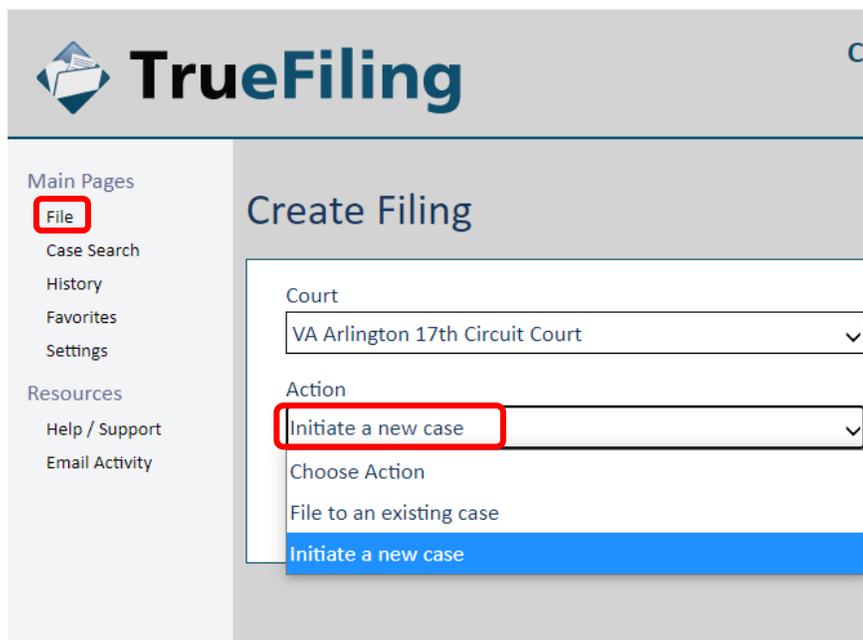


Electronic Case Initiation using TrueFiling

Arlington County Circuit Court allows attorneys licensed by the Virginia State Bar to initiate a civil case via TrueFiling™. Specifically, original law and reinstated law cases are allowed to be submitted electronically. Concealed handgun permits, confessed judgments, garnishments, summons to answer debtor interrogatories, adoptions, and district court or juvenile court appeals do not qualify for electronic initiation must be filed in paper.

Instructions for initiating a case using TrueFiling:

1. Login to TrueFiling, <https://tf3.truefiling.com>
2. Select “File” from the horizontal menu
3. Select the court from the Court drop down menu
4. Select “Initiate a New Case”



5. Select “Initiate Case”
6. Select the filer that is initiating the case

Electronic Case Initiation using TrueFiling

7. On the “Case Information” tab, enter the Case Title and Filing Type. These fields are mandatory. Once those fields are complete, upload the civil filing coversheet. The coversheet can be completed by clicking on the link next to the browse option.

Next, upload the complaint. The uploaded document should include **the complaint and all referenced exhibits**. Additional pleadings or documents pertaining to the complaint (e.g., notice, motion, proposed order, etc.) should be uploaded at a later stage in the process (see step 11).

Both the coversheet and the complaint are mandatory and must be in PDF format.

When complete, click Next.

Civil General

Case Information Plaintiff Information Defendant Information Payment

Your case will be initiated with the information below:

Case Title:

Filing Type:

You must include the civil filing coversheet with your pleading.

Upload Civil Filing Coversheet (Max Size:6MB)

[Download a copy here.](#)

Upload your Complaint (Max Size:6MB)

Next Cancel

Electronic Case Initiation using TrueFiling

- On the “Plaintiff Information” tab, enter the Last/Business name, the attorney last name, attorney first name, attorney email and attorney number. These fields are mandatory.

Please note, if the party initiating the case is not the plaintiff (e.g., the defendant’s attorney is reopening the case), please enter None, none@none.com and X in the last name, email and attorney number fields, respectively.

If there are multiple plaintiffs, click the “Add Party” button to enter the other plaintiff’s information. If there are multiple attorneys representing the plaintiff, click the “Add Attorney” button to enter the other attorney’s information.

When the plaintiff information is complete, click Next.

The screenshot shows a software window titled "Civil General" with a tabbed interface. The "Plaintiff Information" tab is active. The main heading is "Specify the Plaintiff(s)". Below this, there is a section for "Party # 1" with an "Add Party" button. The form contains several input fields: "Last / Business Name" (with a red box around the placeholder "Enter Last / Business Name"), "First Name (if applicable)" (with a placeholder "Enter First Name" and a clear button "X"), "Attorney Last Name" (with a placeholder "Enter Last Name" and a red box around it), "Attorney First Name" (with a placeholder "Enter First Name"), "Attorney Email" (with a placeholder "Enter Email"), and "Attorney Number" (with a placeholder "Attorney #" and a red box around it, and a clear button "X"). There is also an "Add Attorney" button. At the bottom of the window, there are three buttons: "Previous", "Next", and "Cancel".

