



Public Notice Monday, September 28, 2020

Pursuant to Virginia Supreme Court Order of September 28, 2020, the [declaration of judicial emergency](#) has again been extended.

Courthouse Visitors

Screening of visitors to the courthouse will continue by means of temperature scanning and questionnaire regarding potential COVID-19 exposure. Additionally, pursuant to the above noted order: **All persons aged ten (10) and older must wear a face covering that covers the nose and mouth when entering the Chesterfield Courthouses. It is expected that visitors will supply their own face covering; however, the Courts will provide disposable masks for those visitors who do not have their own. Individuals without a face mask will not be permitted to enter the courthouse except for those who cannot safely wear a face mask because of a health-related condition.**

Clerk's Office Operations*

- Visit the [Clerk's website](#) or call before visiting as many transactions handled by the Clerk's Office do not require a personal appearance.
- Effective immediately, fax and email submissions will be accepted. Due to IT security concerns, email attachments will not be opened and filing verbiage should be in the body of the email. The same filing should not be sent in multiple formats – one is sufficient (hardcopy, fax, or email).
- With the exception of full probate and/or qualification matters and marriage licenses, walk-in customers will be allowed (including the Record Room). However, office capacity restrictions and social distancing may result in wait times for assistance.
- During the state of judicial emergency, all remote business options will remain available and customers are encouraged to utilize these options as they are able. These options currently include drop box, online payments, eRecording, fax, email and telephonic assistance.

Docket Information

The Chesterfield Circuit Court is operating at full capacity. All jury trials remain suspended until the Court's Jury Resumption Plan is approved by the Supreme Court of Virginia. Video pre-trials for defendants held in Chesterfield County Jail will remain at 9:00 am. Video pre-trials for Riverside and all other holding facilities will be at 9:30 am. Remote hearings and appearances can be requested using the Motion for Remote Hearing form and will be considered on a case by case basis by the presiding judge. Requestors must coordinate their request with all parties prior to submitting it to the Court. It is the responsibility of the requestor to ensure all remote parties have the technology necessary to participate. Testing of remote connections prior to the hearing date is encouraged. Judicial settlement conferences may resume; however, meeting space in the courthouse is limited.

*** For specific information regarding Clerk's Office operations, please reference the attached service plan.**

**Chesterfield Circuit Court Clerk's Office
COVID-19 Service Delivery Plan**

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

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

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

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

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

IMPORTANT!

Visit the [Clerk's website](#) or call before visiting as many transactions handled by the Clerk's Office do not require a personal appearance.

In addition to social distancing measures, all persons entering the Courts Building must wear a face covering that covers the nose and mouth. Sheriff's staff are screening visitors before entry is permitted (including temperature checks).

See the charts below for contact information and service delivery plans relating to specific case types, filings, transactions, etc.

Chesterfield Circuit Court Clerk 8:00-4:00 M-F		
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	804-706-7680	804-717-6797
Record Room (Judgments/UCCs/Marriage Licenses)	804-717-6517	
Concealed Handgun Permits/Notary Commissions	804-748-1241	804-796-5625

Function	Approach
Civil case processing	<ul style="list-style-type: none"> • Before visiting for assistance, call the Civil Division at 804-717-6981 • 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 opened (due to IT security concerns) so 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
Concealed Handgun Permit Applications	<ul style="list-style-type: none"> • Submission by mail strongly 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
Criminal case processing	<ul style="list-style-type: none"> • Before visiting for assistance, call the Criminal Division at 804-717-6980 • 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 opened (due to IT security concerns) so filing verbiage should be in the body of the email • Drop-box available at the Courts Building between 8:00-4:00 M-F.

	<ul style="list-style-type: none"> Filings will be stamped on the business day received but processing may be delayed
Criminal fine/cost payment	<ul style="list-style-type: none"> Online payment is strongly encouraged Other options: <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. If the above are not feasible options, visit in person 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"> Recording hours remain 8:00-3:30 M-F 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 Documents may be presented for recordation in person if the above options are not feasible
Judgment/UCC Recordations	<ul style="list-style-type: none"> Recording hours remain 8:00-3:30 M-F 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 Documents may be presented for recordation in person if the above options are not feasible
Jury	<ul style="list-style-type: none"> No jury trials until Jury Trial Resumption Plan has been approved by the Supreme Court of VA Faxes will be accepted (804-751-2269) Email juryinfo@chesterfield.gov Drop-box available at the Courts Building between 8:00-4:00 M-F

<p>Land Records Research</p>	<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) • Those with a business need for access to land records are encouraged to obtain Secure Remote Access (SRA) • In-person research is permitted; however, before visiting, call the Record Room at 804-717-6517 to determine if the assistance you require can be provided by an alternate method
<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 • 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"> • May be claimed in person after Notary receives confirmation of issuance from the Secretary of the Commonwealth
<p>Probate/Estate Qualifications</p>	<ul style="list-style-type: none"> • Handled by appointment only. Appointments are only scheduled once all information has been provided in advance. Call ahead before visiting the courthouse to avoid a wasted trip. Most actions require significant advanced preparation. • Probate assistance will be provided by phone (804-768-7680). If leaving a message please be patient as we work to return calls. • 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.

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