

Chesterfield Circuit Court Clerk's Office

Land Records Cover Sheet

Frequently Asked Questions

The following questions are primarily intended to assist regular patrons of the Clerk's Office (e.g., title agencies, real estate firms, real estate attorneys, mortgage lenders, etc.) in understanding procedures and requirements relating to the implementation and use of Cover Sheets. The information provided herein should also prove helpful to the general public when questions concerning land recordation arise. For additional assistance, please contact the Clerk's Office at (804) 748-1285.

- **What was the start date for requiring Land Records Cover Sheets?**
 - July 1, 2004

- **What will happen if the Clerk's Office receives an instrument for recording without a Cover Sheet?**
 - The instrument will not be recorded and will be returned to the filing party with information regarding Cover Sheet requirements. Further details concerning rejection are provided below.

- **What's the reason for implementation?**
 - Pursuant to *Code of Virginia* § 17.1-227.1, circuit court clerks have discretion to require that all instruments recorded in the Deed Book be accompanied by a Land Records Cover Sheet.
 - Cover Sheet technology has been thoroughly tested in jurisdictions of varying size and has proven to be beneficial for both courts and their customers, particularly patrons from the real estate community. For court personnel, the technology facilitates enhanced receipting and indexing activities, while customers realize reduced errors and faster turnaround times for document processing.

- **How does the Cover Sheet work?**
 - The Cover Sheet software will generate a hard copy Cover Sheet containing a bar code or multiple bar codes. The bar codes capture the information needed to receipt and index the transaction.
 - When the instrument is presented for recordation in the Clerk's Office, staff in the Recording area will use a bar code reader to scan the bar code(s) on the Cover Sheet. In so doing, information necessary for recordation is extracted from the bar code(s). That information is then automatically transmitted to the receipting system and ultimately the indexing system.

- **How do I access the Cover Sheet generator? Is there a fee?**
 - A free application, the Virginia Land Records Cover Sheet (VLRCs), is available through the Supreme Court of Virginia:
 - <http://vlrcs.courts.state.va.us/?circuitName=chesterfield&lrcsReq=y>

- **What if I'm unsure as to whom to list as Grantors and Grantees?**
 - A [Quick Reference Guide for Indexing Land Records Instruments](#) is available in hard copy form in the Clerk's Office. It may also be downloaded from the Clerk's Office web site accessible at: www.chesterfield.gov.

- **Under what circumstances could my Cover Sheet be rejected?**
 - Bar code is unreadable and cannot be scanned
 - Instrument type is incorrect
 - Page count provided is incorrect
 - “Recording Paid for by” field is not accurate/complete
 - “Recording Returned To” field is not accurate/complete
 - Consideration or assessment amount on which taxes are to be paid is not provided or is incorrect
 - Significant errors are found in the Grantor/Grantee name fields

- **Do I need a special printer to print the Cover Sheet? Can I present a fax copy of a Cover Sheet?**
 - Use of a laser printer is strongly recommended to ensure that the Cover Sheet bar code is readable.
 - Cover Sheets printed on a fax machine are acceptable, provided the bar code is readable by scanning equipment in the Clerk’s Office.

- **Will the Clerk’s permanent index reflect information from the Cover Sheet or from the instrument?**
 - Ideally, information contained on the Cover Sheet will match that contained in the instrument. If differences exist, the permanent index will reflect information contained on the instrument for Grantor/Grantee names, instrument type, and legal description. Cover Sheet data will transfer automatically for the Tax ID field(s). With the exception of the Tax ID(s) and legal description which are not warranted, final index entries will continue to be verified against the instrument.

- **Is the Cover Sheet considered part of the instrument when assessing fees?**
 - When assessing recordation fees, the Cover Sheet will not be counted as a page.
 - After recordation, the instrument and Cover Sheet become one document. Therefore, if a certified copy were prepared after recordation, copy fees would be based on the total page count including the Cover Sheet.

- **If I must re-record an instrument, should I attach the original Cover Sheet and create a new Cover Sheet for the re-recording? When computing fees, is the original Cover Sheet counted as page one?**
 - Yes. A new Cover Sheet must be prepared for a document that is re-recorded. The **new** Cover Sheet that accompanies the re-recording would not be counted as a page when assessing recording costs; however, since the **original** Cover Sheet becomes a part of the instrument after recordation, it would be counted as a page in computing fees for the re-recording.

- **Is the Tax ID required on both the Cover Sheet and instrument?**
 - Information that is required by law to be included on land record instruments remains unchanged; therefore, the Cover Sheet will not alleviate the legal requirement for this information. Filers must include the Tax ID on **BOTH** the Cover Sheet and the instrument. When preparing the Cover Sheet, the Tax ID must be placed in the field labeled “Tax Map Number.”

- **Will the Cover Sheet calculate fees so that I know my recording cost?**
 - No. Although the Cover Sheet assists the Clerk’s Office with the receipting process, the Cover Sheet software itself does not assist the user with fee calculation.
 - The Supreme Court of Virginia provides a calculator to assist users with determining recording costs for instruments to be recorded in the Deed Book. To access this system, visit the Supreme Court of Virginia's website at www.courts.state.va.us.

- **If I list “return to” information on the Cover Sheet, am I still required to do so on the instrument? What if I want the Clerk’s Office to file the recorded instrument in the Record Room instead of returning it by mail?**
 - “Return to” information should be inserted on the Cover Sheet in the appropriate field(s).
 - Users requesting that instruments be filed in the Record Room for pickup instead of being returned by mail should list the appropriate individual/firm name in the “Return Recording To” field. The user would then enter “FILE IN RECORD ROOM” in the return address field on the Cover Sheet.

- **My Cover Sheet was prepared in a different system, CSA Online. Is a Cover Sheet prepared in CSA Online still acceptable?**
 - The vendor, Thomson Reuters (formerly ILS/Manatron), has indicated that CSA Online will not be available or supported after December 31, 2015.
 - Cover Sheets previously prepared in CSA Online are acceptable, provided they contain all required information.

- **What if I have further questions?**
 - See Quick Reference Guide included as Help link on VLRCS Generator.
 - Other questions should be directed to the Clerk’s Office.
 - Phone: (804) 748-1285; E-mail: circuitcourtclerk@chesterfield.gov

| Quick Tips | |
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| Tax ID | Do not use PIN field. Insert in Tax Map Number field. |
| Suffix field | Use to denote Tr, AKA, Jr, Sr, III, etc. |
| Assessed Value, when necessary | Enter in "Assumed" field |
| Existing Debt field | No need to use |
| Certificate of Satisfaction | For Book/Page reference, insert recording information for oldest instrument (earliest Book #). Recording staff will ensure that searchers are prompted to "see instrument" if more than one instrument is referenced. |
| Subordination Agreement | Insert 0.00 in all money fields |
| Business Names | Enter the entire business name in the "last name" field. For all business entities, flag the "corp" field even if the business is not incorporated. This will prevent the system from requiring input in the first name field. If a business name includes a person's name, the surname should be listed first (e.g., John Doe Contractors should be listed as Doe John Contractors) |