

VIRGINIA: IN THE CIRCUIT COURT OF BUCKINGHAM COUNTY

IN RE: ORDER ALLOWING CLERK'S NEW PROCEDURES

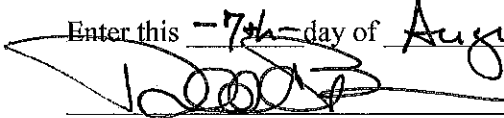
ORDER

Whereas the President of the United States and the Governor of the Commonwealth of Virginia have declared states of emergency due to the COVID-19 pandemic; and

Whereas the County of Buckingham has issued a Declaration of Local Emergency; and

Whereas the Supreme Court of Virginia has issued its Eighth Order Extending Declaration of Judicial Emergency in Response to COVID-19 Emergency, now effective through August 30, 2020,

This Court authorizes and **ORDERS** the Clerk of this Court to adopt and implement the attached Operating Guidelines and Procedures for the Buckingham County Circuit Court Clerk's Office effective August 10, 2020 and **ORDERS** that these procedures shall remain in full force and effect until amended or rescinded.

Enter this 7th day of August, 2020


The Honorable Donald C. Blessing

Recorded in Civil Order Book Instrument # COB202042.

Recorded in Criminal Order Book Instrument # CRB202041.



HON. KIMBERLEY S. WHITE
Chief Judge

HON. DONALD C. BLESSING
Judge

HON. S. ANDERSON NELSON
Judge

HON. J. WILLIAM WATSON, JR.
Judge

Justin D. Midkiff, Clerk
Circuit Court of Buckingham County

P.O. BOX 107 - HWY 60 - BUCKINGHAM, VIRGINIA 23921-0107
PHONE 434-969-4734 FAX 434-969-2043

KIMBERLY B. WOOTEN
Chief Deputy Clerk

DIANE F. JAMERSON
Deputy Clerk

KARA Q. KITCHEN
Deputy Clerk

August 10, 2020

IN RE: BUCKINGHAM COUNTY CIRCUIT COURT CLERK'S OFFICE OPERATING
GUIDELINES & PROCEDURES IN RESPONSE TO THE COVID-19 EMERGENCY

In a continuing effort to keep the general public and court personnel safe from the effects of the coronavirus (COVID-19), the Buckingham County Circuit Court Clerk's Office will begin to implement the following updated policy effective immediately until further notice:

1. We encourage everyone to transact any business with the Clerk's Office by US postal mail, telephone, & email.
2. Change in office hours are as follows:
 - a. Hours of operation will be modified in order to properly clean and sanitize the record room and office counters.
 - b. The Clerk's Office will operate as normal for employees from 8:30am to 4:30pm.
 - c. The Office will be physically open to the public from 8:30am-12:00pm and will re-open to the public at 1:00pm-4:30pm.
3. All individuals who wish to enter the Clerk's Office are required to wear a face mask per the Governor's Executive Order 63 and the Supreme Court's Fifth Order Extending and Modifying the Judicial Emergency.
4. All individuals who wish to enter the Clerk's Office are required to fill out a Daily Sign-In Sheet and shall state their name, address, phone number, email, and a description of their business transaction for the purposes of policy change notifications and health and safety concerns. All visitors will have their temperatures taken. Any individual who exhibits any of the COVID-19 symptoms will not be permitted access to the Clerk's Office.
5. The Clerk's Office staff will not assist the public in the record room with research or making copies.
6. Individuals utilizing the record room with others shall adhere to social distancing practices.
7. Please contact the Clerk's Office for Probate and Estate information and appointments.
8. All employees are required to enter and exit the Courthouse and Clerk's Office through the secure parking lot entry door. Only visitors and customers are to use the main entrance to the Clerk's Office.
9. Secure Remote Access (SRA) is available for individuals conducting research remotely, conveniently offsite, in compliance with the Clerk's Subscription Agreement and Application. Please contact our office by phone to request the application and the subscriber agreement. Land records are online from January 1960 to present. Other public records such as marriage licenses, wills, etc., are online from January 1, 2001 to present.
10. Payments to court costs and restitution can be made online through the Supreme Court website, by phone, or by mail (check or money order). Note: There is a 4% convenience fee for payments made with a debit/credit card.
11. If you have a court case scheduled with Buckingham Circuit Court, please contact your attorney as to the status of your case. If you do not have an attorney, please contact the Court in which your case is scheduled for further guidance. Unless you are advised differently, you may still need to appear in Court.
12. The office will honor restrictions imposed by the locality concerning access to the building during the emergency declared by the Chief Justice of the Virginia Supreme Court, the Governor of Virginia, and the local government.

Our office will continue to work hard serving the public and keeping people safe.

Further information as to contact: Phone Number: (434)-969-4734 Fax Number: (434)-969-2043
Mailing Address: Buckingham County Circuit Court Clerk's Office
P.O. Box 107, Buckingham VA, 23921

Best regards,

Justin D. Midkiff, Clerk of the Circuit Court