

## **IMPORTANT NOTICE**

Effective immediately, due to the current public health concerns surrounding COVID-19 (Coronavirus), which has been declared a pandemic by the World Health Organization, the Fluvanna County Circuit Court and Clerk's Office are taking the following precautions in an effort to protect you, other members of the community, and court personnel.

### **CIRCUIT COURT CLERK'S OFFICE**

1. Anyone who has been diagnosed with or is showing or presenting with symptoms of any illness is NOT to come to the Clerk's Office.
2. Please do not appear in the Courthouse unless you have **essential or emergency business**. Please contact the Clerk's Office at 434-591-1970 BEFORE coming to the Courthouse to determine if we are providing those services or if we may assist you by telephone.
3. The Clerk's office is suspending the processing of passports until further notice.
4. If Court or Clerk's Office personnel become aware of anyone in the Court or Clerk's Office who is sick, they have the authority to ask that person to leave the premises.
5. The Clerk's Office remains open at this time, however, please do not appear unless your business is considered ESSENTIAL or an EMERGENCY.

### **CIRCUIT COURT**

1. Courtroom attendance will be limited to attorneys, parties, and necessary witnesses and members of the press in any matters that cannot be continued.
2. Anyone who has been diagnosed with or is showing or presenting with symptoms of any illness is NOT to come to Court; they will be excused from appearing for their cases and continuances will be granted, as necessary. Please contact the Clerk's Office at 434-591-1970.
3. Anyone entering the Courtroom is required to use hand sanitizer prior to entering the Courtroom.
4. Anyone in the Courtroom is to sit and stay at least five (5) feet apart from any other person and is to have no physical contact with anyone and not to speak to anyone but the Court or to whom the Court directs.
5. Motions for continuances shall be liberally granted.

Thank you for your understanding and cooperation amidst unique and challenging circumstances. Please continue to check the Fluvanna County Circuit Court website and the Virginia Judicial System Website for further information. If you have any questions, please contact the Clerk's Office at 434-591-1970 or by other remote means.

\*This Notice is subject to change at any time.

Revised March 17, 2020