

**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 • 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.
Concealed Handgun Permit Applications	<ul style="list-style-type: none"> • Submission by mail is acceptable, including for first-time applicants (must include a copy of government-issued ID)
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
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

	<ul style="list-style-type: none"> • 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 • Documents may not be faxed or emailed • Documents may be presented for recordation in person
Judgment/UCC Recordations	<ul style="list-style-type: none"> • Recording hours remain 8:00-3:30 M-F • Submission by mail is strongly encouraged • Documents may not be faxed or emailed • Documents may be presented for recordation in person
Jury	<ul style="list-style-type: none"> • Jury Trial Resumption Plan has been approved by the Supreme Court of VA • Faxes will be accepted (804-751-2269) • Email juryinfo@chesterfield.gov
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) • Those with a business need for access to land records are encouraged to obtain Secure Remote Access (SRA) • In-person research is permitted
Marriage Licenses	<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

	<ul style="list-style-type: none"> • 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"> • May be claimed in person after Notary receives confirmation of issuance from the Secretary of the Commonwealth
Probate/Estate Qualifications	<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.

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