

HENRY COUNTY CIRCUIT COURT CLERK'S OFFICE
COVID-19 PROCEDURES

At this time the Clerk of Circuit Court is requiring you to conduct any business you may have by contacting the office by one of the three methods listed below:

MAIL: **CLERK, HENRY COUNTY CIRCUIT COURT**
3160 KINGS MOUNTAIN ROAD, SUITE B
MARTINSVILLE VA 24112

EMAIL: jashworth@vacourts.gov

TELEPHONE: 276-634-4880

PLEASE VISIT OUR WEBSITE FOR MORE INFORMATION:

<http://www.henrycountyva.gov/clerk-of-circuit-court>

Hand delivered documents should be placed in the secure drop box provided outside of the Clerk's Office door.

Deeds and Land Records should be filed electronically by visiting simplifile.com. However, you may also view the daily filings in the office before recording. Title searchers are encouraged to email the clerk for online access to land records.

Probate appointments and questions will be set and answered by phone. If you have an appointment scheduled, please be seated in the waiting area at the appointed time.

Concealed handgun applications will be handled by mail **only**. Visit the Clerk's webpage for full instruction.

Divorce questions will be answered by telephone. Visit the Clerk's webpage for more information.

Need a copy? Please call, mail or email your request with as much information as possible. Copies are fifty cents per page. Certified copies are \$2 extra per document. Mailed requests must include a self-addressed stamped envelope for return.

Marriage License applications will be handled by appointment only. Please call the office to schedule.

Passport applications are not being accepted at the Clerk's Office at this time. You can make an appointment for application with the United States Postal Service by visiting www.usps.com or by calling 1-800-275-8777.

Pay restitution, fines and costs by mail, telephone or online at www.va.courts.gov.

As always, our primary concern is the wellbeing of our citizens, public and staff. We will continue to work with you, both professionally and respectfully, to accommodate your needs.

Thank you for your cooperation during these uncertain times.