

Commonwealth of Virginia

CITY OF PORTSMOUTH OFFICE OF THE CLERK OF CIRCUIT COURT

CYNTHIA P. MORRISON, CLERK

Telephone: (757) 393-8671 Facsimile: (757) 393-2024



Eileen Plummer
Chief Deputy Clerk



Vonnie Y Anderson
Bookkeeper

RECORDS MANAGEMENT SYSTEM APPLICATION FOR SECURE REMOTE ACCESS CORPORATE UMBRELLA SUBSCRIBER

The Corporate Umbrella Subscriber is a corporate entity that agrees to be responsible for all payments related to individual subscribers employed by that entity. Corporate Umbrella Subscriptions are only available on an ANNUAL basis.

The approval of this application is at the Clerk of Circuit Court's discretion. By signing this application, the Subscriber acknowledges and accepts the terms and conditions of the Subscriber Agreement for Secure Remote Access to Circuit Court Documents as incorporated by reference herein.

(Each User must complete an Individual Subscriber Application and attach it to the Corporate Application.)

Corporate Name _____

Corporate Representative's Name _____

Street Address _____

City/State/Zip _____ Phone Number _____

E-mail Address _____

I, _____ agree that all authorized individual subscribers (applications attached) are associated with this Corporate Account and all payments for services related to the account will be paid by the company. I will inform the Clerk's Office of any change in status of any of the authorized users associated with my business.

I certify that the information above is true and correct.

_____ Signature of Authorized Corporate Representative

I, _____ a Notary Public, do hereby certify that on this ____ day of _____, 20____, _____ personally appeared before me and swore and acknowledged that the statements contained herein are true and correct.

Notary Public, City/County of: _____ My Commission Expires: _____

Name (Typed or Printed) _____ Telephone #: _____

Notary Signature _____

For Clerk's Office Use Only

CORPORATE ACCOUNT ID: _____ EXPIRATION DATE: _____

ATTACH INDIVIDUAL APPLICATIONS TO THE CORPORATE UMBRELLA SUBSCRIPTION