

1 VIRGINIA ACTS OF ASSEMBLY — CHAPTER

2 *An Act to amend and reenact § 16.1-88.03 of the Code of Virginia, relating to the Fort Monroe*
3 *Authority; civil actions in general district court.*

4 [S 956]

5 Approved

6 **Be it enacted by the General Assembly of Virginia:**7 **1. That § 16.1-88.03 of the Code of Virginia is amended and reenacted as follows:**8 **§ 16.1-88.03. Pleadings and other papers by certain parties not represented by attorneys.**

9 A. Any corporation, partnership, limited liability company, limited partnership, professional
10 corporation, professional limited liability company, registered limited liability partnership, registered
11 limited liability limited partnership or business trust, *the Fort Monroe Authority*, and the Department of
12 Military Affairs, when the amount claimed in any civil action pursuant to subdivision (1) or (3) of
13 § 16.1-77 does not exceed the jurisdictional amounts authorized in such subsections, exclusive of
14 interest, may prepare, execute, file, and have served on other parties in any proceeding in a general
15 district court a warrant in debt, motion for judgment, warrant in detinue, distress warrant, summons for
16 unlawful detainer, counterclaim, crossclaim, suggestion for summons in garnishment, garnishment
17 summons, order of possession, writ of eviction, writ of fieri facias, interpleader and civil appeal notice
18 without the intervention of an attorney. Such papers may be signed by a corporate officer, a manager of
19 a limited liability company, a general partner of any form of partnership or a trustee of any business
20 trust, or such corporate officer, with the approval of the board of directors, or manager, general partner
21 or trustee may authorize in writing an employee, a person licensed under the provisions of
22 § 54.1-2106.1, or the property manager or the managing agent of a landlord as defined in § 55.1-1200
23 pursuant to the written property management agreement to sign such papers as the agent of the business
24 entity. Only an agency employee designated in writing by the Adjutant General may sign such papers on
25 behalf of the Department of Military Affairs. However, this section shall not apply to an action under
26 subdivision (1) or (3) of § 16.1-77 which was assigned to a corporation, partnership, limited liability
27 company, limited partnership, professional corporation, professional limited liability company, registered
28 limited liability partnership, registered limited liability limited partnership or business trust, or individual
29 solely for the purpose of enforcing an obligation owed or right inuring to another.

30 B. Nothing in this section shall allow a nonlawyer to file a bill of particulars or grounds of defense
31 or to argue motions, issue a subpoena, rule to show cause, or *capias*; file or interrogate at debtor
32 interrogatories; or to file, issue or argue any other paper, pleading or proceeding not set forth in
33 subsection A.

34 C. The provisions of § 8.01-271.1 shall apply to any pleading, motion or other paper filed or made
35 pursuant to this section.

36 D. Parties not represented by counsel, and who have made an appearance in the case, shall promptly
37 notify in writing the clerk of court wherein the litigation is pending, and any adverse party, of any
38 change in the party's address necessary for accurate mailing or service of any pleadings or notices. In
39 the absence of such notification, a mailing to or service upon a party at the most recent address
40 contained in the court file of the case shall be deemed effective service or other notice.

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