

CIRCUIT COURT FOR THE COUNTY OF ALBEMARLE

PRESS RELEASE

FOR IMMEDIATE RELEASE – Wednesday January 6, 2021

CIRCUIT COURT CLERK ANNOUNCES REVISED SERVICE DELIVERY PLAN DURING COVID-19 PANDEMIC

Due to the COVID-19 public health crisis, the Circuit Court Clerk wishes to communicate information regarding the office's revised service delivery plan beginning Monday, January 11, 2021.

Pursuant to the Circuit Court's original order entered April 1, 2020 regarding curtailment of Clerk's Office operations, the following modifications to service delivery will be in effect until further notice:

- Limited customer service hours (phones/appointment scheduling) —8:30 AM -to 4:00 PM, Monday-Friday
- Appointments for marriage licensing will be required
- For marriages taking place in Virginia, licenses can be issued by any Circuit Court Clerk's Office in Virginia. Service hours and requirements will vary by jurisdiction.
- Appointments for 1st time applicants for Concealed Handgun Permits, and for all notaries must be made. Anyone applying for a renewal of a Concealed Handgun Permit is requested to submit the application and payment by mail, including a copy of your current/expired permit and your driver's license/government issued photo identification.
- Deed Book Recordations will be handled by mail/overnight delivery. E-recording is strongly encouraged. A drop box will be provided for deed book recordings from 8:30 a.m. to 3:30 p.m. For time sensitive matters, please call to schedule an appointment to come into the office.
- Judgment/UCC recordings are to be done solely through the mail or the drop box provided by the clerk's office.
- Probate/Estate Matters are done solely by appointment only. Call the Clerk's Office main number and choose the selection for the Probate Division.
- Record Room is closed to the general public
- Those with an urgent need for records access should call the Clerk's Office at 434-972-4083
- Recording hours: 8:00 AM-3:30 PM Monday-Friday (by appointment, mail and drop box only)

- Specific drop box for Deed Book recordations available at the Courts Building between 8:30 AM-3:30 PM Monday-Friday (follow instructions on designated box)
- Documents may not be faxed, emailed or presented in office
- Drop box hours for matters other than Deed Book recordations: 8:30 AM – 3:30 PM Monday-Friday
- If paying by cash via please call to set up an appointment for the Clerk’s Office to take payment.
- Appointments will be required for all in-person assistance

This plan is subject to change at any time based on available staff resources, public health concerns and building restrictions.

ALBEMARLE CIRCUIT COURT CLERK’S OFFICE

COVID-19 Service Delivery Plan

Judicial Emergency — most recent order entered on 12/3/2020

Mailing: 501 East Jefferson Street Charlottesville, Virginia 22902

Phone:

Main Line: 434-972-4083

Fax: 434-972-0298

We will attempt to post Albemarle Circuit Court information updates in relation to COVID-19 at the Albemarle County Webpage of Albemarle.org under the department heading of “Circuit Court Clerk”.

Virginia Supreme Court Updates can be found at:

www.courts.state.va.us

Online resources:

Civil and Criminal case information for Circuit Court:

<http://ewsocisl.courts.state.va.us/CJISWeb/circu it. isp>

Online payment for criminal fines, costs & restitution:

<https://eapps.courts.state.va.us/fmsOnline/#/?fips=000C>

Online public index of deeds and other land records; wills; judgments;

UCCs :

www.albemarlelandrecords.org