

Commonwealth of Virginia

CYNTHIA P. MORRISON, Clerk



PORTSMOUTH CIRCUIT COURT
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May 1, 2013

Dear Members of the Bar:

The Portsmouth Circuit Court Clerk's Office is now offering Officer of the court Remote Access (OCRA). This service is available for a subscription fee. The yearly subscription fee is \$200.00 for the members of the Virginia State Bar and \$25.00 for each support staff personnel.

This subscription will allow remote access to Civil and Criminal court records. The Executive Secretary of the Supreme court of Virginia (SCV) Officer of the Court Remote Access (OCRA) system enables remote viewing of documents in the Virginia Judicial Case Imaging System.

OCRA allows online inquiry to currently scanned court case documents in the Case Imaging System except for Juvenile, Adoption and sealed cases, as well as those parts of a file that are marked confidential, restricted, sealed, private addendum or victim/witness impact statements are not available.

Subpoena Duces Tecum records will not be available via OCRA. You must come to the Clerk's office to view those documents.

OCRA users will have access to WIFI in the Portsmouth Judicial Center. Portsmouth Circuit Court Clerk's Office will become a file-less office effective June 1, 2013. Public Access terminals are available in the land records department. If you have a subscription to OCRA, you will have 24/7 access to court records. Your user name and password will allow you to log into this web based system from anywhere.

If you are interested in subscribing to OCRA, go to www.portsmouthva.gov click on Departments and Services, then Courts, then Links and Forms section and complete the OCRA application. Please allow up to 5 days for processing. Also for your convenience, I have enclosed an application and a Subscriber Agreement.

If you have questions, please contact me or Eileen T. Plummer at 757-393-8671 ext. 5137.

Sincerely yours,

Cynthia P. Morrison
Clerk of Circuit Court