

TWENTY-EIGHTH JUDICIAL CIRCUIT COURT VIRGINIA
CLERK OF CIRCUIT COURT
CITY OF BRISTOL

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March 17, 2020

RE: BRISTOL CIRCUIT COURT CLERK'S OFFICE

The Bristol Circuit Court Clerk's Office is limiting access to the public in response to the COVID-19 pandemic. This action is taken to protect both employees and the general public. Please avoid making personal appearances if your business can be handled online or over the phone. Please avoid visiting if you or a family member are ill.

The Circuit Court Clerk's Office will take telephone calls during normal business hours (8:00 AM – 5:00 PM) at 276-645-7321. We will do our best to assist with the needs of the public over the phone.

If you have been noticed for Court or received a summons to appear during the month of March, please call the Court to confirm that your hearing is still set. The 28th Judicial Circuit is operating on a limited docket.

Land recordings will be accepted by electronic filings through Simplifile (1-800-460-5657) and CSC Recording (1-800-927-9801). Additionally, a drop box will be located outside of the Circuit Court Clerk's Office (Room 210) for paper deed recordings. This drop box will be checked by Clerk's Office staff regularly between the hours of 9:00 AM and 4:00 PM. To ensure that your recordings get processed properly, please enclose the document(s) in a secure envelope. Include a self-addressed, stamped envelope so that the original and receipt can get mailed back to you in an efficient manner. Land recordings can be accessed remotely using our Secured Remote Access. Please contact our office if you need a monthly subscription.

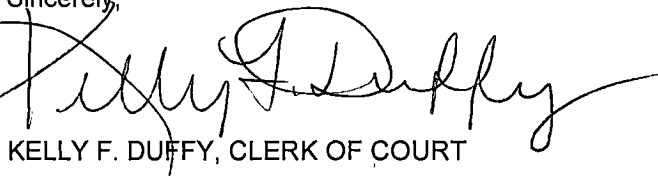
Gun permit applications will also be accepted through the mail and in the drop box outside of our door. Processed gun permits will be mailed directly to you once the background check is completed and application is approved.

Attorneys are strongly encouraged to seek remote access to our online imaging system, Officer of the Court Remote Access (OCRA).

Defendants are strongly encouraged to pay court fines and costs online or over the phone. Visit www.bristolva.org, and go to the Circuit Court Clerk's Office page under Departments. A link to pay fines and costs online is located on our webpage.

We recognize that these actions are inconvenient to patrons, court staff, employees, attorneys and the general public who require our services. As we navigate this challenging time, we take the health and safety of our staff and patrons very seriously. We very much appreciate your cooperation and understanding and will continue to monitor and adjust to new circumstances.

Sincerely,



KELLY F. DUFFY, CLERK OF COURT