



COMMONWEALTH OF VIRGINIA
COUNTY OF LOUDOUN
OFFICE OF THE CLERK OF CIRCUIT COURT



P.O. Box 550
LEESBURG, VIRGINIA 20178
703-777-0270

www.loudoun.gov/clerk

Gary M. Clemens
Clerk

Kevin J. Blatchley
Chief Deputy-Business Services

Laura E. Boudreaux
Chief Deputy-Operations & Finance

Karen M. Myers
Chief Deputy-Judicial Services

RECORDING DROP OFF

Before leaving your documents ensure the following:

- Each transaction is clearly separated and accompanied by a check;
- Instruments within the package are in the order they are to be recorded;
- Return envelope is included or court box number noted on each instrument;
- Information requested below is fully completed.

Today's Date: _____

Drop Off Time: _____

Name of the Recorder: _____

Phone number/email for rejection notifications:

Escrow account name for overpayments: * _____

***If no escrow information is provided, all overages up to \$24.99 will be "kept" to ensure transaction is processed.**

For Clerk's Use Only

Retrieval time and date: _____ / Initial _____