

## Historic Records and Deed Research Division

- **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 5 users can be in Historic Records Division at one time.

### Entering the Courthouse Complex

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

- 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:

- Staff is prohibited from leaving the secured front desk area to assist individuals with their research.
- Only five users are permitted at one time in Historic Records. We ask users to limit their research time to 30 minutes if clients are waiting to use Historic Records.
- 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 digitize 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 work station.
- 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.