



**THE CIRCUIT COURT  
of the  
CITY OF STAUNTON**



Staci N. Falls  
*Clerk*

113 E. Beverley Street  
3rd Floor  
Staunton, Virginia 24401  
540-332-3874

Cynthia Nuckols Marshall, *Chief Deputy*  
Laura R. Munse, *Deputy*  
Rhonda P. Miller, *Deputy*  
Kelsey M. Harper, *Deputy*  
Markita S. Whatley, *Deputy*

**Staunton Circuit Court Clerk's Office**  
**Notice Regarding COVID-19**

On March 16, 2020, the Supreme Court of Virginia issued an Order Declaring a Judicial Emergency in Response to COVID-19 Emergency. The Order may be found by going to Virginia Judicial System's website: <http://www.courts.state.va.us/>.

In order to help eliminate the need for people to come in person to the Clerk's Office, we are encouraging everyone to visit our website at <http://www.ci.staunton.va.us/departments/clerk-of-circuit-court> for more information on the services we provide.

**Court Costs:** All court costs, fines, and restitution may be paid by clicking the "Pay Now" button on our website. If you are unable to pay online, we ask that you contact our office at 540-332-3874 to make other arrangements.

**Land Recordings:** At this time, we are encouraging everyone to E-Record if possible. Information on E-Recording can be found on our website. If you are unable to E-Record or mail the recording, please contact our office at 540-332-3874.

**E-Filing:** At this time, we are encouraging everyone to E-File if possible. Please visit our website for information on E-Filing civil cases. If you are a new user, there is a link to register on our website.

**Concealed Handgun Permits:** Applications may be found on our website as well as instructions for how to renew your permit.

**Requesting Copies of Documents:** Effective immediately through April 6, 2020, upon request, certified copies of documents including marriage licenses, deeds, orders, etc. may be sent to you electronically. Payment for copies will need to be mailed to 113 E. Beverley Street, 3<sup>rd</sup> floor, Staunton, VA 24401.

**Probates:** Please contact our office at 540-332-3874 to schedule an appointment for all probate matters. Appointments will be scheduled after April 6, 2020 unless it is an emergency situation.

We appreciate your cooperation and understanding during this time. Please do not hesitate to contact our office with any questions you may have.

Staci N. Falls, Clerk  
Staunton Circuit Court