

Circuit Court of Chesterfield County



PRESS RELEASE

FOR IMMEDIATE RELEASE - Wednesday, March 18, 2020

CIRCUIT COURT CLERK ANNOUNCES SERVICE DELIVERY PLAN DURING JUDICIAL EMERGENCY

In response to the declared judicial emergency, the Circuit Court Clerk wishes to communicate information regarding service delivery plans beginning Thursday, March 19, 2020.

Pursuant to court order, the Circuit Court Clerk's Office was closed from Monday, March 16, 2020 through Wednesday, March 18, 2020. The office will re-open on Thursday, March 19, 2020 with limited service delivery.

Regarding civil and criminal cases: All civil, traffic and criminal hearings scheduled through April 6, 2020 will be automatically continued to May 18, 2020 (the next term day) to be set for hearing. Only emergency matters will be heard at the discretion of the Presiding Judge.

Regarding visiting the courthouse: Beginning Thursday, March 19, 2020, the Chesterfield Sheriff's Office will be screening visitors before permitting entry into the Courts Building. Due to limited public access and public health concerns, discretionary visits to the courthouse should be avoided. Before visiting the Clerk's Office, it is suggested that the attached guidelines be reviewed and that, if necessary, individuals contact the appropriate division to determine if an in-person visit is needed.

Appointments and in-person assistance: Appointments will be required for Civil Division assistance. For all others (including land records), assistance will be provided on a first-come, first-served basis. Service delays should be expected.

The Circuit Court Clerk wants to do everything possible to protect the public and staff while continuing to provide access to essential services during the COVID-19 pandemic. The service plan for each functional area is defined on the attached. The plan is subject to change at any time based on available staff resources, public health concerns and building restrictions.

Significant updates will be communicated on the Courts' webpage on Chesterfield.gov:

<https://www.chesterfield.gov/4893/Courts-Response-to-COVID-19-Coronavirus>

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**Circuit Court Clerk's Office COVID-19 Service Delivery Plan
Judicial Emergency – currently through 4/6/2020**

Mailing: PO Box 125, Chesterfield, VA 23832-0909
Physical: 9500 Courthouse Road, Chesterfield, VA 23832
804-748-1241 (phone); fax – see below

Chesterfield Court information updates in relation to COVID-19 are posted here:

<https://www.chesterfield.gov/4893/Courts-Response-to-COVID-19-Coronavirus>

Virginia Court information updates in relation to COVID-19 are posted here:

<http://www.vacourts.gov/>

| Division | Phone (8:00-4:00 M-F only) | Fax |
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| Civil | 804-717-6981 | 804-796-5625 |
| Criminal | 804-717-6980 | 804-318-8298 |
| Deed Recording | 804-748-1285 | |
| Jury Services | 804-751-4411 | 804-751-2269 |
| Probate/Wills/Estates | 804-768-7680 | 804-717-6797 |
| Record Room (Judgments/UCCs) | 804-717-6517 | |
| Concealed Handgun Permits/Marriage Licenses/Notary Commissions | 804-748-1241 | 804-796-5625 |

| Function | Approach |
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| Civil case processing | <ul style="list-style-type: none"> • Emergency matters as determined by the Court will take priority • Submission of filings by mail is strongly encouraged • Fax filings will be accepted (804-796-5625) • Email filings will be accepted but attachments cannot be accepted and filing verbiage should be in the body of the email. |

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| | <ul style="list-style-type: none"> • Drop-box available at the Courts Building between 8:00-4:00 M-F. • Payments due for fax and email filings must be paid by credit card. Do not include credit card information in the filing but include contact information so that staff can contact you for payment at the time of processing. • Filings will be stamped on the business day received but processing may be delayed • Plans are underway to implement electronic filing of civil cases using VJEFS • In-person access will be limited and will be handled on an appointment basis. Call the Civil Division to schedule at 804-717-6981 |
| <p>Concealed Handgun Permit Applications</p> | <ul style="list-style-type: none"> • No in-person acceptance • Submission by mail encouraged, including for first-time applicants (must include a copy of government-issued ID) • Drop-box available at the Courts Building between 8:00-4:00 M-F |
| <p>Criminal case processing</p> | <ul style="list-style-type: none"> • Emergency matters as determined by the Court will take priority • Submission of filings by mail is strongly encouraged • Fax filings will be accepted (804-318-8298) • Email filings will be accepted but attachments cannot be accepted and filing verbiage should be in the body of the email • Drop-box available at the Courts Building between 8:00-4:00 M-F. • Filings will be stamped on the business day received but processing may be delayed • In-person access will be limited and will be handled on a first-come, first-served basis. Delays should be expected. |
| <p>Criminal fine/cost payment</p> | <ul style="list-style-type: none"> • Credit card convenience fee temporarily waived • Online payment is strongly encouraged • If online payment is not an option for you: <ul style="list-style-type: none"> ○ Call 804-748-1241 for credit card payment |

