

**CLERK'S OFFICE
WASHINGTON COUNTY, VIRGINIA CIRCUIT COURT**

Patricia S. Moore, Clerk of Court/CCM

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Estate Qualifications-Rhonda Roop, Hope Dickey
CHP-Barbara McCracken, Susan Woods, Jamie Wright
Recordation/Erecording-Brittany Barrett, Hope Dickey
Filing/Efiling-Jamie Wright, Traci Millsap, Sara Bott
SRA/OCRA-Sara Bott
Payments/Online payments-Crystal Ferguson/Patricia Moore
Finance-Patricia Moore/Crystal Ferguson
Civil-Jamie Wright/Barbara McCracken
Criminal/Jury-Traci Millsap/Sara Bott
Judgments/FS-Brittany Barrett
Miscellaneous matters-All staff

March 19, 2020

In response to warnings issued regarding COVID-19, and in the best interest of the health and safety of the citizens of Washington County Virginia, we have revised our policies and are open for mission critical matters.

For recordation, filings in an existing case, or filing a new civil matter for which you already have paperwork; please drop off at the front door with security. Those will be processed, and originals/copies will be mailed back as appropriate. If you must wait for a recorded document, service papers, or bailpiece releases, you may do so at the front of the Courthouse. We request that members of the Bar allow order copies and other documents be emailed. Originals where appropriate, will be mailed or placed in your hold box in the records room.

Otherwise, please call the office, (276) 676-6224 / (276) 676-6226, or email me or any Deputy Clerk for information or an appointment for the duration of the pandemic declaration.

All estate qualifications will be handled by appointment only. Questions regarding estates will be taken by phone, fax or email.

CHP renewals can be submitted by mail, and the application is available on our county webpage. New applications must be dropped off at the security checkpoint and will be picked up immediately after dropoff for processing. Applications, instructions and addressed, stamped envelopes are available at the security checkpoint. Any questions regarding the CHP will be taken by phone, fax or email.

Marriage license copy inquiries will be handled by phone, fax or email. No new marriage licenses are currently being issued without an appointment.

Attorneys, banks and title companies are encouraged to call the office and inquire about special offerings on remote access to land records, officer of the court remote access, efilings and erecording.

This office is dedicated in providing the best possible customer service at any time. Thank you all for working together to "flatten the curve" and stop the spread of COVID-19.

Be safe and stay well,


Patricia S Moore, Clerk of Court