

**Chesterfield Circuit Court Clerk's Office  
COVID-19 Service Delivery Plan  
Judicial Emergency – currently through 5/17/2020**

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/>

As a result of the declared judicial emergency, service delivery is significantly impacted. Due to restricted building access, appointments are now required for all in-person assistance. Sheriff's staff are screening visitors before entry is permitted. See the charts below for contact information and service delivery plans relating to specific case types, filings, transactions, etc.

Public service hours are now 9:00-11:00 AM and 1:00-3:00 PM, Monday-Friday

<b>Chesterfield Circuit Court Clerk 9:00-11:00; 1:00-3:00 M-F only</b>		
<b>Division</b>	<b>Phone</b>	<b>Fax</b>
<b>Civil</b>	<b>804-717-6981</b>	<b>804-796-5625</b>
<b>Criminal</b>	<b>804-717-6980</b>	<b>804-318-8298</b>
<b>Deed Recording</b>	<b>804-748-1285</b>	
<b>Jury Services</b>	<b>804-751-4411</b>	<b>804-751-2269</b>
<b>Probate/Wills/Estates</b>	<b>804-706-7680</b>	<b>804-717-6797</b>
<b>Record Room (Judgments/UCCs)</b>	<b>804-717-6517</b>	
<b>Concealed Handgun Permits/Marriage Licenses/Notary Commissions</b>	<b>804-748-1241</b>	<b>804-796-5625</b>

Function	Approach
Civil case processing	<ul style="list-style-type: none"> <li>• Emergency matters as determined by the Court will take priority</li> <li>• Submission of filings by mail is strongly encouraged</li> <li>• Fax filings will be accepted (804-796-5625)</li> <li>• Email filings will be accepted but attachments cannot be accepted and filing verbiage should be in the body of the email.</li> <li>• Drop-box available at the Courts Building between 8:00-4:00 M-F.</li> <li>• 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.</li> <li>• Filings will be stamped on the business day received but processing may be delayed</li> <li>• Plans are underway to implement electronic filing of civil cases using VJEFS</li> <li>• In-person access will be limited and will be handled on an appointment basis. Call the Civil Division to schedule at 804-717-6981</li> </ul>
Concealed Handgun Permit Applications	<ul style="list-style-type: none"> <li>• No in-person acceptance</li> <li>• Submission by mail encouraged, including for first-time applicants (must include a copy of government-issued ID)</li> <li>• Drop-box available at the Courts Building between 8:00-4:00 M-F</li> </ul>
Criminal case processing	<ul style="list-style-type: none"> <li>• Emergency matters as determined by the Court will take priority</li> <li>• Submission of filings by mail is strongly encouraged</li> <li>• Fax filings will be accepted (804-318-8298)</li> <li>• Email filings will be accepted but attachments cannot be accepted and filing verbiage should be in the body of the email</li> </ul>

	<ul style="list-style-type: none"> <li>• Drop-box available at the Courts Building between 8:00-4:00 M-F.</li> <li>• Filings will be stamped on the business day received but processing may be delayed</li> <li>• In-person access will be limited and will be handled on an appointment basis. Call the Criminal Division to schedule at 804-717-6980</li> </ul>
Criminal fine/cost payment	<ul style="list-style-type: none"> <li>• Credit card convenience fee temporarily waived</li> <li>• <a href="#">Online payment</a> is strongly encouraged</li> <li>• If online payment is not an option for you: <ul style="list-style-type: none"> <li>○ Call 804-748-1241 for credit card payment</li> <li>○ Mail payments to above address</li> <li>○ Drop-box available at the Courts Building between 8:00-4:00 M-F.</li> </ul> </li> <li>• Payment plan requests will be accepted by phone. Initial credit card payment required</li> </ul>
Deed Book Recordations	<ul style="list-style-type: none"> <li>• eRecording strongly encouraged. For more information about registration, see the <a href="#">Clerk's website</a></li> <li>• If not eRecording, for matters that are not time-sensitive, submission by mail is strongly encouraged</li> <li>• Drop-box for Deed Book recordations specifically available at the Courts Building between 8:00-3:30 M-F (follow instructions on drop-box)</li> <li>• Documents may not be faxed, emailed or presented in office</li> </ul>
Judgment/UCC Recordations	<ul style="list-style-type: none"> <li>• Documents may not be faxed, emailed or presented in office</li> <li>• Submission of filings by mail is strongly encouraged</li> <li>• Drop-box available at the Courts Building between 8:00-4:00 M-F</li> </ul>
Jury	<ul style="list-style-type: none"> <li>• Refer to the Jury Information line (804-796-7116) for updates</li> <li>• Faxes will be accepted (804-751-2269)</li> <li>• Email <a href="mailto:juryinfo@chesterfield.gov">juryinfo@chesterfield.gov</a></li> <li>• Mail will be processed</li> </ul>

	<ul style="list-style-type: none"> <li>• Drop-box available at the Courts Building between 8:00-4:00 M-F</li> </ul>
Land Records Research	<ul style="list-style-type: none"> <li>• Free access to index information at <a href="http://www.ccclandrecords.org">www.ccclandrecords.org</a> <ul style="list-style-type: none"> <li>○ The online index will include unverified land record filings</li> <li>○ Will/estate filings that have not yet been indexed can be checked by contacting the Probate Division by phone (804-768-7680)</li> </ul> </li> <li>• Those with a business need for access to land records are encouraged to obtain <a href="#">Secure Remote Access (SRA)</a></li> <li>• Those with an urgent need for records access should call the Record Room at 804-717-6517</li> </ul>
Marriage Licenses	<ul style="list-style-type: none"> <li>• Issued by appointment only as staff resources and public health concerns and building restrictions allow</li> <li>• Marriage license applicants must apply online as public terminals are unavailable</li> <li>• Applicants should expect a potentially lengthy visit to the courthouse</li> <li>• For marriages taking place in Virginia, licenses can be issued by any Circuit Court Clerk's Office in Virginia</li> </ul>
Notary Commissions	<ul style="list-style-type: none"> <li>• Notaries with commissions issued between 1/13/2020-April 2020 will be granted an extended time for claiming the commission and taking their oath. Per the Secretary of the Commonwealth, this date is 6/19/2020. Clarifications on expiration dates or status of application processing should be posed to the Secretary of the Commonwealth directly (804-786-2441)</li> <li>• In-person access will be limited and will be handled on an appointment basis. Call the Reception Division to schedule at 804-748-1241</li> </ul>

<p>Probate/Estate Qualifications</p>	<ul style="list-style-type: none"> <li>• Qualification of fiduciaries who are appointed by the Court during the term of the judicial emergency will occur as practical immediately following emergency hearings</li> <li>• Probate assistance will be provided by phone (804-768-7680). Please leave a message and be patient as we work to return calls.</li> <li>• Drop-box available at the Courts Building between 8:00-4:00 M-F for recordations such as Lists of Heirs, Real Estate Affidavits, and Affidavits of Notice.</li> <li>• Walk-in assistance for probate/estate matters will not be provided at this time. <b>Please call ahead before visiting the courthouse.</b></li> <li>• Due to restricted building access and limited staffing, a potentially significant delay in probate/qualification matters is to be expected. Non-critical probate and qualification matters will be scheduled as time allows.</li> </ul>
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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](http://www.ccclandrecords.org)