



PRESS RELEASE

FOR IMMEDIATE RELEASE – Tuesday, March 24, 2020

**CIRCUIT COURT CLERK ANNOUNCES REVISED SERVICE DELIVERY PLAN
DURING COVID-19 PANDEMIC**

Due to the COVID-19 public health crisis, the Circuit Court Clerk wishes to communicate information regarding the office's revised service delivery plan beginning Wednesday, March 25, 2020.

Pursuant to the attached court order entered March 24, 2020 regarding curtailment of Clerk's Office operations, the following modifications to service delivery will be in effect until further notice:

- Limited customer service hours (phones/appointment scheduling) – 9:00-11:00 AM; 1:00-3:00 PM, Monday-Friday
 - Existing appointments for marriage licensing will be honored
 - Marriage license applicants must apply online as public terminals are unavailable
 - For marriages taking place in Virginia, licenses can be issued by [any Circuit Court Clerk's Office in Virginia](#). Service hours and requirements will vary by jurisdiction.
- Record Room is closed to the general public
 - Those with an urgent need for records access should call the Record Room at 804-717-6517
- Recording hours: 8:00 AM-3:30 PM Monday-Friday (eRecording, mail and drop box only)
 - Specific drop box for Deed Book recordations available at the Courts Building between 8:00 AM-3:30 PM Monday-Friday (follow instructions on designated box)
 - Documents may not be faxed, emailed or presented in office
- Drop box hours for matters other than Deed Book recordations: 8:00-4:00 Monday-Friday
- If paying by cash via drop box, please provide exact payment amount
- Appointments will be required for all in-person assistance

The revised 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 posted on the Courts' webpage on Chesterfield.gov:

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

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**Chesterfield 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/>

Chesterfield Circuit Court Clerk 9:00-11:00; 1:00-3:00 M-F only		
Division	Phone	Fax
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
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)

	<ul style="list-style-type: none"> • 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. • 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 an appointment basis. Call the Criminal Division to schedule at 804-717-6980

Criminal fine/cost payment	<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 ○ 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 for Deed Book recordations specifically available at the Courts Building between 8:00-3:30 M-F (follow instructions on drop box) • Documents may not be faxed, emailed or presented in office
Judgment/UCC Recordations	<ul style="list-style-type: none"> • Documents may not be faxed, emailed or presented in office • Submission of filings by mail is strongly encouraged • Drop-box available at the Courts Building between 8:00-4:00 M-F
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 at the Courts Building between 8:00-4:00 M-F
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

	<ul style="list-style-type: none"> ○ Will/estate filings that have not yet been indexed can be checked by contacting the Probate Division by phone (804-768-7680) ● Those with a business need for access to land records are encouraged to obtain Secure Remote Access (SRA) ● Those with an urgent need for records access should call the Record Room at 804-717-6517
<p>Marriage Licenses</p>	<ul style="list-style-type: none"> ● Issued by appointment only as staff resources and public health concerns and building restrictions allow ● Marriage license applicants must apply online as public terminals are unavailable ● 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
<p>Notary Commissions</p>	<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) ● In-person access will be limited and will be handled on an appointment basis. Call the Reception Division to schedule at 804-748-1241
<p>Probate/Estate Qualifications</p>	<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 calls. ● Drop-box available in Courts Building lobby for recordations such as Lists of Heirs, Real Estate

	<p>Affidavits, and Affidavits of Notice. Access to building will be limited so expect delays.</p> <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

VIRGINIA:

**IN THE CIRCUIT COURTS FOR THE COUNTY OF CHESTERFIELD
AND THE CITY OF COLONIAL HEIGHTS**

In Re: CURTAILMENT OF CLERKS OFFICE OPERATIONS

ORDER

On 16 March 2020, the Chief Justice declared a judicial emergency pursuant to Va. Code Ann. §17-1.330. Pursuant to that declaration, Va. Code Ann. §17.1-207(A)(3), Executive Order Numbers 51 and 53 (2020) and the Court's inherent authority to act in such matters, and the Court finding good cause therefore, effective immediately and continuing until further order of the Court:

The Court **ORDERS** that the Clerk be and is permitted to close her office to walk-in patrons, to reduce office hours, to alter local procedures, to require services by appointment, and to restrict office functions, provided: that the Clerk shall meet mission critical functions required by statute and by the Order Declaring a Judicial Emergency, and any amendments thereto, and it is further:

ORDERED that the Circuit Court Clerk's Record Room is closed to the general public. The Clerk shall make accommodations to continue essential functions, including, but not limited to record research and document recording.

Electronic filings, pursuant to Va. Code Ann. §32.1-48.013:1 are encouraged.

The Clerk of the Chesterfield Circuit Court and the Clerk of the Colonial Heights Circuit Court, respectively, are directed to promulgate and to publish this order to the public and provide a copy to the Supreme Court.

ENTER 3/24/2020




Edward A. Robbins, Jr.
Chief Judge
12th Judicial Circuit