

Due to the COVID-19 pandemic, the Circuit Court Clerk's Office is open, but we have limited staff on-site to maintain daily office functions and to respond to inquiries. In-person transactions are unavailable in the civil, criminal and land records divisions.

In order to proactively respond to requests for documents needed on an upcoming Friday sentencing/revocation docket, we have implemented a new procedure. Requests for documents should be emailed to CCT-DocRequest@arlingtonva.us with a note in the subject field stating, "Friday docket documents." All requests received by 2 pm on Thursday for the following day's docket will be processed and sent via email by 8:30 am Friday morning. Unfortunately, we can't guarantee any requests received after 2 pm on Thursday will be processed prior to the scheduled hearing the following day. However, we will try our best to process them as soon as possible.

Similarly, inquiries about cost balances or community service hour calculations be emailed to CCT-DocRequest@arlingtonva.us with a note in the subject field stating, "Friday costs." All requests received by 2 pm on Thursday for the following day's docket will be processed and sent via email by 8:30 am Friday morning. We will try our best to process requests received after Thursday at 2 pm as soon as possible.

We also ask that counsel share the following information with your clients:

If a payment needs to be made on court costs, fines and/or restitution, we strongly encourage using the online payment system <https://eapps.courts.state.va.us/fmsOnline/#/> for credit cards with no additional convenience fee. If a payment is being made in person, our office will accept payments ONLY in the form of a check or money order (payable to Arlington Circuit Court). In person payments can be dropped off in the locked receptacle located outside of the Clerk's Office at Suite 6100. All payments received by 3:30 pm will be receipted by the end of the day.

If a payment plan has to be established or a petition for community service and/or a lower payment plan needs to be filed with the Court, the forms can be found online <https://courts.arlingtonva.us/payment-of-court-costs-fines-and-restitution/>. Copies of the forms are also located outside of the Clerk's Office at Suite 6100. Forms can be mailed to the office or dropped off in the locked receptacle located outside of the Clerk's Office at Suite 6100 for processing.

As a final note, the law library remains closed. We will attempt to reopen the law library when all County libraries reopen. We understand many attorneys use this space to meet with clients and are sorry for the inconvenience.

Thank you for your understanding and cooperation. This is a new process and may require some modification as we go forward to ensure that all issues are being addressed while maintaining safety for everyone.

Paul Ferguson
Clerk of the Circuit Court
Arlington County and City of Falls Church