

County of Spotsylvania

Founded 1721

SPOTSYLVANIA CIRCUIT COURT
OFFICE OF THE CLERK
P.O. Box 96
9107 JUDICIAL CENTER LANE
SPOTSYLVANIA, VA 22553



CHRISTALYN MITCHELL JETT
CLERK OF COURT
PHONE (540) 507-7600
FAX (540) 582-2169

Service, Integrity, Pride

March 18, 2020

Spotsylvania Circuit Court Clerk's Office

COVID-19 PANDEMIC

In addition to the information below from March 17, 2020; please note the following updates as of March 18, 2020:

LAND RECORDS

The information as of March 17, 2020 is still in effect with the following additions:

- Coversheets are still required. Please do NOT drop off a recording in the box without a coversheet. If you do, your recording will not be processed and will be returned to you for the completion of a coversheet.
- Do NOT leave blank checks with your recordings. The check needs to be completed with amounts filled in when left with your recording. If a check is left blank, the recording will not be processed and will be returned to you for completion.
- Do NOT leave recordings without a fee. If a recording is left without the required fee, your recording will not be processed and will be returned to you for the proper fee to be submitted.
- \$5.00 fee for paper filing of land records will not be imposed during this time, the fee will go into effect on April 6, 2020.
- The deputies sitting at the desk in the entrance of the building (where the drop box is located) can't answer any questions you may have. If you have questions, please call the Clerk's Office at 540-507-7612 or 540-507-7615. If possible, please limit phone calls as staff are diligently working to get recordings processed. If you have a question about whether or not your recording was put to record on the day of drop off, please check our Secure Remote Access site. If you don't currently subscribe to SRA, please visit spotsylandrecords.org to sign up for access.

NOTARY COMMISSIONS

Per e-mail from the Secretary of the Commonwealth Notary and Authentications Division:

"Due to the novel coronavirus disease (COVID-19), and the altered hours of many circuit court divisions, our Notary division has extended the pickup date for commissions printed and mailed to the circuit courts between Monday, January 13, 2020 and Monday, February 24, 2020. Approved notaries in this date range now have until Friday, May 1, 2020 to claim their commission from the circuit court chosen on the application."

SEARCH WARRANTS

If search warrants need to be filed with the Clerk's Office, please contact the criminal division between the hours of 9:00am to 1:00pm at 540-507-7601 for a staff member to meet you in the front lobby for filing. Only the officer filing the search warrant should come for the filing.

Christalyn Webb, Clerk

March 17, 2020

In response to the COVID-19 pandemic, and to protect the well being of the citizens and staff who use and work in the Clerk's Office, the Clerk's Office will be closed to the public March 16, 2020 through close of business April 3, 2020.

Staff will be available to respond to telephonic inquiries from 9:00am to 1:00pm during this time.

Land records will be accepted by electronic e-filings through Simplifile (800-460-5657) and in paper via a drop box that will be located at the desk manned by a deputy with Spotsylvania Sheriff's Office at the front of the Circuit Court building. These drop boxes will be checked several times during the hours of 9:00am to 11:00am. The Clerk's office will be recording from 9:00am to 12:00pm (noon) and we will handle those documents as if they were brought in at the counter. Please make sure that you put your recording in a folder or envelope or ensure that they are securely clipped together and make sure your name and contact information is available on the document in case the Clerk's Office needs to reach you.

An exception will be allowed during this time to allow for initial filing of concealed handgun permits via mail. Please be sure to include a copy of your photo identification (which will be shredded upon processing) along with the other required documentation for issuance of a permit.

The Clerk's Office will not be open for business on Saturday, March 21, 2020 or Saturday, April 4, 2020.

Jury orientation for this evening has been cancelled, please use the information provided on your summons to call in for instructions on reporting for jury duty.

Spotsylvania County continues to monitor this situation, and we will make every effort to notify the public of any further changes.

As we work through this challenge together, please know that your safety and the safety of my staff, while still trying to conduct business the best we can is at the forefront of my thoughts.

Christalyn Webb, Clerk

VIRGINIA:

IN THE CIRCUIT COURT OF SPOTSYLVANIA COUNTY

IN RE:

COVID-19 CLERK'S OFFICE OPERATIONS AUTHORIZATION

ORDER

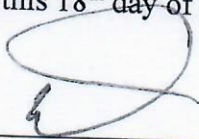
The Court FINDS that the current outbreak of COVID-19 presents a threat to the health or safety of the clerk's office personnel and the general public. The Court further FINDS that the Supreme Court of Virginia, pursuant to an Order Declaring Judicial Emergency, has stressed the need to prevent the spread of the virus, while at the same time preserving mission critical functions of the courts. The Order Declaring Judicial Emergency tolls deadlines for twenty-one (21) days from March 16, 2020.

The Court ORDERS, pursuant to Virginia Code § 17.1-207 (A)(3), that the Clerk may manage the operations of her office including reduction of office hours, provided that the Clerk shall meet mission critical functions required by statute and the Order Declaring Judicial Emergency. This ability to close her office to the public, reduce office hours, and restrict functions shall be effective through April 6, 2020.

This order may be extended or rescinded by the Court by further order.

The Clerk shall post this ORDER.

Entered this 18th day of March, 2020.



William E. Glover, Judge