

NOTICE

Roanoke County Circuit Court

Clerk's Office Operations

Effective Tuesday, March 24, 2020, and until further notice, due to the rapid spread of the Novel Coronavirus (COVID-19), the Roanoke County Circuit Court Clerk's Office will be handling all functions only by appointment and/or based on legal need during our regular weekday hours of 8:30 AM – 4:30 PM.

During those times, for questions and to make appointments, you may call specific divisions on their direct telephone numbers as follows:

Chancery; 387.6212	Law/Probate/Guardian/Conservator; 387.6206
Criminal; 387.6213, -6261 (Jury Duty)	Real Estate; 387.6208, -6211
General Information; 387.6205 – Fax; 387.6145	

Due to COVID-19, changes to the in-person application process has changed. Both parties will need to complete the below [Marriage License Affidavit](#) and mail it along with a check for \$30. The license will be mailed to you after we process the application.

Website Addresses for General Information and COVID-19 Updates:

<https://www.roanokecountyva.gov/26/Circuit-Court-Clerks-Office>

<https://www.roanokecountyva.gov/2618/COVID-19-Updates>

During these challenging and difficult times - and in order to help prevent the further spread of COVID-19 - we strongly encourage the use of our *online services, email, postal mail and fax (387.6145)* to accomplish various tasks as explained below, including but not limited to the following as examples, and *subject to change*:

CWP renewals/changes-postal mail only, new applications by appointment (387.6206)

Secure Remote Access (SRA) and Simplifile for real estate title work

Officers of the Court Remote Access (OCRA) and

Virginia Judicial Electronic Filing System (VJEFS) for case work

Virginia Judicial Online Payment System (VJOPS) for criminal payments

Please direct any questions/concerns to this office as specified above. Thank you.

Steven A. McGraw, Clerk, Roanoke County Circuit Court

305 E. Main St., Room 200, P.O. Box 1126, Salem, VA 24153-1126