

# Memorandum

To: Charlottesville-Albemarle Bar Association Members, Title Search Companies, and the General Public

From: Jon Zug, Albemarle Circuit Court Clerk

Re: Re-Opening of the Clerk's Office to the Public

Date: May 29, 2020

Friends, Colleagues, and Customers:

Absent some significant change in circumstances and further order of the Virginia Supreme Court, the Albemarle Circuit Court Clerk's Office expects that commencing with Monday, June 8, 2020 at 8:30 a.m., the office will re-open to public traffic. This is not a return to absolute normal, but it is hoped to be a way to better serve the public's need, even as the pandemic continues to significantly impact our community.

As such, there will still be some limitations to service. Those are as follows:

- Office Hours will go back to their regularly scheduled 8:30 a.m. to 4:30 p.m.
- Recording hours, however, will be 8:30 a.m. to 4:00 p.m. as we will still be operating on reduced staffing levels until at least Monday, July 6, 2020.
- **All persons coming to the Clerk's Office will be required to wear a mask.** You will be turned away at the door if you attempt to enter the office without a mask.
- All provisions of the Virginia Supreme Court's Orders regarding persons not permitted to enter the Courthouse Complexes will remain in effect.
- **Social Distancing will be required in the Clerk's Office and particularly for people making use of the Deed Room and the public access computer terminals.**
  - There will be a limit of 6 people permitted in the deed room at any given time. This includes those using the public access terminals, the marriage license kiosks, or the various deed/will/order books

- Everyone shall maintain a social distance of 6 feet in the deed room and public spaces of the Clerk's Office
- In the Land Records Division of the Office only 2 people will be permitted at a time at the customer service window or in the waiting area directly in front of the customer service window.
- In the Criminal and Civil Divisions of the office, only one customer may be in either office at a time.
- The Clerk's Office will maintain the drop boxes that it has used during the time that the office was closed to the public for persons who either do not wish to wait their turn or who are concerned about the pandemic. The drop boxes will be maintained just inside the door of each of the office's divisions (Land Records, Civil, and Criminal). As always, pleadings and recordings may be mailed into the office.

The Clerk's Office respectfully requests everyone's patience as these restrictions will slow the office's ability to handle business as it did prior to the pandemic.