Electronic Case Initiation using TrueFiling

9. On the “Defendant Information” tab, enter the Last/Business name and Service Type. These fields are mandatory. If sheriff service is selected, the address fields are mandatory.

If you select private process service, the summons will be generated by the Clerk’s office. The filer will need to coordinate pick up of the summons from the Clerk’s office.

If there are multiple defendants, click the “Add Party” button to enter the other defendant’s information. If attorney representing the defendant is known, click the “Add Attorney” button to enter the attorney’s information.

When the defendant information is complete, click Next.

The screenshot shows a software window titled "Civil General" with a tabbed interface. The "Defendant Information" tab is active. The main heading is "Specify the Defendant(s) and service option." Below this, there is a section for "Party # 1" with an "Add Party" button. The form contains several input fields: "Last/Business Name" (with a red box around the placeholder "Enter Last / Business Name"), "First Name (if applicable)" (with placeholder "Enter First Name"), "Service Type" (a dropdown menu with "Select" and a red box around it), "Address" (placeholder "Enter Address"), "City" (placeholder "Enter City"), "State" (a dropdown menu with "Virginia" selected), and "Zip Code" (placeholder "Zip Code"). There is also a "No Attorneys Added." message and an "Add Attorney" button. At the bottom of the window are three buttons: "Previous", "Next", and "Cancel".

Electronic Case Initiation using TrueFiling

10. On the “Payment” tab, the filer can use the link on the page to calculate the filing fee.

In order to finish the filing, the filer must check the box agreeing the terms regarding payment. Click Finish.

If there are any fields that need to be completed, the user will be prompted to enter the missing information. Once all of the fields are complete, the filer will be redirected to the checkout page.

Case Information Plaintiff Information Defendant Information **Payment**

Filing fees are set forth in Section 71.1-275 of the Code of Virginia. For assistance calculating the appropriate fees, please [click here](#) for the Supreme Court calculator.

You will be required to enter the appropriate filing fee for the Complaint filing type, on the filings page, after you click the Finish button on this form.

The Arlington Circuit Court will charge a processing fee of \$5.00 for each service copy requested. This fee is in addition to any statutory service fees. All transactions will also be subject to the vendor's convenience fee for credit card processing, which will be a maximum of 4%. In accordance with Rule 1:17, users of this system authorize the Clerk to charge the user's account for all applicable filing and servicing fees. If the Clerk determines the fee entered is incorrect, any additional fees will be charged to the user's account at the time the case is processed.

I understand the information set forth above and authorize the Clerk to charge my account as described above.

[Previous](#) [Finish](#) [Cancel](#)

Electronic Case Initiation using TrueFiling

11. On the checkout page, the filer enters the amount of the complaint. Note the value cannot be \$0. A clerk will determine if the filing fee entered by the filer is accurate. If it is not, the clerk will adjust the fee. The filer's credit card will be charged or credited the difference. Filers should refer to the receipt linked in the paid email or available on the status tab in the My History page of TrueFiling™ to determine the actual amount charged.

At this stage the complaint still has not been submitted to the court. The filer may add additional supporting documents by clicking in the "Click here to upload file(s)" box.

If the filing is complete, click the "Submit" button to submit the complaint and any additional filings to the court.

The filing may also be saved or canceled at this step. If the filing is saved, the filer can find it again by accessing the History menu. If the filing is canceled, no record will be retained of the documents.

The screenshot shows the TrueFiling interface. At the top left is the TrueFiling logo. Below it is a sidebar menu with options: Main Pages, File, Case Search, History, Favorites, Settings, Resources, Help / Support, and Email Activity. The main content area displays case information: File to: VA Arlington 17th Circuit Court, Case Number: TEMP-OY3E9N5D, Case Title: test, and Filer: Dietrich, Christina (987654). There is a checkbox for "File Document" which is checked. Below this is a table of filings:

Filing Name	File Size	Filing Type	U.		
Case Initiation Form	1.27 KB	CASE INIT FORM	✓	\$0.00	View
CIVIL FILING COVERSHEET	423.46 KB	CIVIL FILING COVERSHEET	✓	\$0.00	View
COMPLAINT	82.87 KB	COMPLAINT FILER ENTERED	✓	0	View

Below the table is a button that says "Click here to upload file(s) -or- drag and drop" and a note "Max file size: 5.00 MB". At the bottom of the page are three buttons: "Save Progress", "Cancel", and "Next".

12. At this point the complaint has been submitted to the court. Assuming the complaint qualifies for electronic case initiation, the complaint is formatted correctly (contains any exhibits in the same document), and that the credit card payment is successful, the complaint will be considered filed with the court effective the date and time the document was received. To check the status of the filing, look in History under the status tab.

13. If all of the email notification options are selected in TrueFiling, the filer will receive email notifications when the complaint and supporting documents are received, accepted, paid, rejected (if appropriate), and filed by the court. In addition, the filer will receive an email notification with the payment receipt attached and another email indicating the case number that has been assigned to the complaint.