

ARLINGTON COUNTY CIRCUIT COURT SECURE REMOTE ACCESS

FREQUENTLY ASKED QUESTIONS JANUARY 2021

WHAT IS SECURE REMOTE ACCESS?

Secure remote access is the eCommerce solution provided by the Arlington County Circuit Court to enable read-only access to publicly available non-confidential civil and criminal case filings without the need to physically visit the courthouse where the records are maintained. Authorized users access the case files via the TrueFiling™ website.

WHO QUALIFIES FOR SECURE REMOTE ACCESS?

Attorneys licensed by the Virginia State Bar or admitted *pro hac vice* in a case pending in the Arlington County Circuit Court are eligible to apply for secure remote access. In order to be authorized for secure remote access, a subscriber must:

1. complete the subscriber agreement
2. complete and notarized the subscriber application
3. provide a copy of his/her Virginia State Bar card
4. pay the appropriate subscription fee.

Authorized users include only the Subscriber and one staff person directly supervised by that attorney who is explicitly identified on Subscriber's application.

WHAT ARE THE FEES FOR SECURE REMOTE ACCESS?

Secure remote access is available in accordance with the following fee schedule:

- For a one-year subscription for a single attorney, including one staff member supervised by that attorney, \$120.
- Attorneys who are current employees of Arlington County, the Commonwealth of Virginia, or Legal Services of Northern Virginia will not be charged an annual subscription fee. Private practitioners who provide legal services to indigent clients may petition for a fee waiver on an individual basis.

Fees are valid for a single calendar year, and all subscriptions, regardless of when issued, will renew on January 1 of the next calendar year. Fees for subscriptions entered into after January 1 of any calendar year will be prorated on a monthly basis (e.g. a subscription agreement entered in March will be charged the equivalent of ten months for the first year, etc.). Fees are set at the discretion of the Clerk and are subject to change on an annual basis.

WHAT FILES ARE AVAILABLE VIA SECURE REMOTE ACCESS?

Non-confidential civil and criminal case filings are available for all active Circuit Court cases and inactive cases from 2010 to the present. Documents filed from January 15, 2014 to the present will be available in unredacted format. Documents filed prior to January 15, 2014 will be available in redacted format.

WILL TRAINING BE AVAILABLE?

Yes. The Clerk's Office will provide training to attorneys and their staff upon request. Please circuitcourt@arlingtonva.us to schedule training.