

**MONTGOMERY COUNTY CIRCUIT COURT CLERK**  
**NOTICE REGARDING COVID-19**  
**EFFECTIVE APRIL 1, 2020**

In order to protect the health and safety of our employees, patrons, court staff, attorneys, and members of the public during this national state of emergency related to the COVID-19 pandemic, the Circuit Court Clerk is taking the following proactive measures, effective immediately:

1. **ONLINE SERVICES.** Members of the public are encouraged to utilize online services available to the public through <https://www.montva.com/clerk-of-circuit-court> and to avoid personal appearances in the Clerk's office when possible during this emergency period.
2. **PASSPORT SERVICES.** Passport services are suspended until further notice. You may access the following website to find locations to secure your passport nationwide: <https://iafdb.travel.state.gov/DefaultForm.aspx>. You are encouraged to contact the local offices to ensure availability prior to arriving at these locations.
3. **LAND RECORDS.** To ensure that land records are accessible during this time of emergency, the Clerk will waive subscriber fees for the online records system for new users for the next thirty (30) days. To apply for access to land records online, please follow the directions contained on the following link: <https://www.montgomeryvalandrecords.org/>.
4. **CIVIL FILINGS.** Attorneys and their staff are encouraged to use the Virginia Judicial Electronic Filings System (VJFES) to file documents in the civil division. A link to the online application may be found at the following: <http://www.courts.state.va.us/online/vjefs/pilotregistrationapplication.pdf>. Attorneys may still submit documents and filing fees for processing by mail.
5. **COURT RECORDS.** Attorneys and their staff are encouraged to seek remote access to the Circuit Court's online imaging system, Officer of the Court Remote Access (OCRA) system for routine copies of all non-sealed civil and criminal court records. To request an application for OCRA or additional information, please contact the Clerk's office at (540) 382-5760.
6. **CRIMINAL FINES/RESTITUTION/COSTS/ETC. PAYMENTS.** As a reminder, all fees, fines, penalties, and restitution payments in criminal cases may be paid online by following this link: <https://www.montva.com/online-services/payments/payments>. Patrons are encouraged to submit all payments online and avoid personal appearances in the Clerk's office when possible during this emergency period.
7. **IF YOU ARE ILL.** Please avoid all personal appearances at the Clerk's office. Staff will be available to answer telephone calls, emails, and faxed requests to the greatest extent possible during this time.

8. **COURT CLOSURE.** The Clerk's office remains operational 8:30 a.m. to 4:30 p.m., Monday through Friday, but is not open to patrons in person. If you have a pending criminal or civil matter before this court and are represented by an attorney, please contact your attorney for your new court date, or if you are not represented by an attorney please call us at (540) 382-5760 and we will assist you.

9. **PROBATE.** Please call the Clerk's Office at (540) 382-5760 regarding information about probate. Probates are by appointment only and documents may be mailed or submitted via drop box.

10. **MARRIAGE LICENSES.** Please call the Clerk's Office at (540) 382-5760 regarding information about obtaining a marriage license. Marriage license applications can be submitted online at <http://www.montgomeryvamarriages.org/>

11. **DROP BOX.** There is a locked drop box located at the door of the Clerk's Office. This drop box is checked hourly during normal business hours, 8:30 a.m. to 4:30 p.m., Monday through Friday.

We recognize that these measures may pose an inconvenience to our employees, patrons, court staff, litigants, attorneys, and members of the public who require the services of the Clerk, and we ask for your patience and thank you for your assistance so that we can take all reasonably necessary measures to limit the risk of exposure, enact recommended policies of social distancing, and do our best to "flatten the curve" to protect the health and welfare of all Montgomery County residents during this emergency period.

*Erica W. Conner*

Erica W. Conner, Master Circuit Court Clerk,  
Certified Court Manager  
Montgomery County Circuit Court