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## Clerk of the Circuit Court

### In observation of President's Day the Clerk of the Circuit Court's Office will be closed February 20th, 2017

Welcome to the website for the Clerk of the Circuit Court. The Code of Virginia mandates more than 800 duties for the clerk of the circuit court which means my office offers a wide variety of services to the citizens of Loudoun County. Some of those services include the issuance of marriage licenses, recording of deeds and land documents, coordinating juror services for jury trials, probate of wills and estates, assisting judges with courtroom proceedings, managing court files and legal documents, preserving historic court papers and many other services.

Our intention is to provide some basic information to our clients to help gather critical information regarding these services. I hope our website provides convenient information to you and I trust you will provide comments to my office for topics that should be included and/or how the information can be presented to be more helpful to our clients. We enjoy a collaborative partnership with our clients and value your feedback. My dedicated team of deputy clerks and I look forward to serving you.



**Gary M. Clemens**  
Clerk of the Circuit Court

### Popular Links

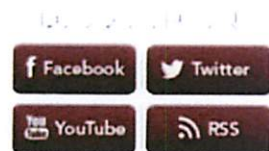
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- [Courts Technology](#)
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- [Hunting and Fishing Licenses](#)
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- [Waivers of Statutory Fee Caps](#)
- [Courts Expansion Project](#)

### News Releases

- [Black History Month Open House](#) **NEW**
- [New Criminal Payment Procedures Effective February 1st, 2017](#) **NEW**
- [Clerk's Office Provides Support of Local Non-Profits in Holiday Season](#) **NEW**
- [The Loudoun Circuit Court Master Courts Calendar 2017](#)
- [Past news releases from the Clerk's Office](#)



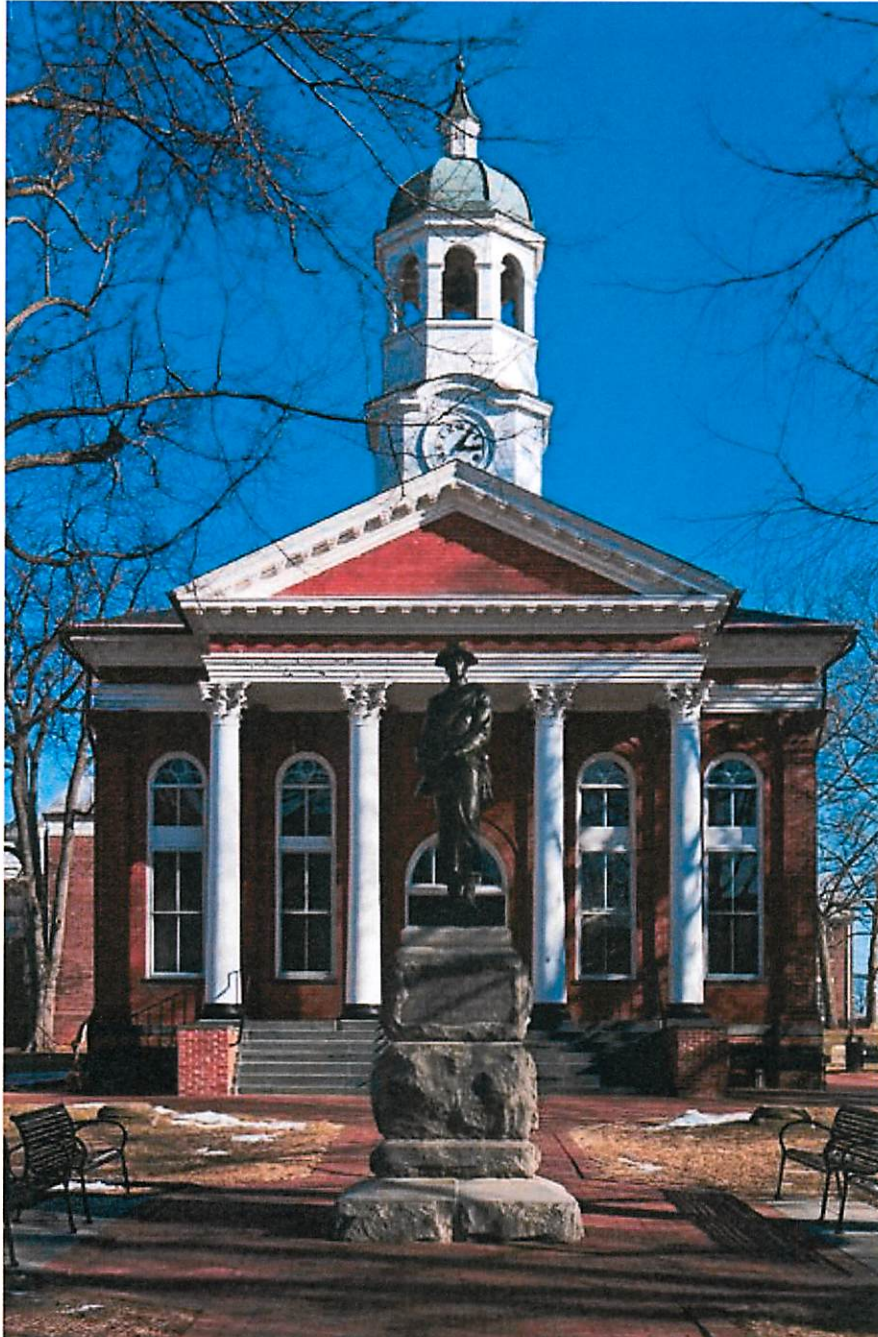
**Contact the Clerk's  
Office**  
**703-777-0270**  
Email: [Clerk of the Circuit  
Court](#)

