

## COVID-19 UPDATE AS TO CIRCUIT COURT PROCEEDINGS

Circuit Court and Circuit Court Clerk's Office - This policy shall be in effect from Tuesday, March 17, 2020 until Monday, April 6, 2020.

Access to the Virginia Beach Circuit Court and the Circuit Court Clerk's Office, per a Court Order issued today from the Supreme Court of Virginia, will be limited. Virginia Beach Sheriff's Office Deputies, who provide security at the Courthouse, will be limiting individuals entering the Courthouse.

The Circuit Court Clerk's Office wants to do everything we can to protect the public who need to do business with us, and our staff who work at the Clerk's Office. For those of you who do not have an emergency need to enter the Courthouse, we are asking you to stay home.

All civil, traffic and criminal matters, including jury trials shall be continued. In addition, the Friday Motion Docket and the Duty Judge Docket will not be heard and such matters must be rescheduled to a date after April 6, 2020. The exception to this policy is: arraignments or determination of counsel hearings, bond appeals or bail reviews and emergency matters as in the discretion of the Court that cannot be rescheduled to a date after April 6, 2020.

We will be working with a very limited staff; however, the Clerk's Office will conduct all business through Building 10B of the Courthouse. For any civil or criminal filings, there will be a lock box on the steps of 10B for drop off. For any deed/land record recordings, there will be another lock box on the steps of 10B for drop off of documents, or we also have electronic recording available through two vendors, Simplifile (800-460-5657) and CSC (866-652-0111). The lock boxes will be checked several times during the day for paper filings, and we will handle those documents as if they were brought in at the counter.

We are closely monitoring guidance from the local, state and federal agencies related to COVID-19 with regard to the state mandated duties we have as a Clerk's Office. As we work through this challenge together, please know that your safety, the safety of my staff, while still trying to conduct business the best we can is at the forefront of my thoughts. Everyone please be calm, stay safe and remember to wash your hands!

Contact Numbers (limited staff working so it may take a few minutes to get answered)

Tina Sinnen, Circuit Court Clerk, 385-8817  
Tracey Entwisle, Chief Deputy Clerk, 385-8819  
Pam Walizer, Land Records Supervisor, 385-8829  
Nancy White, Civil Supervisor, 385-8532  
Elena Chan, Civil Asst. Supervisor, 385-4273  
Gigi Smith, Criminal Supervisor, 385-4043  
Nilla Harris, Criminal Asst. Supervisor, 385-4489  
Valerie Manigo, Crim. Asst. Supervisor, 385-8907