

# Loudoun County Clerk of the Circuit Court

## Remote Access Subscription Renewal Form for Existing Users

Renewal fee of **\$240 per user** shall be remitted with this form

If you do not have an account and wish to gain access, please complete [New User Application and Agreement](#)

**Form must be completed in its entirety to ensure prompt processing and uninterrupted access**

Name of the Company (if any): \_\_\_\_\_

List all users that are being renewed for FY2021:

1 > Name: _____ Username: _____ Email Address: _____	8 > Name: _____ Username: _____ Email Address: _____
2 > Name: _____ Username: _____ Email Address: _____	9 > Name: _____ Username: _____ Email Address: _____
3 > Name: _____ Username: _____ Email Address: _____	10 > Name: _____ Username: _____ Email Address: _____
4 > Name: _____ Username: _____ Email Address: _____	11 > Name: _____ Username: _____ Email Address: _____
5 > Name: _____ Username: _____ Email Address: _____	12 > Name: _____ Username: _____ Email Address: _____
6 > Name: _____ Username: _____ Email Address: _____	13 > Name: _____ Username: _____ Email Address: _____
7 > Name: _____ Username: _____ Email Address: _____	14 > Name: _____ Username: _____ Email Address: _____

**Checks should be made payable to "Clerk of the Circuit Court" and mailed to:**

Clerk of the Circuit Court  
Attn: Remote Access  
P.O. Box 550  
Leesburg, VA 20178

**Who should we contact with questions regarding this renewal?**

Name: \_\_\_\_\_ Phone number or email address: \_\_\_\_\_

Please contact us at [DEPT-CLERKCT-LANDRECORDS@LOUDOUN.GOV](mailto:DEPT-CLERKCT-LANDRECORDS@LOUDOUN.GOV) with questions.