**Hours of Operation**  
Monday - Friday  
8:00 a.m. - 4:00 p.m.  
[Holiday Closings](#)

**Physical Address**  
Clerk of the Circuit  
Court  
18 East Market St.  
Leesburg, VA 20176  
[Directions](#)

**Mailing Address**  
Clerk of the Circuit Court  
P.O. Box 550  
Leesburg, VA 20178

# LOUDOUN COUNTY CIRCUIT COURT






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## Courts Technology

### Online Services

#### Loudoun Officer of the Court Remote Access (LOCRA)

The Supreme Court of Virginia provides the Officer of the Court Remote Access (OCRA) service. This service enables remote viewing of documents in the Case Imaging System utilized by the Loudoun County Circuit Court. At this time LOCRA is available only to attorneys in good standing with the Virginia Bar Assoc. For more information on this service please contact the Clerk's Office via [email](#).

#### Land Records Remote Access

The Loudoun County Clerk's Office provides remote access to their land records. A fee and application is required for each user. More information on this service can be found [here](#).

### In the Courthouse

#### Digital Dockets

Digital Docket Screens provided to us by the Supreme Court of Virginia allows visitors to the courthouse to find out in what courtroom and at what time their case is being heard.

#### Wi-Fi

Wi-Fi access is available throughout most of the courthouse. Be aware that not all judges allow the use of Wi-Fi and Wi-Fi Devices in their courtrooms.

#### Phones and Mobile Devices

At this time Loudoun County does not allow devices with cameras into the courthouse. Exceptions may be made for attorneys in good standing with the Loudoun County Bar Association. See this [order](#) for more information.

### In the Courtrooms

- [Courtroom A/V Technology Manual](#)

#### A/V Equipment

- 50" Television
- [Tandberg Edge 95 MXP](#)
- HDMI and VGA inputs\*
- DVD/VCR Player

\*Please note that the televisions in the courtrooms have VGA and HDMI Cables hooked to them but they are only 6' in length. If you need a longer cable you will need to provide your own extension cables.

#### For The Record (FTR) Recordings

The courtrooms use [For The Record](#) technology to record proceedings. These recordings are available by [request](#) for most cases. They are not official records.

#### Hearing Impaired Assistance

Each courtroom is equipped with a Williams Sound infrared emitter. Headphones are available upon request.

