

# Circuit Court Clerk's Office Coronavirus Policy

In light of the Coronavirus (COVID-19) the Portsmouth Circuit Court Clerk's Office will limit all NON-ESSENTIAL, NON-EMERGENCY public access to our office effective Tuesday, March 17<sup>th</sup> until further notice.

**PLEASE CALL 757-393-8671 BEFORE COMING IN.**

- A drop box will be available outside of the Clerk's Office to accept ALL Circuit Court filings and deed recordings.
- The court will have a liberal continuance policy. Please contact the Docket Clerk at **757-393-5373**. **NOTE: Both parties must agree on the case being continued.**
- For all non-emergency, non-essential requests, such as copies of Deeds, Marriage Licenses, Wills, Criminal and Civil documents, please call **757-393-8671** to get information on how to obtain copies.
  - You may also request & pay for copies at <https://www.clerkepass.com/>. Copies will be returned to you electronically via email.
- To record Deeds electronically, please contact:
  - CSC eRecording at 1-855-200-1150, or
  - Simplifile at 1-800-460-5657
- Attorneys **are required** to use e-Filing. E-Filing is a **free** service and the application can be found at <http://www.courts.state.va.us/online/vjefs/pilotregistrationapplication.pdf>. Your completed application can be faxed to **757-393-2024**.
- A drop box will be available outside of the Clerk's Office to accept ALL Circuit Court filings and deed recordings.
- Payments for criminal cases can be made online at <https://eapps.courts.state.va.us/fmsOnline/> or mailed to:

Portsmouth Circuit Court  
1345 Court Street, Suite 101  
Portsmouth, VA 23704
- Marriage licenses will still be issued; however, marriage ceremonies will be limited to just the bride and groom.
- We will no longer accept Probate Walk-Ins on Tuesdays until further notice. Please call **757-393-8671 ext. 5127** to setup an appointment.