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| | <ul style="list-style-type: none"> ○ Mail payments to above address ○ Drop-box available at the Courts Building between 8:00-4:00 M-F. ● Payment plan requests will be accepted by phone. Initial credit card payment required |
| Deed Book Recordations | <ul style="list-style-type: none"> ● eRecording strongly encouraged. For more information about registration, see the Clerk's website ● If not eRecording, for matters that are not time-sensitive, submission by mail is strongly encouraged ● Drop-box available at the Courts Building between 8:00-4:00 M-F ● Documents may not be faxed or emailed ● In-person access will be limited and will be handled on a first-come, first-served basis. Delays should be expected. |
| Judgment/UCC Recordations | <ul style="list-style-type: none"> ● Documents may not be faxed or emailed ● Submission of filings by mail is strongly encouraged ● Drop-box available in Courts Building lobby. Access to building will be limited so expect delays ● In-person filings strongly discouraged as public access to the building will be restricted |
| Jury | <ul style="list-style-type: none"> ● No jury trials any earlier than April 6, 2020 ● Any changes to the above will be communicated to jurors directly ● Faxes will be accepted (804-751-2269) ● Email juryinfo@chesterfield.gov ● Mail will be processed ● Drop-box available in Courts Building lobby. Access to building will be limited so expect delays |
| Land Records Research | <ul style="list-style-type: none"> ● Free access to index information at www.ccclandrecords.org <ul style="list-style-type: none"> ○ The online index will include unverified land record filings ○ Will/estate filings that have not yet been indexed can be checked by contacting the Probate Division by phone (804-768-7680) |

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| | <ul style="list-style-type: none"> • Those with a business need for access to land records are encouraged to obtain Secure Remote Access (SRA) • In-person access will be limited and will be handled on a first-come, first-served basis. Delays should be expected. |
| Marriage Licenses | <ul style="list-style-type: none"> • Issued by appointment only as staff resources and public health concerns and building restrictions allow • Applicants should expect a potentially lengthy visit to the courthouse • For marriages taking place in Virginia, licenses can be issued by any Circuit Court Clerk's Office in Virginia |
| Notary Commissions | <ul style="list-style-type: none"> • Notaries with commissions issued between 1/13/2020-2/24/2020 will be granted an extended time for claiming the commission and taking their oath. Per the Secretary of the Commonwealth, this date is 5/1/2020. Clarifications on expiration dates or status of application processing should be posed to the Secretary of the Commonwealth directly (804-786-2441) • Notaries appearing to claim a Commission in the Clerk's Office should expect a potentially lengthy visit to the courthouse as public access will be limited |
| Probate/Estate Qualifications | <ul style="list-style-type: none"> • Qualification of fiduciaries who are appointed by the Court during the term of the judicial emergency will occur as practical immediately following emergency hearings • Probate assistance will be provided by phone (804-768-7680). Please leave a message and be patient as we work to return call. • Drop-box available in Courts Building lobby for recordations such as Lists of Heirs, Real Estate Affidavits, and Affidavits of Notice. Access to building will be limited so expect delays. |

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| | <ul style="list-style-type: none">• Walk-in assistance for probate/estate matters will not be provided at this time. Please call ahead before visiting the courthouse.• Non-critical probate and qualification matters will be delayed until after the termination of the judicial emergency declaration and only by advanced appointment |
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Online resources:

Civil and Criminal case information for Circuit Court:

<http://ewsocis1.courts.state.va.us/CJISWeb/circuit.jsp>

Online payment for criminal fines, costs & restitution:

<https://eapps.courts.state.va.us/fmsOnline/#/?fips=000C>

Online public index of deeds and other land records; wills; judgments; UCCs:

www.ccclandrecords.org