#### Bringing in Your Own Equipment

Many devices can be hooked up to our TV using the provided HDMI or VGA inputs. Please note that the cords provided are 6' long. If you need your device to be further away you will need to provide your own extension cables. Also you will need to provide your own adapter to connect to HDMI or VGA inputs if required. See this [order](#) for more information.

## Contact Us



**Steven Thompson**  
I/T Coordinator

Ph: [703-771-5647](#)  
Email: [IT Division](#)

## Quick Links

- [Visitor Comment Card](#)



**Hours of Operation**  
Monday - Friday  
8:00 a.m. - 4:00 p.m.  
[Holiday Closings](#)

**Physical Address:**  
Clerk of the Circuit Court  
18 East Market St.  
Leesburg, VA 20176  
[Directions](#)

**Mailing Address:**  
Clerk of the Circuit Court  
P.O. Box 550  
Leesburg, VA 20178



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**Loudoun County Government:** P.O. Box 7000, Leesburg, VA 20177 | Ph: 703-777-0100

# Courtroom A/V Quick Reference Guide

provided by

The Office of the Clerk of the Circuit Court

[HDMI \(Video & Audio\)](#)



[VGA \(Video Only\)](#)



[VGA w/ Audio](#)



[Tandberg Video Conferencing](#)

[DVD/VCR Player](#)

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[Frequently Asked Questions](#)

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[Clerk of Circuit Court IT Contact Info](#)

### HDMI (Video & Audio)

1. Connect Black HDMI input to device
2. Using the TV Remote Press **DVD/HD** until DVD/HD3 shows in the top right corner of the TV Screen

### VGA (Video Only)

1. Connect Blue VGA input to device
2. Using the TV Remote Press **RGB** until VGA shows in the top right corner of the TV Screen

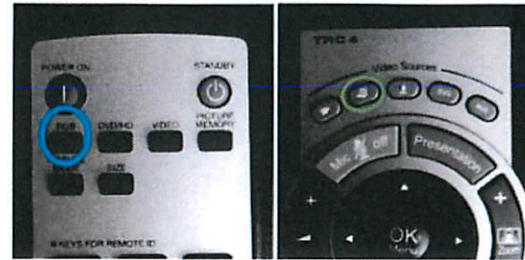


\*Playback Audio can be affected by the volume of the connected device and the television

### VGA w/ Audio

1. Connect Black VGA input to the device
2. Plug Audio jack into the speakers/headphone port of the device
3. Using the TV Remote Press RGB until DVI shows in the top right corner of the TV Screen
4. Using the Tandberg Remote Press the laptop button

\*Playback Audio can be affected by volume of the connected device, the television and the Tandberg



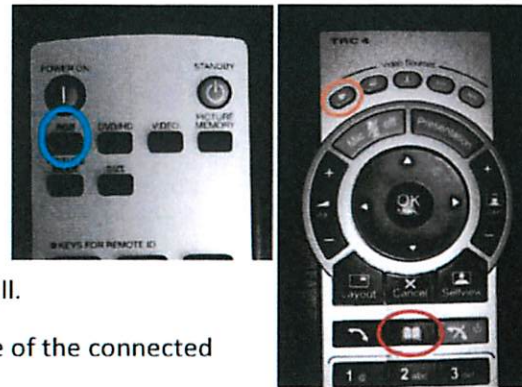


### Tandberg Video Conferencing

1. Using the TV Remote Press **RGB** until DVI Shows in the top right corner of the TV Screen
2. Using the Tandberg Remote Press the **camera** button.
3. Press the **Address Book** button.
4. Select the location you would like to call.

