

Circuit Court Clerk's Office Coronavirus (COVID-19) Policy

Updated: March 31, 2020

Out of an abundance of caution and due to 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 17th **until further notice**.

PLEASE CALL 757-393-8671 BEFORE COMING IN.

When prompted for a 4-digit extension, enter one of the following:

5132, 5133, 5137, 5141, 5147, 5161, or 5207

- A drop box is 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**.
- Payments for criminal cases can be made online at eapps.courts.state.va.us/fmsOnline/ or mailed to:

Portsmouth Circuit Court
1345 Court Street, Suite 101
Portsmouth, VA 23704
- We **will not be** issuing marriage licenses **or** processing Concealed Handgun Permit applications.
- **NO** Probate Walk-Ins on Tuesdays until further notice. Please call **757-393-8671 ext. 5127** or visit <http://www.portsmouthva.gov/239/Probate> to setup an appointment.