

**City of Richmond Circuit Court Clerk's Office
COVID-19 Updated Service Changes
Judicial Emergency through 6/7/2020 per Supreme Court of Va.**

Richmond Circuit Court information updates in relation to COVID-19 are posted here:

<https://workspace.richmondgov.com/CircuitCourt/SitePages/Home.aspx>

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

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

The Clerk's Office continues to operate normal business hours, 8:30 am to 4:30 pm, M-F. We are closing each day at noon for one hour. All our regular services, including deed recording, marriage licenses and probate, continue. **Procedures have changed**, so please read below for details. We encourage use of couriers and mail rather than in-person visits. **PERSONS WHO HAVE BEEN OUT OF VIRGINIA WITHIN THE LAST 30 DAYS WILL BE REQUIRED TO SELF-QUARANTINE FOR 14 DAYS BEFORE BEING ALLOWED IN THE CLERK'S OFFICE.** We are using drop-boxes for most filings and deliveries. Please call before making a trip to the courthouse. Attorneys are encouraged to use electronic filing options (VJEFS) and remote access systems (SRA & OCRA). Please see our page on the city website (above) for more information. Most court cases have been continued.

**Clerk of Circuit Court
City of Richmond
John Marshall Courts Building
400 North 9th Street
Richmond, VA 23219**

<https://workspace.richmondgov.com/CircuitCourt/SitePages/Home.aspx>

Hours: Monday - Friday 8:30 a.m. - 4:30 p.m., closed noon-1:00 p.m.
Recording Hours: 8:30 a.m. - 3:30 p.m.
Marriage Licenses By appointment, 8:30 a.m. - 4:00 p.m.

General Information (804) 646-6505 or email circuitcourtclerkinformation@richmondgov.com
Jury Duty Line (804) 646-0802
Jury Question Line (804) 646-6501
Criminal Section (804) 646-6553
Fax: (804) 646-6562
Civil Section (804) 646-6536
Fax: (804) 646-7274
Probate (804) 646-6540
Record Room (804) 646-6530

Essential Service	Procedure
Civil case processing	<ul style="list-style-type: none"> • Emergency matters as determined by the Court will take priority • Submission of filings by mail is strongly encouraged • Drop-box available at the Courts Building 8:30-4:30 M-F. Will be checked throughout the day. Payments by check should be included, when applicable. • Filings will be stamped on the business day received but processing may be delayed. • We strongly encourage attorneys to use electronic filing of civil cases through VJEFS, and to use OCRA accounts to view case files. • In-person access will be limited and will be handled on an appointment basis. Call the Civil Division to schedule at 804-646-6536
Concealed Handgun Permits	<ul style="list-style-type: none"> • No in-person acceptance. • Submission by mail encouraged, including for first-time applicants (who must include a copy of government-issued ID.) • Drop-box available at the Courts Building 8:30-4:30 M-F. Payment by check must be included.
Criminal case processing	<ul style="list-style-type: none"> • Emergency matters as determined by the Court will take priority • Drop-box available at the Courts Building 8:30-4:30 M-F. Will be checked throughout the day. • Filings will be stamped on the business day received but processing may be delayed. Stamped copies will be returned with date and time of filing. • In-person access will be limited and will be handled on an appointment basis. Call the Criminal Division to schedule at 804-646-6553
Criminal fines/costs	<ul style="list-style-type: none"> • Online payment is strongly encouraged • If online payment is not an option for you: <ul style="list-style-type: none"> ○ Mail payments to the above court address

	<ul style="list-style-type: none"> ○ Drop-box available at the Courts Building 8:30-4:30 M-F.
Deed Book Recording	<ul style="list-style-type: none"> ● eRecording strongly encouraged. Simplifile is our vendor. ● If not eRecording, for matters that are not time-sensitive, submission by mail is strongly encouraged ● Limited access to in-person recording and research.
Judgment/UCC Recording	<ul style="list-style-type: none"> ● Submission of filings by mail is strongly encouraged
Jury duty/Witnesses	<p>Persons summoned for jury duty or as a witness who are elderly, have underlying medical issues or have other compromising health issues and wish to be excused, are encouraged to notify the Court as soon as possible prior to the anticipated court date. Email, telephone and regular mail are the preferable means of notice. For jurors, contact the Jury Office at 804-646-6501.</p>
Land Records Research	<ul style="list-style-type: none"> ● Those with a business need for access to land records are encouraged to use Secure Remote Access (SRA). Fees are waived during the emergency. See our city webpage for applications. ● Those with an urgent need for records access should call the Record Room at 804-646-6530.
Marriage Licenses	<ul style="list-style-type: none"> ● Issued by appointment only; out-of-state residents must self-quarantine for 14 days before coming to the courthouse. City of Richmond residents receive priority. Call 804-646-6506 for appointments. ● Applicants should expect a potentially lengthy visit to the courthouse. Please see our website for details and to fill out worksheet. https://workspace.richmondgov.com/CircuitCourt/Marriage/SitePages/Home.aspx ● For marriages taking place in Virginia, licenses can be issued by any Circuit Court Clerk's Office in Virginia. Please call your local court first.
	<ul style="list-style-type: none"> ●
Notary Commissions	<ul style="list-style-type: none"> ● Notaries with commissions issued between 1/13/2020-2/24/2020 will be granted an extended time for claiming the commission and taking their oath. Per the Secretary of the Commonwealth, this date is 5/1/2020. Clarifications on expiration dates or status of application processing

	<p>should be posed to the Secretary of the Commonwealth directly (804-786-2441)</p> <ul style="list-style-type: none"> • In-person access will be limited and will be handled on an appointment basis. Call the Clerk's Office to schedule at 804-646-6506
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<p>Probate/Estate Qualifications</p>	<ul style="list-style-type: none"> • Appointments for Qualification of fiduciaries who are appointed by the Court during the term of the judicial emergency will be scheduled in a timely manner. • Probate assistance will be provided by phone (804-646-6540). • Drop-box available at the Courts Building between 8:30-4:30 M-F for recordings such as Lists of Heirs, Real Estate Affidavits, and Affidavits of Notice. Check for payment must be included. • Walk-in assistance for probate/estate matters will not be provided at this time. Please call ahead before visiting the courthouse. • Due to restricted building access and limited staffing, a potentially significant delay in probate/qualification matters is to be expected. Non-critical probate and qualification matters will be scheduled as time allows, and after the judicial emergency.
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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>

updated May 18, 2020