\*Playback Audio can be affected by volume of the connected device, the television and the Tandberg

\*Microphone Audio is controlled by the Tandberg Remote



### DVD/VCR Player

1. Using the TV Remote Press **RGB** until DVI Shows in the top right corner of the TV Screen
2. Using the Tandberg Remote Press the **DVD** button.
3. Using the DVD Remote
  - a. for DVDs press **DVD**
  - b. for Video Cassettes press **Video**

\*Playback Audio can be affected by volume of the television and the Tandberg



## Frequently Asked Questions

- ❖ Why can't I hear anything?
  - Check to make sure all levels are turned up and that none of the devices have been muted
- ❖ Why can't I see anything?
  - Check to make sure all devices are connected properly and that you are on the correct input on both the TV and Tandberg as necessary
  - If using a laptop sometimes it helps to refresh the display settings. This varies depending on the laptop but is usually function + F8
- ❖ What equipment does the Circuit Court Clerk's Office provide?
  - The Clerk's Office can provide on a first come basis the following:
    - ◆ Projector – This can be hooked up to a litigant's personal laptop using VGA Connections. The Clerk's Office does not have projector screens.
    - ◆ Document Camera – This can be hooked up to the televisions using VGA connections
    - ◆ Laptop – This can be hooked up to the television using the HDMI connection.
- ❖ Does the Clerk's Office provide any adapters?
  - No. You are responsible for providing any adapters needed to hook your device up to the VGA or HDMI inputs.

Clerk of Circuit Court IT Contact Info

Steven Thompson      703-737-8569 – Desk  
[steven.thompson@loudoun.gov](mailto:steven.thompson@loudoun.gov) – Email

Jason Jerrell          703-737-8569 – Desk  
[jason.jerrell@loudoun.gov](mailto:jason.jerrell@loudoun.gov) - Email



**VIRGINIA:**

**IN THE CIRCUIT COURT, GENERAL DISTRICT COURT AND JUVENILE  
AND DOMESTIC RELEATIONS DISTRICT COURT OF LOUDOUN COUNTY**

**IN RE: ALL PERSONS AND ITEMS ENTERING THE COURT  
COMPLEX INCLUDING THE COURTROOMS, CLERK'S  
OFFICES, JUVENILE COURT SERVICE UNIT AND ALL  
PUBLIC AREAS OF THE COURT COMPLEX**

**O R D E R**

It appearing that certain rules and procedures should be implemented for the orderly, safe and efficient dispatch of business and for proper decorum before all of the Courts of Loudoun County, all Clerk's Offices, the Juvenile Court Services Unit and all public areas of the court complex, it is therefore, **ORDERED** as follows:

**1. Prohibited Items and Substances.**

No explosive devices or materials, illegal substances, defensive or offensive weapons, (including but not limited to those items listed in Va. Code § 18.2-308), potentially dangerous objects or objects prohibited by this order shall be brought into the court complex, that includes the courtrooms, the clerk's offices, the juvenile court services unit, or any public areas thereof. Any such object is subject to seizure and forfeiture. Court security officers on duty and sworn law enforcement officers in uniform are exempted from this prohibition with respect to those items required of such officers in the discharge of their duties. Court security officers on duty and sworn law enforcement officers in uniform may carry their officially issued weapons into the court complex. If sworn law enforcement officers allowed to carry weapons as part of their employment, but not in uniform, enter the court complex with weapons they shall deposit such weapons in a secure area designated by the Sheriff immediately upon entering the court complex.

**2. Search and Seizure/Forfeiture.**

Upon entering the court complex, all persons except court security officers on duty and sworn law enforcement officers in uniform shall submit to either an electronic search or physical "pat down", or both, of his or her person at

the request of any court security officer. All persons also shall exhibit to such officers any electronic devices of any description, the contents of any parcel, handbag, carrying case, or container of whatever nature and shall be subject to an electronic and physical search at the request of any court security officer. After entry and any initial search described above, if there develops a reasonable articulable suspicion that an item not permitted in the court complex is in the possession of an individual or contained in any parcel or any other container, such person or parcel or container also shall be subject to the above described search while in any area of the court complex. All items not permitted by this order shall be subject to seizure and forfeiture. The Chief Judge of the Circuit Court may exempt specific staff entering prior to the normal opening of the courthouse from the requirements of this paragraph.

3. **Market Street Entrance and King Street Entrance.**

The Market Street Entrance to the court complex shall be for use by the public during working hours. The King Street entrance shall be open for use only by court complex employees, sworn law enforcement officers, jurors, attorneys, adult probation officers, juvenile pretrial probation officers and community corrections probation officers during normal working hours.

