

GRAYSON COUNTY CIRCUIT COURT CLERK
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 Circuit Court Clerk 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 for land records for research. To make land records accessible during this time of emergency, the Clerk will waive subscriber fees for the online records system for new users for the next thirty (30) days.
3. **CIVIL FILINGS.** Attorneys and their staff are directed to use the Virginia Judicial Electronic Filings System (VJEFS) to file new civil suits. If filing pleadings in an existing case not originally filed using VJEFS, please submit by first class mail, FedEx, or UPS. During this time, the Clerk will also accept pleadings by fax or email.
4. **COURT RECORDS.** Attorneys and their staff are 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. To encourage use of this system during this emergency period, the Clerk will waive subscriber fees for new users for the next thirty (30) days.
5. **CRIMINAL FINES/RESTITUTION/COSTS/ETC. PAYMENTS.** All fees, fines, penalties, and restitution payments in criminal cases may be paid online via www.vacourts.gov, select online services. Patrons are encouraged to submit all payments online or by phone (276-773-2231) to avoid personal appearances in the Clerk's office when possible during this emergency period.
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. Please use your best judgment in determining whether your request requires a personal appearance.
7. **CLERK'S OFFICE CLOSURE.** Pursuant to Virginia Code § 17.1-207(A)(3), the Clerk's office will remain open, unless and until the Chief Judge or 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 have notices posted on the Grayson County website and Facebook page.

We recognize that these measures may pose an inconvenience to our employees, patrons, court staff, attorneys, and members of the public who require the services of the Clerk, and we ask for your patience.

