



Circuit Court of Henry County  
Katherine Salgado, Clerk  
3160 Kings Mountain Road, Suite B  
Martinsville, VA 24112  
276-634-4880



## HENRY COUNTY CIRCUIT COURT CLERK'S OFFICE SECURE REMOTE ACCESS (SRA) REQUIREMENTS

- Each individual user must make application and acknowledge the SRA agreement.
- Each subscriber must pay in advance for SRA (unless a Government Agency).
- You must compose your own subscriber ID and password and fill in that information on the bottom of the application.
  - Subscriber ID and password may contain a maximum of 8 characters with no spaces allowed.
  - Subscriber ID and password may not be shared.
  - Passwords cannot be changed once accepted by the Clerk.
- You must install *Alternatiff* in order to view SRA images.
  - **Do not** install updates to *Alternatiff* even when prompted.
- You must “log out” and close your browser to close out SRA.

It is advised that each subscriber read the information posted on the homepage at <https://risweb.courts.state.va.us/>

***Important Information regarding judgments in favor of the Commonwealth/County as to fines, costs, and restitution: Images from 1997 – 2000 are not available via SRA.***

I have been provided a copy of the above requirements, which are incorporated by reference to the SRA application and agreement.

I have read and agree to comply with these requirements.

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Applicant's Signature

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Date



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## APPLICATION FOR INTERNET ACCESS TO THE HENRY COUNTY CIRCUIT COURT CLERK'S OFFICE RECORDS MANAGEMENT SYSTEM

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 the Circuit Court Documents as incorporated by reference herein.

### SUBSCRIBER

LAST NAME: \_\_\_\_\_

FIRST NAME: \_\_\_\_\_

BUSINESS NAME (or N/A): \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

UNITED STATES CITIZEN?       Y       N      (Please circle one)

### REQUEST

DURATION: \_\_\_\_\_ month(s) at \$50/month or \_\_\_\_\_ annual subscription at \$500/year.

**I certify that the information stated above is true and accurate.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

City/County of: \_\_\_\_\_ State of: \_\_\_\_\_ I, \_\_\_\_\_, a Notary Public, do hereby certify that on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the foregoing instrument was acknowledged before me by \_\_\_\_\_.

\_\_\_\_\_  
Notary Public Signature

Registration Number: \_\_\_\_\_ My commission expires on: \_\_\_\_\_



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## **SUBSCRIBER AGREEMENT FOR SECURE REMOTE INTERNET ACCESS TO HENRY COUNTY 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 online database allowing "inquiry-only" access to the particular court's indices and documents.

### **3. DAYS AND HOURS OF OPERATION**

The Internet access to the Circuit Court documents may be available 24 hours a day, seven days a week, including all holidays, at the discretion of the Clerk, except during periods:

- Of preventative and remedial maintenance
- Of operational issues beyond the control of the Clerk
- When intrusions against security are being remedied

### **4. FEES (FEES WAIVED FOR GOVERNMENT AGENCIES)**

The fee for the subscribe is \$50/month, payable six months in advance for a total of \$300.00. Payment is due upon the issuance of the User ID and Password. The Clerk reserves the right to suspend or terminate service to a subscriber if future payments are not received timely.

### **5. SERVICES**

The Clerk, deputies, employees, or agents shall provide the subscriber with "inquiry-only" access to the documents management system database (the Database).

The Clerk, deputies, employees, or agents shall provide the subscriber with 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 the existing equipment that are necessary for access to the database.



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The subscriber is responsible for ensuring that unauthorized personnel do not use the subscriber's computer. Information accessed from the database is for the use of the subscriber.

### **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 the releases the County of Henry, 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 and releases and holds harmless the Clerk, the County of Henry, 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 from any and all damage resulting from incorrect data or any other misinformation accessed from this service.

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 with fifteen (15) days' 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 or fees, or breach of agreement.

This agreement shall terminate immediately if the Commonwealth of Virginia or County of Henry fail to appropriate and continue funding for services provided under this agreement.



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### 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 the public can inspect and obtain a copy of the information in a court record.
- c. *"Subscriber"* means any person authorized by the Clerk of a Circuit Court to have remote access to court documents on its website. If a business or nonprofit entity, organization, or association (referred to collectively as *"Corporate Subscriber"*) wishes to become a subscriber, it shall identify each employee who will have access to the documents on the circuit court-controlled website and each employee shall obtain a User ID and Password from the Clerk. 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. DISCLAIMER AS TO JUDGEMENTS

Judgments recorded/docketed prior to 1/3/2001 are released by marginal notation. Judgments recorded/docketed 1/3/2001 and thereafter are released by scanning an authorization to release. To verify marginal releases you will need to view the Judgment Lien Docket books housed in the Clerk's office.

### 11. APPLICATION

Pursuant to CODE 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 issued.

**Subscriber's Name:** \_\_\_\_\_

**Subscriber's Signature:** \_\_\_\_\_

**Clerk of Circuit Court:** \_\_\_\_\_

**Date of Agreement:** \_\_\_\_\_