4. **Tobacco and Smoke Free Building.**

Smoking, the use of tobacco or tobacco products and the use of e-cigarettes is prohibited in all areas of the court complex.

5. **Food and Beverages.**

Food and beverages may not be consumed in any public areas except the canteen and the area immediately adjacent to the canteen. Water may be consumed in the court complex but may only be brought into a courtroom as provided in paragraph 10.

6. **Animals.**

No animals, except bonafide service animals, and canine dogs accompanied by their assigned deputy, that are on the premises in the investigation or detection of criminal activity, shall be admitted into the court complex

during working hours absent permission from the Chief Judge of the Circuit Court.

**7. Photography, Cameras, Audio or Video Recordings, etc.**

Unless specifically authorized by a presiding Judge in a specific case, or as provided in this paragraph regarding court reporters, or as provided in paragraph 8 of this order with respect to cell phones, tablets, smart watches and computers, no cameras, audio recording devices or video recording devices or any device capable of recording, photography or video recording or the electronic transmission of voice or image shall be allowed in the court complex. No photography, audio recording, video recording, or playing of music or use of headphones/earbuds shall be allowed anywhere in the public areas of the court complex. Court reporters for cases pending in the courts shall be permitted to bring audio recording devices into the court complex and use these devices as well as headphones/earbuds while serving as a court reporter for an assigned case.

**8. Cell Phones, Smart Watches, Pagers, Tablets, etc. in Public Areas.**

- a. Cell phones, smart watches, pagers, tablets, etc. or any similar devices that are capable of photography, video, audio recording or electronic transmission of voice or images (limited to one type of each device absent permission from a Judge) may be brought into the court complex by the following individuals following an inspection, electronic or otherwise, by a court security officer:

Active members of the Virginia State Bar who display a valid Bar card; Active members of a state bar appearing before a court in a case scheduled to be heard that day pro hac vice when accompanied by an active member of the Virginia State Bar; Sworn law enforcement officers; Staff of the Circuit Court; Clerks and members of the staff of the Clerks of the Circuit Court; General District Court and Juvenile and Domestic Relations District Court including the Court Services Unit; Juvenile Probation Officers; Adult Probation Officers;

Community Corrections Program Pretrial and Probation Officers; Court Reporters for cases pending in the Courts; Language Interpreters for cases pending in the Courts; Victim Witness Program employees for cases pending in the Courts; Mediators for cases pending in the Courts; County maintenance employees assigned to the court complex and attorney support staff specifically authorized by a presiding judge. Only devices that are the property of the individuals authorized under this order (or their employer when such device is assigned to their use by their employer) may be brought into the court complex by such individuals. An authorized individual may not bring devices of others into the court complex. These may be used only by individuals authorized in this paragraph to possess these items in the public areas of the court complex and should be used discreetly in order to respect the rights of others. Upon entering a courtroom all such devices shall be silenced and not used for any purpose except as provided in paragraph 9 or unless authorized by a presiding judge.

- b. Cell phones, smart watches, pagers, tablets and similar devices that are not capable of photography, video recording, audio recording, or electronic transmission of images are allowed in the court complex following inspection, electronic or otherwise, by a court security officer. These devices may be used in the public areas (excluding courtrooms) of the court complex and should be used discreetly in order to respect the rights of others. Before entering a courtroom all such devices shall be silenced and not used for any purpose except as provided in paragraph 9 or unless authorized by a presiding judge.

9. **Cell Phones, Smart Watches, Pagers, Tablets, etc. in the Courtroom.**

- a. **Requirements before entering a courtroom and permitted uses.** All phones, tablets, electronic devices, etc. shall be silenced prior to entering the courtroom. These devices shall be silenced in such a manner that no



calls, messages, alerts or audible sound is capable of being emitted.

Sworn court reporters designated to a case may record the proceedings in order to create an accurate record of the proceedings. Except as provided above, unless specifically authorized by a presiding judge, no device may be used as a telephone, for entertainment, for reading, texting, emails, social media, or any form of communication, photography, audio recording or video recording in the courtroom.

