

Historic Records and Deed Research Division

- Appointments must be made in advance with the Historic Records Division. Walk-ins will not be granted access to the clerk's office without an appointment.
- Only genealogy and historic research can be performed in the Historic Records research room on Level B-2.
- To research current deeds, judgments, plats, mortgages, wills, and other current land records, you must make an appointment to use the land record computers located on the third floor in the clerk's main lobby.
- Because of limited space and [CDC guidelines](#) for social distancing only 4 users can be in the Historic Records research room at one time.
- **The appointment is for one person. Only the individual with the appointment will be allowed into the court complex.**

To Make an Appointment please contact the Historic Records Division by phone at 703-737-8775 or [E-mail](#)

Entering the Courthouse Complex

All pre-approved appointments coming to the Clerk of the Circuit must follow the [Covid-19 guidelines](#) mandated by Courthouse Security and the Supreme Court of Virginia.

- Must have a pre-approved appointment from the Historic Records Division.
- A face mask must be worn inside at all times.
- Your temperature will be taken by court security upon entering the courthouse.
- A sheriff deputy will ask Covid-19 related questions on travel and health.
- Maintain social distancing within the court complex.
- No phone, cameras and laptops are allowed inside the court complex.

Using Historic Records

To ensure the safety of visitors and staff the following record handling guidelines must be followed:

- Your appointment in Historic Records is limited to 3 hours of research.
- Please bring your own pencil (No Pens) and paper.
- If a record(s) is in a digital format only the digital record will be available
- The 1757-present land and will order books are available on the land records' computer. The original will and deed books will not be available to the public.
- 1757-1914 chancery records are available on the [Library of Virginia website](#). Only chancery files after 1914 will be pulled for viewing.
- Individual records/documents not digitized can be pulled for review. Only one file at a time will be available.

- We strongly encourage users to review our [on-line indexes before their visit](#). We also encourage users to email Historic Records in advanced for records they wish to view, so staff can pull them in advance.
- Each researcher has their own computer works station.
- Staff is prohibited from leaving the secured front desk area to assist individuals with their research.
- Researchers must use hand sanitizer/wash hands upon entering the Historic Records Department and before handling records.
- Researchers cannot view order books from shelves secured from public handling.
- Historic Records reserves the right to cancel/reschedule appointments due to staff shortages and/or new Covid-19 procedures.

Why are we doing this?

For the health of our visitors and staff, all books and files viewed by the public have to be quarantined for 72 hours before it's made available.