



# INFORMATION FORM

## NOTICE:

(03/27/20)

- In conjunction with [General Order 2020-08 re: COVID-19](#), the Clerk's office counters are closed to the public until further notice to minimize personal interactions.
- The public may use the drop box during hours when the court is closed but the buildings are open to the public.
- Clerk's Office staff retrieve documents from the drop boxes at 9:00 a.m. each day that the court is open.

Date: \_\_\_\_\_

Case Name (if applicable): \_\_\_\_\_

Case Number(s) (if applicable): \_\_\_\_\_

Company/Firm: \_\_\_\_\_

Name/Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

CHECK/MONEY ORDER ENCLOSED Yes \_\_\_\_\_ No \_\_\_\_\_ (**CASH NOT ACCEPTED**)

- **IMPORTANT** - Before placing your filing in the drop box, please ensure the following:
  - ✓ Case number and caption clearly identified on document(s).
  - ✓ Documents have been signed.
  - ✓ If documents are being filed by pro se litigant, please complete and sign the form titled: [Local Rule 83.1\(M\) Certification](#) and submit with your document(s).
- **QUESTIONS? Please use provided drop box telephone to call**
  - ✓ Richmond – **804-916-2220**
  - ✓ Alexandria – **703-299-2107**
  - ✓ Norfolk/Newport News - **757-222-7202**