



## CARROLL COUNTY CIRCUIT COURT

CARROLL CO. GOVERNMENTAL CENTER

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### CARROLL COUNTY CIRCUIT COURT CLERK'S OFFICE

#### UPDATED NOTICE REGARDING COVID-19

EFFECTIVE MAY 18th, 2020

In order to continue protecting 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 Carroll County Circuit Court Clerk's Office is taking the following proactive measures, effective beginning Monday, May 18<sup>th</sup>, 2020:

1. **Marriage Licenses** – Only **Carroll County** residents shall still only be eligible to apply for a marriage license
2. **U.S. Passports** – All U.S. Passport applications are still suspended until further notice
3. **Online Services** – Members of the public are strongly encouraged to utilize online services available to the public and to avoid personal appearances in the Clerk's Office when possible during this emergency period
4. **Land Records** – Patrons are strongly encouraged to subscribe to the Secure Remote Access to access all recordings online. The physical deed room is open to the public, however, social distancing rules shall be strictly enforced. **Land filings are strongly encouraged to be done through Simplifile e-recording software, however, our office will start taking recordings in person and/or mail.**
5. **Civil Filings** – Civil case filings are strongly encouraged to be done through the Virginia Judiciary E-Filing System (VJEFS), however, our office will start taking filings in person and/or mail.
6. **Court Records** – Attorneys and their staff are strongly 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.
7. **Criminal Fines/Restitution/Costs/Payments** – Our office strongly encourages patrons to pay all criminal fines, costs, restitution, etc. using the Virginia Judiciary Online Payment System, however, we will take payments in person and/or mail. <https://eapps.courts.state.va.us/fmsOnline/#/?fips=000C>
8. **Wills & Probate Appointments** – Our office will continue to make probate and estate appointments for Carroll County residents, however, **if anyone is out of state, please contact our office first as we will handle on a case by case basis.**
9. **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. We will continue to clean public areas and make hand sanitizer available to the extent possible at the public entrance to the Clerk's office. Please use your best judgment in determining whether your request requires a personal appearance.
10. **CLERKS OFFICE CLOSURE** – Pursuant to Virginia Code 17.1-207 (A) (3), the Clerk's office will remain open, unless the presiding Judge of this Circuit authorizes the closure of the Clerk's office after a determination that operation of the Clerk's office, under prevailing conditions, would constitute a threat to the health and safety of the Clerk's office personnel or the general public. In the event that the Clerk's office is closed by such order, the Clerk will post notices on the Carroll County website and the office's Facebook page.

We recognize that these measures may continue to pose an inconvenience to our employees, patrons, court staff, attorneys, and members of the public who require the services of the Clerk as we ask for your patience. Thank you for your assistance and it's an honor and privilege serving as your Clerk.

Gerald R. Goad, Clerk  
Carroll County Circuit Court