

IMPORTANT NOTICE

Over the past several years, circuit court clerks throughout the Commonwealth have struggled to meet increasing workload demands while facing significant budget cuts at the State level. These problems have been exacerbated by the state's failure to provide staffing resources commensurate with the surge in workload. Consequently, it is necessary for clerks' offices to examine alternate processes in order to meet statutory responsibilities. This is particularly true in high growth areas of the state where deed filings have reached record levels.

The Clerks of the Chesterfield and Henrico Circuit Courts routinely examine new technologies and process improvements that can bring greater efficiencies to their office operations while better serving the public. To that end, and pursuant to *Code of Virginia* § 17.1-227.1, both the Chesterfield and Henrico Circuit Court Clerks' Offices will exercise the option to require a Land Records Cover Sheet for all documents recorded in the Deed Book **effective July 1, 2004**. In practice, data contained on Cover Sheets will be scanned via bar code readers, thereby allowing instruments to be recorded more timely and accurately.

To create the required Cover Sheet, users must access Cover Sheet software made available at the following web site: www.landsystems.com. Although several methods to obtain the necessary software are available, the online monthly subscription option may best meet the needs of most attorneys and title firms since it allows storage and retrieval of cover sheets from any location should future adjustments be necessary. After July 1, 2004, documents that do not include a Cover Sheet with all information accurately listed will be returned to the presenting party so that a corrected Cover Sheet may be prepared. In the event last minute corrections are necessary in Chesterfield, please note that public access computers with Internet access are available in the Law Library and at the Central Library adjacent to the Courts Building. In Henrico, such computers are available at the Law Library located in the Courts Building.

In order to prepare filing parties for what can be expected associated with Cover Sheet implementation, two joint seminars hosted by the software vendor and the Clerks of both Circuit Courts will be held. All interested parties are encouraged to attend one of the following seminars:

June 3, 2004 - 2:00 p.m. - 4:00 p.m., at Henrico Circuit Court
June 9, 2004 - 5:00 p.m. - 7:00 p.m., at Chesterfield Circuit Court

The Chesterfield and Henrico Circuit Court Clerks' Offices are eager to provide assistance during this period of transition and look forward to providing more efficient service upon implementation of the Land Records Cover Sheet program. For inquiries concerning Cover Sheet requirements in the Chesterfield Circuit Court, please call 748-1285. For the Henrico Circuit Court, please call 501-4979.