- b. Permitted uses when a case is called for a hearing. Once a specific case is called for a hearing, the attorneys appearing in that case (and their support staff if authorized by the presiding judge for the specific case) shall be allowed to use their electronic devices solely for access to legal research, their professional calendars, for scheduling, as calculators and for access to case related files while the case is before the court for hearing. Such devices shall be silenced in such a manner that no calls, messages, alerts or audible sound is capable of being emitted.

**10. Decorum in the Courtroom.**

All persons entering the courtroom should remove hats and sunglasses before entering. All persons should be seated after entering when court is in session. No food, food items or drinks are allowed in the courtrooms.

Attorneys, parties and witnesses scheduled to testify may bring commercially bottled water (not carbonated or flavored) in the original non glass container into the courtroom, however they may only be consumed by attorneys, and parties only during such time when their case is being heard by the court. A witness may only consume the water when testifying.

No gum chewing is allowed in the courtroom. All gum should be disposed of prior to entering the courtroom.

**11. Attire.**

All persons should be properly attired before any courtroom in the discretion of the presiding judge.

**12. Failure to Comply.**

Failure to comply with the provisions of this order may result in the loss of privileges, seizure and forfeiture of devices and/or contempt.

13. Copies to be Posted.

Copies of this Order shall be posted at the entrances of the court complex, the areas outside each of the courtrooms, the clerk's offices, public areas, the canteen, and the entrances to the juvenile court services unit.

14. Prior Orders.

This Order supersedes the prior orders of the court with respect to such matters.

15. Effective Date.

This Order is effective commencing August 1, 2016.

Entered this 27 day of July, 2016.

  
Burke F. McCahill, Judge

  
Jeffrey W. Parker, Judge

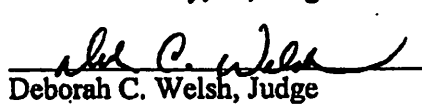
  
Stephen E. Sincavage, Judge

  
Jeanette A. Irby, Judge

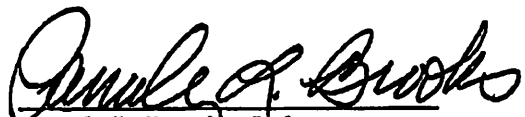
  
Douglas L. Fleming, Jr., Judge

  
Dean S. Worcester, Judge

  
J. Frank Buttery, Jr., Judge

  
Deborah C. Welsh, Judge

  
Avelina S. Jacob, Judge

  
Pamela L. Brooks, Judge

UNITED STATES DISTRICT COURT  
FOR THE EASTERN DISTRICT OF VIRGINIA  
(Alexandria Division)





Sunday, March 05, 2017.

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## United States District Court Eastern District of Virginia

[Alexandria](#) | [Newport News](#) | [Norfolk](#) | [Richmond](#)[CM/ECF](#) | [Jury Service](#) | [Resources](#) | [Local Rules](#) | [Forms & Fees](#) Search

### Evidence Presentation Systems

The Eastern District of Virginia has courtroom evidence presentation systems available at each courthouse. The systems enable attorneys with their laptop computers to present evidence simultaneously to everyone in the courtroom through a system of interconnected video LCD displays.

**The court's evidence presentation system allows attorneys to:**

1. Connect the attorney laptop computer and simultaneously share scanned documents, present animations, display graphics, and play audio and video files that are stored on the attorney laptop computer.
2. Use a digital document camera to zoom in and out on portions of a paper document, a photo, or a small piece of physical evidence.

