



CLERK'S OFFICE

Circuit Court of Cumberland County

DEIDRE D. MARTIN, CLERK

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Hon. Kimberley S. White
Hon. Donald C. Blessing
Hon. S. Anderson Nelson
Hon. J. William Watson
Judges

March 18, 2020

IN RE: CUMBERLAND CIRCUIT COURT CLERK'S OFFICE OPERATING PROCEDURES **IN RESPONSE TO THE COVID-19 EMERGENCY**

In an effort to reduce the need to physically come into the office due to the outbreak of COVID-19, this office will begin to implement the following policy effective immediately until further notice:

- Secure Remote Access (SRA) fees will be waived until May 18, 2020. If you currently have a subscription to SRA, you will be given an extension of 60 days on your current due date. Please contact our office by phone to request the application. Our land records are online from January 2, 1993 to present and all other public records are online from January 1, 2001 to present.
- Officer of the Court Remote Access (OCRA) fees will be waived until May 18, 2020. If you currently have a subscription to OCRA, you will be given an extension of 60 days on your current due date. Please contact our office by phone to request the application.
- We encourage you to transact any business with the Clerk's Office by US postal mail, telephone, email or other electronic means and avoid coming into the Clerk's Office, if at all possible.
- Payments for court cost and restitution payments are accepted online, by phone or by mail. If you do not know how to apply your payment, please visit the Cumberland County Circuit Court Website, or call our office at 804-492-4442.
- The area behind the counter in the Clerk's office is for Circuit Court Personnel Only. You will not be allowed into that area unless you are there on official Circuit Court business, i.e. An officer filing a sealed search warrant; someone from the sheriff's department delivering or picking up papers; an employee from General District or Juvenile & Domestic Relations Courts delivering paperwork or cases; an employee of county administration that may have pertinent documents for our office; an employee from the Commonwealth Attorney's Office delivering documents to be filed or documents for the Judge; a Judge or Judge's assistant; or immediate family members of staff (exceptions may be made as determined by the Clerk). Please allow distance at the counter to avoid person to person contact.
- If you have a court case scheduled between now and April 6, 2020, in Cumberland Circuit Court, please contact your attorney as to the status of your case. If you do not have an attorney, please call our office. Unless you are advised differently, you may still need to appear in Court.
- No probate appointments will be made at this time. This will be re-evaluated on April 17, 2020.
- The Clerk's Office staff will not assist the public in the records room, with research, or making copies.

****This is Subject to change at any time****