

RICHMOND CITY CIRCUIT COURT CLERK'S OFFICE
EDWARD F. JEWETT, CLERK

SRA RENEWAL NOTICE

Your Secure Remote Access with the Richmond City Circuit Court Clerk's Office will expire within the next 30 days. If you wish to renew your remote access, please indicate by signing and dating this notification. **Along with a check made payable to *Edward F. Jewett, Clerk of Circuit Court* for the renewal fee**, return this signed notification form to: Record Room LL4, Richmond City Circuit Court, John Marshall Courts Building, 400 N. 9th Street, Richmond, VA 23219.

The fees for renewal are \$300.00 for 6 months and \$600.00 for one year. When your renewal fees have been received, your ID will remain the same along with your password. You should view and print the current Subscriber Agreement at <https://www.rva.gov/sites/default/files/2019-10/SUBSCRIBERAGREEMENT.pdf>

I wish to renew my Secure Remote Access with the Richmond City Circuit Court Clerk's office.

I have read and agree to the terms and conditions of the Subscriber Agreement.

I further acknowledge and agree that pursuant to the terms of the subscriber agreement for Secured Remote Access, I may NOT share passwords or login credentials with anyone for any reason. Access is strictly limited to one user per subscription.

Failure to comply with the terms of the agreement may result in termination of the agreement and the subscription.

APPLICANT SIGNATURE

Applicant Name (print)

Firm Date

Current Email Address

For Circuit Court Use Only

Approved and Entered by Date

User ID Password Expiration Date