



ELIZABETH L. WILDHACK
COMMISSIONER

LAMYA MOOSA
DEPUTY COMMISSIONER

**OFFICE OF COMMISSIONER OF ACCOUNTS
17TH JUDICIAL CIRCUIT COURT OF VIRGINIA
ARLINGTON COUNTY & THE CITY OF FALLS CHURCH**

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CONSENT TO ELECTRONIC COMMUNICATIONS

Estate of: _____

Probate File #: _____

The Arlington County Commissioner of Accounts office regularly communicates regarding routine filings, audits, and requests for additional information with fiduciaries and their counsel by electronic means including, but not limited to email or encrypted document exchange portals.

If you **consent** to receive electronic communications from the Arlington County Commissioner of Accounts office, you agree that any communication that we provide to you electronically satisfy any legal requirement that such communication be in writing. Enforcement actions, including summons and any court pleading or process, will be served via traditional paper methods with an electronic courtesy copy.

Currently, the Arlington County Commissioner of Accounts office utilizes a secure legal case management system called  **Clio**. You may receive emails notifying you of messages, deadlines, and other information that have been posted or updated. Please check your spam/junk folder and adjust your spam/junk filters. To access your client portal go to www.clio.com/clients. If you have any problems accessing the client portal please contact our office at staff@arlcoa.com.

Fiduciary Name: _____

Email Address: _____

If represented by legal counsel, we will copy all correspondence to the attorney, too.

Attorney Name: _____

Email Address: _____

**I HEARBY CONSENT TO RECEIVE ELECTRONIC COMMUNICATIONS FROM THE
COMMISSIONER'S OFFICE DURING THE ADMINISTRATION OF THIS MATTER.**

Fiduciary Signature

Date

IMPORTANT NOTICE REGARDING MAIL DELIVERY

The Commissioner of Accounts is not responsible for delays, loss, or non-delivery of mail sent through the United States Postal Service (USPS). Filings, filing fees, and other correspondence not received by this office on or before the applicable due date will be considered delinquent, regardless of the date mailed or postmarked.

We have received a number of reports from fiduciaries claiming that filings were mailed, in some cases with tracking numbers, but that were never received. A tracking or delivery confirmation number shows only that an item entered the postal system or reached a facility — it does not confirm receipt by this office and will not be accepted as proof of timely filing.

A filing is timely only if it is date-stamped by this office or submitted through our online portal.