

## **Instructions for Secure Remote Access to the Land Records of the City of Richmond Circuit Court.**

Access is available to the Deed Records, Judgment Lien Docket, Financing Statements (UCC) and Wills/Fiduciary. The relevant dates are posted on the website.

Once you have completed the application process, paid the subscriber fee and have received your user name and password from the Clerk's Office, you can access the information by bringing up our website:

<https://sharepoint.richmondgov.com/circuitcourt>

The portal to the Land Records database is on the Deeds Tab (DEED SERCH). Once on the web page, you will see the links to the two records websites. You will need to read the Disclaimer and Instructions listed. For the records since 1993, you will also need to go to the Alternatiff website to download the program that allows you to view the Land Records instruments. The link to the Alternatiff website is on the Instructions pages.

If you encounter difficulty in viewing the records, the Clerk's Office can only offer limited assistance in troubleshooting problems.

### **IMPORTANT**

The subscriber agreement specifically prohibits sharing of password information with other individuals. Sharing of this protected information will lead to termination of the subscriber agreement and forfeiture of all fees paid.

### **Note regarding Will/Fiduciary records:**

For records since 1996, the will records are accessed through the same link as the deed records since 1993.

For wills prior to 1996, the will records are with the pre-1993 deed records. The will indexes will appear with the Online Index Book feature. Be aware that most will indexes relied on the setout page concept, where variations of commonly used names would be grouped together in the index. For example, the names COLE/COLES would be set out together on their own page rather than following the index alphabetically. Please contact the Clerk's Office if you need further assistance.

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