

PETITION AND AFFIDAVIT FOR GOOD CAUSE/  
FOR INJUNCTION OF MANDAMUS - FREEDOM OF INFORMATION ACT

Using This Revisable PDF Form

1. Copies-Contact the local general district court to determine if you should bring copies with you or whether the clerk will make the copies after acknowledging the original.
  - a. Original -- to court.
  - b. First copy -- to defendant
  - c. Second copy - to plaintiff
2. Prepared by petitioner and acknowledged by a clerk, deputy clerk, magistrate or notary public.
3. Attachments -- none.
4. Preparation details
  - a. The defendant may be a person in his official capacity.
  - b. It is possible that the person actually denying the request for information is an employee, agency, etc. of the defendant named in Data Element No. 6.

PETITION AND AFFIDAVIT FOR GOOD CAUSE/  
FOR INJUNCTION OF MANDAMUS – FREEDOM OF INFORMATION ACT

Data Elements

To be completed by Clerk:

1. Court case number.

2. Court name.

3. Street address of court.

4. Name of plaintiff.

5. Name of defendant. See Using This Form, 4.a.

6. Statement of statutory rights and privileges under the Virginia Freedom of Information Act allegedly denied by the defendant.

7. Check and, if applicable, insert name of person whose actions allegedly denied these rights and privileges to the plaintiff.

8. Statement of facts as to how such rights and privileges were allegedly denied.

9. Statement describing the good cause for filing this petition.

10. Check the applicable box and describe the desired action to obtain compliance with the Virginia Freedom of Information Act.

11. Date of signing of the petition.

12. Signature of plaintiff must be acknowledged by a clerk, magistrate or notary public.

To be completed by person acknowledging petitioner's signature:

13. Check the applicable box and add name of city or county where acknowledgment is taken.

14. Name of person whose oath is being acknowledged.

15. Date of acknowledgment.

16. Signature of person taking the acknowledgment. Check the applicable title box and, if applicable, insert date of expiration of commission

17. Petitioner's name and address.

18. Defendant's name and address.

19. Name of plaintiff's attorney, if any.

20. Name of defendant's attorney, if any.

To be completed by Clerk.

21. Hearing date and time.

**PETITION AND AFFIDAVIT FOR GOOD CAUSE/ FOR INJUNCTION OF MANDAMUS — FREEDOM OF INFORMATION ACT**

Commonwealth of Virginia Va. Code § 2.2-3713

..... **2** ..... General District Court  
CITY OR COUNTY

..... **3** .....  
STREET ADDRESS OF COURT

..... **4** ..... v. .... **5** .....  
PLAINTIFF DEFENDANT

I, the Plaintiff, state under oath that:

The following rights and privileges under the Virginia Freedom of Information Act were denied to me by the Defendant:

..... **6** .....  
(DESCRIBE RIGHTS AND PRIVILEGES DENIED)

These rights and privileges were denied to me by:

**7** [ ] the defendant [ ] ..... who denied me these rights and privileges

by ..... **8** .....

I have good cause for filing this petition in that: ..... **9** .....

I ask this court to issue:

**10** [ ] a writ of mandamus to require the defendant to act as follows:

[ ] an injunction to enjoin (prohibit) the defendant from acting as follows:

..... **10** .....  
(DESCRIBE ACTS TO BE REQUIRED OR PROHIBITED)

..... **11** .....  
DATE

..... **12** .....  
PETITIONER

Commonwealth of Virginia, [ ] City [ ] County of \_\_\_\_\_:

Subscribed and sworn to before me this day by ..... **14** .....

..... **15** .....  
DATE

..... **16** .....  
[ ] Clerk [ ] Deputy Clerk [ ] Magistrate  
[ ] Notary Public: My Commission expires: .....

CASE NO. **1**

..... **17** .....  
PETITIONERS)

..... ADDRESS/LOCATION .....

V.

..... **18** .....  
DEFENDANT (S)

..... ADDRESS/LOCATION .....

**PETITION AND AFFIDAVIT FOR GOOD CAUSE/ FOR INJUNCTION OF MANDAMUS — FREEDOM OF INFORMATION ACT**

..... **19** .....  
ATTORNEY(S) FOR PLAINTIFF(S)

..... **20** .....  
ATTORNEY(S) FOR DEFENDANT(S)

HEARING DATE AND TIME

21

**DISABILITY ACCOMMODATIONS**  
for loss of hearing, vision, mobility, etc., contact the court ahead of time