

NOTICE

COVER SHEETS REQUIRED BEGINNING JANUARY 1, 2015

CIRCUIT COURT CLERK'S OFFICE OF THE CITY OF STAUNTON, VIRGINIA

Pursuant to VA Code §17.1-227.1, effective January 2, 2015, the City of Staunton Circuit Court Clerk's Office will require the use of the web-based Virginia Land Records Cover Sheet (VLRCS) with any document to be recorded in the land records. This requirement does not impact fees in any way.

The link to the VLRCS is located on the Web Deed Calculation Page:

http://webdev.courts.state.va.us/cgi-bin/DJIT/ef_djs_ccdeed_calc.cgi

Cover Sheets Consist of:

- Form A – Cover Sheet Content
- Form B – Additional Grantors/Grantees
- Form C – Additional Parcels

Application Features:

- Does not require login or password
- No subscription fee
- Users can save data on personal computers or device
- Ability to retrieve and edit data
- Generates PDF with scanable barcode that can be viewed before printing
- Application supports IE, Google Chrome, Mozilla, Firefox, Safari

The Clerk's Office does not have public terminals available to generate the VLRCS. Persons presenting documents for recordation must have the VLRCS and present it with the document to be recorded. In order to maintain the data embedded into barcode, the Clerk's Office will not accept emails or faxes of the VLRCS. The VLRCS will be recorded as part of the document, but the extra pages will not be calculated as part of the recordation fees. Fees will be the same as before this requirement.

*****WHEN CALCULATING FEES, COUNT ONLY THE PAGES CONTAINED IN THE ACTUAL***
DOCUMENT. DO NOT INCLUDE THE COVER PAGES IN YOUR PAGE COUNTS!**

Parcel Identification Numbers (PIN's) will continue to be required. Make sure to use the PIN and not the map number. Map numbers are always three digits. PIN's can be from one to six digits. If you are using a three digit number confirm that it is a PIN and not a map number.