

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
[REDACTED]

Service, Integrity, Pride

January 8, 2021

Spotsylvania Circuit Court Clerk's Office

COVID-19 PANDEMIC

In order to protect the health and safety of the public during the rapid increase of COVID-19 in the community, the Clerk's Office will close to the public effective Monday, January 11, 2021 and restrict functions through February 15, 2021. Clerk's staff will be available from 8:00am to 4:00pm to respond to telephonic inquiries or through e-mail at spotsycc@vacourts.gov

MARRIAGE LICENSES

Marriage licenses are being issued by appointment only. Please call 540-507-7609 or 540-507-7621 to make an appointment. Before your scheduled appointment, please complete the application at <http://marriage.spotsylvania.va.us>

NOTARY QUALIFICATIONS

Notary qualifications are being issued by appointment only. Please call 540-507-7609 or 540-507-7621 to make an appointment.

CONCEALED HANDGUN PERMIT APPLICATIONS

Initial concealed handgun permit applications are being accepted by appointment only. Please call 540-507-7609 or 540-507-7621 to make an appointment.

If you are renewing your concealed handgun permit, you can mail your application along with a copy of your expired/expiring permit and a \$15.00 check made payable to Clerk of Circuit Court to P.O Box 96, Spotsylvania, VA 22553. If you have any questions, please call 540-507-7609 or 540-507-7621.

PROBATE MATTERS

Probate matters are being handled by appointment only. Please call 540-507-7603 or 540-507-7620 to make an appointment.

LAND RECORDS

As of Monday, January 11, 2021, if you have a paper filing recording please leave in the drop box marked land recordings. Please make sure that you comply with the following:

- 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.
- 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.

PLEASE MAKE SURE THAT ANYTHING THAT IS PUT IN THE DROP-BOX IS IN A SECURE ENVELOPE WITH YOUR NAME AND CONTACT INFORMATION. PLEASE DO NOT LEAVE ANY LOOSE PAPERS IN THE DROP-BOX

CIVIL FILINGS

If you have a question regarding a civil filing or matter, please call 540-507-7614, 540-507-7610 or 540-507-7617 or e-mail at spotsycc@vacourts.gov

CRIMINAL FILINGS

If you have a question regarding a criminal filing or matter, please call 540-507-7601, 540-507-7618, 540-507-7608 or 540-507-7607 or email at spotsycc@vacourts.gov

PAYMENT OF FINES/COSTS

If you wish to drop off your payment for fines/costs, please make sure that your check/money order is in a closed secure envelope and your name, case number and contact information is included. Please DO NOT leave cash or credit card information in the drop-box. If you have a question regarding fines/costs please call 540-507-7619 or 540-507-7630 or email at spotsycc@vacourts.gov

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.

VIRGINIA: IN THE CIRCUIT COURT OF SPOTSYLVANIA COUNTY

IN RE: COVID-19 CLERK'S OFFICE OPERATIONS AUTHORIZATION

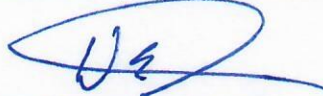
ORDER

The Court FINDS that the current increase in the outbreak of COVID-19 cases 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 Court ORDERS, pursuant to Virginia Code § 17.1-207 (A)(3), that the Clerk may manage the operations of her office including closing to the public and reduction of office hours, provided that the Clerk shall meet mission critical functions required by statute and the Order Declaring Judicial Emergency. The ability to close her office to the public, reduce office hours, and restrict functions shall be effective through February 15, 2021. This order may be extended or rescinded by the Court by further order.

The Clerk shall post this ORDER.

Entered this 5th day of January, 2021



William E. Glover, Judge