



**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*
Shanna Todd-Smith, *Deputy*

**NOTICE REGARDING ENTRY TO THE STAUNTON CIRCUIT COURT
CLERK'S OFFICE**

Effective Wednesday, December 9, 2020, appointments will be required for all matters before gaining access to the Staunton Circuit Court Clerk's Office in an effort to limit the number of individuals in the office at one time. There will be a drop box at the front entrance of the Cochran Judicial Center where items needing to be processed may be placed. All items will be processed in the order they are received and as quickly as possible.

In order to help eliminate the need to visit the Staunton Circuit Clerk's Office in person, we encourage everyone to visit our website at: <https://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: We are encouraging everyone to E-Record if possible. Information on E-Recording can be found on our website. Land recordings can also be mailed or left in the drop box at the entrance of the building. Please contact our office if you are interested in subscribing to Secure Remote Access.

E-Filing: We are encouraging everyone to E-File when 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: The link for the application may be found on our website as well as instructions for how to renew your permit. You will need to make an appointment by calling our office if you are a first-time applicant.

Requesting Copies of Documents: 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, 3rd floor, Staunton, VA 24401.

Probates: Please contact our office with questions regarding probate matters or to schedule an appointment.

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