

**SECURE REMOTE ACCESS  
SUBSCRIPTION**

**Petersburg Circuit Court Clerk's Office  
7 Courthouse Avenue  
Petersburg, Virginia 23803**

**Honorable Maytee Parham, Clerk**

## **Subscriber Agreement for Internet Access To Petersburg Circuit Court Documents**

**This Agreement (“Agreement”) is made and entered into as of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ , by and between Petersburg Circuit Court Clerk’s Office (hereinafter Clerk’s Office) and \_\_\_\_\_, (hereinafter Subscriber).**

### **Terms and Conditions of Agreement**

#### **1. TERMS OF AGREEMENT**

**It is the intent of both parties to participate in a remote access program to commence on the day the User ID and Password are assigned and continue until terminated as provided herein.**

#### **2. SUBSCRIBER OPTIONS**

**The Clerk provides an on-line database allowing “inquiry-only” access to the particular Court’s indices and/or documents.**

#### **3. DAYS AND HOURS OF OPERATION**

**The Internet access to the Circuit Court documents may be available seven days a week, twenty-four hours a day, including all holidays, or otherwise at the discretion of the Clerk, except during periods:**

- a. Of preventative and remedial maintenance**
- b. Of operational issues beyond the control of the Clerk**
- c. When intrusions against security are being remedied**

#### **4. FEES**

**The fee for the Subscriber is \$ 50.00 per month/ \$300.00 for 6 months/ \$ 600.00 per year. Fees are charged at the discretion of the Clerk. Payment is due prior to the issuance of the USER ID and PASSWORD. The Clerk reserves the right to suspend or terminate service to the Subscriber if payment is not received. All fees are subject to change.**

## **5. SERVICES**

**The Clerk, deputies, employees or agents shall provide the Subscriber with "inquiry-only" access to the documents management system database (the Database).**

**The Clerk, deputies, employees or agents shall provide the Subscriber with documentation and limited consultation on specific problems that arise in the use of the website. The Clerk does not guarantee consultation results nor warrant or represent that all errors or problems shall be corrected.**

## **6. SUBSCRIBER'S OBLIGATIONS**

- a. It is the responsibility of the Subscriber to purchase computer hardware and software and/or make modifications to their existing equipment that are necessary for access to the Database.**
- b. The Subscriber is responsible for ensuring that unauthorized personnel do not use the Subscriber's computer.**
- c. Information accessed from the Database is for the use of the Subscriber.**
- d. Subscriber attests that they have read, understand and will comply with §17.1-293 of the Code of Virginia as amended regarding the posting, selling and redistributing prohibitions and availability of certain information on the internet; and any other laws of the Commonwealth of Virginia.**

## **7. LIMITATION OF LIABILITY**

**The Subscriber relieves and releases the Clerk, deputies, employees or agents from liability for any and all damages resulting from interrupted service of any kind. The Subscriber further relieves and releases The City of Petersburg, its officers and their deputies, employees and agents from liability for any and all damages resulting from interrupted service of any kind. The Subscriber also relieves and releases the *Office of the Executive Secretary, Supreme Court of Virginia*, employees and agents from liability for any and all damages resulting from interrupted service of any kind.**

**The Subscriber hereby relieves and releases and holds harmless the Clerk, the City of Petersburg, its officers and their deputies, employees or agents of any liability for any and all damages resulting from incorrect data or any other misinformation accessed from this service. The Subscriber also relieves and releases the *Office of the Executive Secretary, Supreme Court of Virginia*, employees and agents**

from liability for any and all damages resulting from incorrect data or any other misinformation accessed from this service.

The Subscriber agrees that the Clerk, the City of Petersburg, its officers and their deputies, employees or agents *shall not* be liable for negligence or lost profits resulting from any claim or demand against the subscriber by any other party. The Subscriber also relieves and releases the *Office of the Executive Secretary, Supreme Court of Virginia*, employees and agents from liability for any and all damages resulting from any claim or demand against the subscriber by any other party.

The information or data accessed by the Subscriber may or may not be the official government record required by law. In order to assure the accuracy of the data or information, the Subscriber should consult the official governmental record.

## **8. TERMINATION**

Either party may terminate this agreement without cause with fifteen (15) days email notice to the other. Subscriber remains responsible for payment of fees, pro rata for services rendered or obligations incurred.

This agreement may be immediately terminated by the Clerk for Subscriber's failure to provide correct or complete information on the application, failure to comply with the terms of this agreement, failure to make payments of fees or breach of agreement.

This agreement shall terminate immediately if the Commonwealth of Virginia or the City of Petersburg fail to appropriate and continue funding for services provided under this agreement.

## **9. DEFINITIONS**

1. "Public Access" means that the public can inspect and obtain a copy of the information in a court record.
2. "Remote Access" means that inspection can be made without the need to physically visit the courthouse where the court record is maintained.
3. "Subscriber" means any person authorized by the Clerk of a Circuit Court to have remote access to court documents on its website. If a business or non-profit entity, organization or association (referred to collectively as: Corporate Subscriber") wishes to become a subscriber, it shall identify each employee who will have remote access to the documents on the circuit court-controlled website and each employee shall obtain a USER ID and PASSWORD from the Clerk. However, the Corporate Subscriber shall execute the Subscriber Agreement and be responsible to the circuit court

for the fees and the proper use of the website pursuant to the subscriber Agreement.

4. "Court Controlled Website for Documents" means a website or remote access system owned and operated by the Court or a public or private agent that operates the website for the Court.

## 10. APPLICATION

Pursuant to §2.2-3808.2 of the *Code of Virginia*, an application must be completed. The application must be approved by the Clerk's Office before the USER ID and PASSWORD will be issued.

In Witness Whereof, the parties hereto have executed this Agreement as of the date first written above.

**Subscriber**

**Circuit Court**

By: \_\_\_\_\_  
Signature

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Print or Type Name

**Maytee Parham, Clerk**

**APPLICATION FOR INTERNET ACCESS TO RECORDS  
MANAGEMENT SYSTEM**

**The approval of this application is at the Clerk of the Circuit Court's discretion. By signing this application the Subscriber acknowledges and accepts the terms and conditions of the *Subscriber Agreement for Internet Access to Circuit Court Documents* as incorporated by reference herein.**

**SUBSCRIBER:**

**Corporate Name (if applicable):** \_\_\_\_\_

**Individual's Last Name:** \_\_\_\_\_

**Individual's First Name:** \_\_\_\_\_

**Business Name (if applicable)** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City/County, State & Zip Code:** \_\_\_\_\_

**Phone Number: ( )** \_\_\_\_\_

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

**Are you a United States Citizen? YES OR NO .....(please circle one)**

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**\*\*\*DO NOT SIGN UNLESS IN THE PRESENCE OF A DEPUTY CLERK OR NOTARY\*\*\***

**Signature** \_\_\_\_\_

**I certify that the information above is true and correct.**

**I, \_\_\_\_\_ a (Notary Public)/(Deputy Clerk) do hereby certify that on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, \_\_\_\_\_ personally appeared before me and swore and acknowledged to me that the statements contained therein are true and correct.**

**Notary Public: City/County of:** \_\_\_\_\_

**My Commission Expires:** \_\_\_\_\_

**Notary Name, Print or Type:** \_\_\_\_\_

**Notary phone #:** \_\_\_\_\_

**FOR USE BY CIRCUIT COURT CLERK'S OFFICE ONLY**

**Subscriber ID:** \_\_\_\_\_

**Password:** \_\_\_\_\_

**Expiration Date:** \_\_\_\_\_