



CLERK'S OFFICE
MONTGOMERY COUNTY CIRCUIT COURT
ERICA W. CONNER, CLERK

55 EAST MAIN STREET, SUITE 1
CHRISTIANSBURG, VA 24073
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March 17, 2020

In Re: Montgomery County Circuit Court Clerk's Modified Operations

In response to the COVID-19 pandemic, and to protect the well being of the citizens and staff who work in the Montgomery County Circuit Court Clerk's Office, the Circuit Court Judge has entered an order closing the Clerk's Office to the public from 1:00 p.m. on March 16, 2020, to April 6, 2020.

Circuit Court Clerk's staff will continue to be operational and will be available to respond to telephonic inquiries between the hours of 8:30 a.m. and 4:30 p.m. during this time. All e-filing, e-recording, secure remote access, officer of the court remote access, and many other online services are available at www.montva.com/circuitclerk. Please refer to the March 16 COVID-19 Informational Release regarding access to online services.

Clerk's staff will continue to accept documents for filing by first class mail, FedEx, and UPS.

A limited exception will be made during this emergency closing to allow filing of concealed handgun permits by mail. Please include a copy of your photo I.D. (which will be shredded upon processing) with the other required documentation for issuance of a permit.

All juror appearances for the January 2020 term have been cancelled.

Montgomery County continues to monitor the situation and every effort will be made to notify the public of any further changes. As we work through this challenging time together, please know that the public health and safety and the safety of my staff, while conducting business the best we can, is at the forefront of my thoughts.

Be Well,

Erica W. Conner
Erica W. Conner, Clerk