



Circuit Court of the City of Waynesboro

P.O. Box 910
Waynesboro, Virginia 22980
(540) 942-6616

Nicole A. Briggs
Clerk

Melanie W. Layman
Chief Deputy Clerk

Deputy Clerks

Monica E. Morris
Heather H. Griffin

NOTICE

In response to the COVID-19 outbreak and the Governor's recommendations for social distancing, effective Wednesday, March 25th 2020, the City of Waynesboro

Circuit Court Clerk's Office will require an appointment for the following transactions:

- Filing Concealed Handgun Permit applications – applications must be completed prior to arrival and must include all four pages. <https://www.vsp.virginia.gov/Firearms.shtm>
- Issuance of Marriage Licenses
- Notary Qualification
- Administering oaths of office
- Recordation of Military Discharge Papers
- Probate and Estate Matters
- Appointment of Ministers and others to perform marriage ceremonies

Please note, only the principal party and/or co-applicant will be allowed to enter the Clerk's Office for the appointment. Please arrive at your scheduled time. There is not space to allow for early arrival. If you are late, you will be asked to reschedule.

- Court costs and restitution payments will be accepted by mail or online only. Checks and money orders may be mailed to the Clerk's post office address or payment may be made online. <http://www.courts.state.va.us/caseinfo/tickets.html> Balances may also be checked online.
- Call for information about how to obtain copies of documents; marriage licenses, deeds, etc.

Only those persons appearing in their normal profession that requires access to the Clerk's Office deed room will be allowed entrance without an appointment. However, only the principal person will be allowed to access the Clerk's office due to space constraints.

Please be understanding and patient as we implement these restrictions. These changes are necessary to ensure the health and well-being of staff and those with essential business in the Clerk's office. If you need to schedule an appointment or have matters not outlined above, please call the Clerk's office at the number listed above for assistance.

Common Online Site references:

http://www.vacourts.gov/2020_0316_scv_order_declaration_of_judicial_emergency.pdf

<http://www.courts.state.va.us/> Virginia's Judicial System

<http://www.courts.state.va.us/caseinfo/tickets.html> Pay Court Costs/Check Amounts Owed

<http://www.courts.state.va.us/caseinfo/tickets.html> Circuit Court Case Status and Information

<http://www.courts.state.va.us/online/vjefs/home.html> Va Judiciary E-Filing System (VJEFS)

<http://www.courts.state.va.us/rmsweb/home.html> Online access to Land records – SRA

<https://cisweb.courts.state.va.us/Ocra/login/> Officer of the Court Remote Access – OCRA

<http://waynesboro.mapsdirect.net/> City of Waynesboro GIS site – click box, select enter site

<https://www.vsp.virginia.gov/Firearms.shtm> Va State Police - Concealed Carry Permit Information

<https://simplifile.com/> Land records e-filing vendor

<http://ccdeedcalc.courts.state.va.us/> Circuit Court Deed Fee Calculator

<http://www.vdh.virginia.gov/vital-records/> Division of Vital Records