. Adding Case # to doc's	_____	_____	_____	_____

Training Task	Explained by Trainer	Understood/Demonstrated by Trainee
Processing		
Unlawful Detainers		
1. Address of Court	_____	_____
2. Court Date	_____	_____
A. Fridays Only	_____	_____
B. 3-4 Weeks Away	_____	_____
3. Detained Property Address	_____	_____
4. Amount	_____	_____
5. Signature	_____	_____
6. Clerk/Notary Signature	_____	_____
7. To Dispute Box	_____	_____
8. # of Packets	_____	_____
9. Add Case #'s to Docs	_____	_____
Motion for Judgment		
1. Case Number	_____	_____
2. Issue stamp	_____	_____
Secretary of Commonwealth		
1. Originals in File	_____	_____
2. Court date	_____	_____
3. Affidavit for completion	_____	_____
A. Grounds	_____	_____
B. Court Date	_____	_____
C. Notary/Clerk Sign	_____	_____
4. Green certify card	_____	_____
5. Check	_____	_____
6. Assemble Packet	_____	_____
Division of Motor Vehicle		
1. Originals in File	_____	_____
2. Packets	_____	_____
3. Check	_____	_____
State Corporation Commission		
1. Orig. warr.=Richmond sheriff	_____	_____
2. Other originals in file	_____	_____
3. Packets	_____	_____
4. Check	_____	_____
Private Process Server		
1. Original in File	_____	_____
2. Stamp file front	_____	_____
3. Call for pickup	_____	_____

