



CARROLL COUNTY CIRCUIT COURT

CARROLL CO. GOVERNMENTAL CENTER

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GERALD R. GOAD - CLERK

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CARROLL COUNTY CIRCUIT COURT CLERK'S OFFICE NOTICE REGARDING COVID-19 EFFECTIVE MARCH 16, 2020

In order to protect 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 immediately:

1. **Online Services** – Members of the public are 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
2. **Land Records** – All land record services will be performed at the front counter to protect the health and safety of our employees. Patrons are strongly encouraged to subscribe to the Secure Remote Access to access all recordings online. **All land filings must be done through Simplifile e-recording software.**
3. **Civil Filings** – Pursuant to the Virginia Supreme Court Order declaring a judicial emergency in response to COVID-19, **all civil case filings must be done through the Virginia Judiciary E-Filing System (VJEFS).**
4. **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.
5. **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.
<https://eapps.courts.state.va.us/fmsOnline/#/?fips=000C>
6. **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.
7. **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 pose and 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