

TO PERSONS SEEKING ENTRANCE TO THE MARTINSVILLE CIRCUIT COURT CLERK'S OFFICE

If you are denied entrance to the Municipal Building, and have business with the Martinsville Circuit Court Clerk's Office,

1. You may call (276) 403-5106. If you are directed to leave a message, quickly identify yourself and give your telephone number before you begin to leave your message. Calls will be returned in the order received.
2. You may FAX your request to (276) 403-5232.
3. You may e-mail your inquiry to apritchett@vacourts.gov .
4. You may mail a physical document to P.O. Box 1206, Martinsville VA 24114.
5. If you have brought a physical document to file or record in the Clerk's Office, you may ask the officer at the Security Desk to call the Clerk's Office to ask if someone can come to the Security Station to pick it up. **DO NOT GIVE YOUR DOCUMENT TO THE SECURITY OFFICER AND LEAVE THE MUNICIPAL BUILDING.** You are required to wait at the Security Desk until the Clerk or one of his staff arrives to take it from you. You will be required to provide contact information on a form provided by the Clerk's Office.

If your business with the Martinsville Circuit Court Clerk's Office cannot be completed by one or more of the above five options, consider the below alternatives:

1. The Martinsville Circuit Court Clerk's Office web page <https://www.martinsville-va.gov/government/circuit-court-clerk>, with links to various online court information.
2. Citizens may request online Secure Remote Access to Martinsville City Land Records.
3. Court officials may request online access to OCRA (Officer of the Court Remote Access) to Martinsville court records.

Until the termination of the COVID-19 Declaration of Judicial Emergency, **to reduce the chance of viral infection to you , the customer, and staff of the Martinsville Clerk's Office,** access to the Clerk's Office is set as explained below, and subject to change as daily circumstances dictate and the availability of staff to complete the service:

1. We are still allowing people needing marriage licenses and turning in new concealed handgun permit applications in our office. We will accept civil filings, recordings, motions, etc. during hours of operation as set by the Martinsville Circuit Court.
2. Transactions that take longer than ten (10) minutes to complete will require an appointment which will be set by the Clerk's staff. However, if it's an emergency situation, we will work with the customer to schedule the appointment sooner. If business with the Clerk's Office requires an appointment, call this Office at the number provided above.
3. Appointments will involve only persons needed to complete the transaction; additional persons will be asked to remain in the hallway outside the Clerk's Office or in the public waiting area inside the Clerk's Office. All customers must observe social distancing and transactions will be conducted in the Clerk's Office at the public counter or in an open area of the Office selected by the Clerk's staff.
4. Anyone who refuses or fails to comply with these requirements will be asked to leave the Clerk's Office.