

# County of Spotsylvania

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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  
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*Service, Integrity, Pride*

March 17, 2020

Spotsylvania Circuit Court Clerk's Office

## **COVID-19 PANDEMIC**

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 inquires 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 Jett, Clerk*