

**APPLICATION FOR SECURE REMOTE ACCESS TO NORTHUMBERLAND
CIRCUIT COURT DOCUMENTS**

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: _____

INDIVIDUAL'S LAST NAME: _____

INDIVIDUAL'S FIRST NAME: _____

BUSINESS NAME (If applicable) _____

STREET ADDRESS: _____

MAILING ADDRESS: _____

PHONE NUMBER: _____

E-MAIL ADDRESS: _____

UNITED STATES CITIZEN Y / N (Please Circle One)

I certify that the information above is true and correct.

SIGNATURE: _____

COMMONWEALTH OF VIRGINIA

County of _____

I, _____ a Notary Public, do hereby certify that
_____ personally
appeared before me this _____ day of _____, 20____ and swore and
acknowledged to me that the statements contained there in are true and correct.

My Commission Expires: _____

Notary Public / Deputy Clerk / Clerk

**Choose your user name and password (no special characters needed & up to 8 characters
may be used)**

USER NAME/SUBSCRIBER ID: _____

PASSWORD: _____

EXPIRATION DATE: _____

SUBSCRIBER AGREEMENT FOR INTERNET ACCESS TO CIRCUIT COURT DOCUMENTS

1. TERM 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. Fees are charged at the discretion of the Clerk. If a fee is charged, payment is due upon before activation 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. There is a minimum 6 months subscription required, **we do not do short term access.**

Fees may be paid at \$300.00 for six months or at yearly rate of \$600.00.

5. SERVICES

The Clerk, deputies, employees or agents of the Northumberland County Circuit Court Clerks Office shall provide the Subscriber with "inquiry-only" access to the documents management system database (the Database), and 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

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.

The Subscriber is responsible for enduring that unauthorized personnel do not use the Subscriber's computer.

Information accessed from the Database is for the use of the Subscriber only – **each subscriber must pay a separate fee and have his/her own user I.D. and password.**

Nothing herein shall be construed to permit any data accessed by secure remote access to be sold or posted on any other Internet website or in any way redistributed to any third party, and the clerk reserves the discretion to deny secure remote access to ensure compliance with these provisions.

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 County of Northumberland, its Board of Supervisors, 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, releases and holds harmless the Clerk, the County of Northumberland, its Board of Supervisors, officers and their deputies, employees or agents of any liability for any and all damage 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 County of Northumberland, its Board of Supervisors, 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 government record.

8. TERMINATION

Either party may terminate this agreement without cause within fifteen (15) days written 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 County of Northumberland fail to appropriate and continue funding for services provided under this agreement.

9. DEFINITIONS

- a. Public access – means that the public can inspect and obtain a copy of the information in a court record.
- b. Remote access – means that inspection can be made without the need to physically visit the courthouse where the court record is maintained.
- c. Subscriber – means any person authorized by the Clerk of a Circuit Court to have remote access to court documents of 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. 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.
- d. 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 activated.

*****Please note that the remote access system does not work with the MAC system*****

DATE

SIGNATURE

COMMONWEALTH OF VIRGINIA
County of _____

I, _____ a Notary Public, 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.

My Commission Expires: _____

Notary Public / Deputy Clerk / Clerk