**The court's evidence presentation systems consist of the following:**

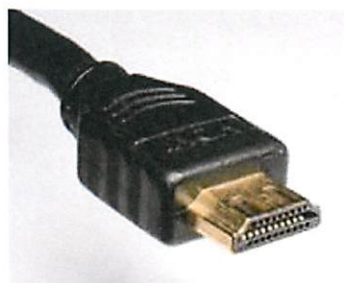
1. Computer audio and video connection cables (3.5 stereo, VGA, Full Size HDMI)



3.5 stereo cable



VGA cable



Full size HDMI cable

2. Digital document camera:



3. LCD touchscreen control panel for video input source switching.

4. LCD displays for the judge, witness, counsel tables and jury.

**What you need to do to use the court's evidence presentation system:**

1. Attain written approval to use the court's evidence presentation system and permission to bring a laptop computer into the courthouse from the presiding judge two weeks prior to using the system. Requesting attorneys should submit a written request to the chambers of the trial judge to attain the required permission to use their laptop computer and the court's evidence presentation system.
2. Orientation prior to any use of the equipment is encouraged. Once you have received approval to use the evidence presentation system, please email the Court Technology Administrator at [courtroom\\_tech@vaed.uscourts.gov](mailto:courtroom_tech@vaed.uscourts.gov) to schedule an orientation. Attorneys must attain written authorization from chambers to bring a laptop computer to the scheduled orientation. Orientations are for learning how to use the court's evidence presentation system and testing the attorneys' laptop computer connections. Practicing presentations and preparing witnesses is not authorized.
3. Bring necessary connection adapters for your laptop computer or iPad if not equipped with VGA or full size HDMI connections.
4. The court's evidence presentation system native video resolution is 1024 x 768. The resolution of the attorneys' laptop computers must be set at 1024 x 768 prior to connecting to the court's evidence presentation systems. Third party presentation software like Sanction, Trial Director, and Power Point are compatible with the evidence presentation systems.
5. The court does not provide any equipment to present scanned documents, animations, graphics, audio and video files from VHS, CD, DVD, Blu-ray, or external drives like a USB thumb drive. All files must be presented from the attorneys' laptop computer.
6. Attorneys are responsible for operating the evidence presentation system and court employees are not authorized to operate attorneys' laptop computers. Attorneys, their staff, and their litigation support contractors are not authorized to remove, relocate and reconfigure any of the court's evidence presentation system equipment.
7. Wi-Fi, webcams, and any recording capabilities on the attorneys' laptop computers must be disabled when in the courthouse. Internet service is not provided by the court in the courtrooms. Portable projectors and projector screens are not authorized in the courtrooms.

**8. Important Security Information**

Visitors enter the courthouse through the building's main entrance on Courthouse Square. You will be required to walk through a magnetometer and your bags will be screened by an x-ray machine. You will be required to show a photo ID issued by a government agency, such as a driver's license.

Members of the public are prohibited from bringing cell phones, pagers, PDAs, laptop computers, cameras, tape recorders, and all other personal electronic devices into the courthouse. On September 15, 2005, the U.S. Marshals Service ended its practice of storing cell phones and other electronic devices that visitors bring to the U.S. District Courthouse in Alexandria. You will be unable to enter the building if you bring these devices.

**Attorneys who require laptop computers for their courtroom presentations must receive prior approval from the judge and complete the following required Personal Electronics Device Policy form:**

**[PERSONAL ELECTRONICS DEVICE POLICY - EFFECTIVE 4/4/2016](#)**

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COURT ELECTRONIC RECORDS



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# **COURTHOUSE ENTRANCE REQUIREMENTS AND SECURITY POLICY**

**The following security policy shall be in effect at all United States District Courthouses in the Eastern District of Virginia:**

## **I. Persons Entering United States Courthouses.**

All persons must enter the courthouse through the building's main entrance and will be required to pass through a magnetometer. All associated items and bags must be screened by x-ray machine or similar device. At the discretion of the court security officer, the initial screening process may include the passing of a hand-held wand across the body of a person seeking entry.

## **II. Proof of Identification.**

All persons seeking entry into the courthouse will be required to present a photo ID issued by a government agency, such as a driver's license or a voter identification card with picture. Other forms of identification may be used at the court security officer's discretion.

