

**MONTGOMERY COUNTY CIRCUIT COURT CLERK**  
**MODIFIED OPERATIONS**  
**EFFECTIVE FEBRUARY 16, 2021**

In a continual effort to protect the health and safety of our employees, patrons, court staff, attorneys, and members of the public during this the COVID-19 pandemic, the Circuit Court Clerk is taking the following proactive measures, effective immediately:

1. **ONLINE SERVICES.** Members of the public are encouraged to utilize online services available to the public through <https://www.montva.com/clerk-of-circuit-court> and to avoid personal appearances in the Clerk's office when possible during this emergency period.
2. **PASSPORT SERVICES.** Passport services are discontinued until further notice. You may access the following website to find locations to secure your passport nationwide: <https://iafdb.travel.state.gov/DefaultForm.aspx>. You are encouraged to contact the local offices to ensure availability prior to arriving at these locations.
3. **LAND RECORDS.** To ensure that land records are accessible during this time of emergency, the Clerk will waive subscriber fees for the online records system for new users in (30) day increments. To apply for access to land records online, please follow the directions contained on the following link: <https://www.montgomeryvalandrecords.org/>. At this time the record room will be closed to foot patrons.
4. **NOTARY OATHS.** By appointment only. Please contact (540) 382-5760 to schedule an appointment.
5. **CIVIL FILINGS.** Attorneys and their staff are encouraged to use the Virginia Judicial Electronic Filings System (VJFES) to file documents in the civil division. A link to the online application may be found at the following: <http://www.courts.state.va.us/online/vjefs/pilotregistrationapplication.pdf>. Attorneys may still submit documents and filing fees for processing by mail.
6. **CONCEALED HANDGUN PERMITS.** Please call our office at (540) 382-5760 to make an appointment for a first-time handgun permit application. Applications are located at: [https://www.montva.com/docs/default-source/clerk/sp-248-concealed-handgun-permit-application-07-16-2020.pdf?sfvrsn=68eb1b28\\_4](https://www.montva.com/docs/default-source/clerk/sp-248-concealed-handgun-permit-application-07-16-2020.pdf?sfvrsn=68eb1b28_4)  
Renewals should use the USPS or our drop box.
7. **COURT RECORDS.** Attorneys and their staff are encouraged to seek remote access to the Circuit Court's online imaging system, Officer of the Court Remote Access (OCRA) system for routine copies of all non-sealed civil and criminal court records. To request an application for OCRA or additional information, please contact the Clerk's office at (540) 382-5760.

**8. CRIMINAL FINES/RESTITUTION/COSTS/PAYMENT PLANS, ETC.** As a reminder, all fees, fines, penalties, and restitution payments in criminal cases may be paid online by following this link: <https://www.montva.com/online-services/payments/payments>. Patrons are encouraged to submit all payments online and avoid personal appearances in the Clerk's office when possible during this emergency period.

**9. COURT OPERATIONS.** The Clerk's office remains operational 8:30 a.m. to 4:30 p.m., Monday through Friday. If you have a pending criminal or civil matter before this court and are represented by an attorney, please report as instructed by the Court and/or your attorney. If you are not represented by an attorney please call us at (540) 382-5760.

**10. JURORS.** Jurors are expected to report as directed by their summons. Current juror information is located at [www.montva.com/jury](http://www.montva.com/jury) . The jury information line is (540) 382-1439.

**11. PROBATE.** Please call the Clerk's Office at (540) 382-5760 regarding information about probate. Probates are by appointment only and documents may be mailed or submitted via drop box.

**12. MARRIAGE LICENSES.** Marriage license applications can be submitted online prior to arriving at the Clerk's Office, located at <http://www.montgomeryvamarriages.org/> please call (540) 382-5760 for an appointment.

**13. DROP BOX.** There is a secure, locked drop box located at the door of the security entrance to the Courthouse. This drop box is checked hourly during normal business hours, 8:30 a.m. to 4:30 p.m., Monday through Friday for your convenience.



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Erica W. Conner, Master Circuit Court Clerk,  
Certified Court Manager  
Montgomery County Circuit Court