## **III. Prohibition on Personal Electronic Devices.**

Cell phones, pagers, PDAs, laptop computers, cameras, tape recorders, and any device capable of voice recording or image photography are **prohibited** from entry into the courthouse without prior authorization from a judge of that court. **No lockers will be provided in U.S. District courthouses to store these items while visiting the building.**

**IV. Authorization for Attorneys to Bring Electronic Devices into Building.**

Attorneys requiring laptop computers or any type of personal electric device for court presentations or appearances must receive prior authorization from the judge. Such authorization must include the specific dates, proceedings, and courtroom or location in which such device is permitted to be used. All electronic devices must be cleared by a member of the court's Information Technology ("IT") staff before the proceeding begins each day, unless this provision is waived in writing by the judge. A sample authorization request is attached.

**V. Proof of Authority to Bring Electronic Devices into Building.**

Persons receiving authorization to bring electronic equipment into the courthouse should have proof of such authorization readily available if requested by a Deputy U.S. Marshal or court security officer. Unless otherwise directed by the court, any electronic equipment for which no judicial authorization can be produced may be confiscated by the U.S. Marshals Service.

**THIS POLICY WILL TAKE EFFECT APRIL 4, 2016.**

**Request for Authorization to bring electronic device(s) into the  
United States District Court for the Eastern District of Virginia**

The following named person(s) is authorized to bring the below described  
electronic device(s) into the United States District Court for the Eastern District of  
Virginia on the date(s) specified:

Authorized Person(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Electronic Device(s): \_\_\_\_\_

\_\_\_\_\_

Purpose and Location  
Of Use: \_\_\_\_\_

\_\_\_\_\_

Case No.: \_\_\_\_\_

Date(s) Authorized: \_\_\_\_\_

IT Clearance Waived: \_\_\_\_\_(Yes) \_\_\_\_\_(No)

APPROVED BY:

Date: \_\_\_\_\_  
United States District/Magistrate/Bankruptcy Judge

**A copy of this signed authorization must be presented upon entering the courthouse.**

IT Clearance: \_\_\_\_\_  
IT Staff Member Date(s)

**IT clearance must be completed, unless waived, before court appearance.**



**IN THE UNITED STATES DISTRICT COURT  
FOR THE EASTERN DISTRICT OF VIRGINIA**

**Request to Use the Court's Evidence Presentation System**

I hereby request the use of the court's evidence presentation system and permission to bring a laptop computer into the courthouse to utilize with the system. I acknowledge that I have read, understand, and agree to follow all of the guidance available to me on the court's website regarding usage of the presentation system and my computer, as well as those items specifically addressed below:

- If necessary, I will schedule an orientation to ensure that I have all equipment necessary and understand how the system operates. I must obtain written authorization from chambers to bring a laptop computer to the scheduled orientation. Orientation provides instruction on use of the court's evidence presentation system and an opportunity for testing my laptop computer connections. Practicing presentations and preparing witnesses are not authorized without court approval.
- The court does not provide any equipment for in-court presentations such as scanned documents, animations, graphics, audio and video files from VHS, CD, DVD, Blu-ray, or external drives like a USB thumb drive. All files must be presented from my laptop computer.
- I am responsible for operating the evidence presentation system, and court employees are not authorized to operate my laptop computer. My staff, litigation support contractors, and I are not authorized to remove, relocate, or reconfigure any of the court's evidence presentation system equipment.
- Wi-Fi or any other wireless access to data, webcams, and any recording capabilities on my laptop computer must be disabled while in the courthouse. Visible evidence, such as red tape, may be placed over the webcam to prevent video recording.
- Internet service is not provided by the court in the courtroom.

I further agree, as directed by the court, to make any approved system available for, and assist with, inspection by court staff.

---

(Signature)

---

(Date)

---

(Typed or Printed Name)

---

(VA Bar Number)

# CITY OF ALEXANDRIA CIRCUIT COURT



**For Courtroom Technology Related Questions in Alexandria Circuit Court**

1. There is one “high tech” courtroom in the Circuit Court
2. Once you have a trial date, you can request to reserve the courtroom
3. Contact Anna Stuttz at 703-746-4332
4. Ms. Stuttz is also available for general courtroom technology questions