

City of Alexandria, Virginia

Clerk of Circuit Court

J. Greg Parks



Overview



- Office dates to **1619** when constitutional offices were created by the House of Burgesses
- Elected **city-wide** to an 8-year term
- Over **800 duties** in Virginia Code



Senior Leadership



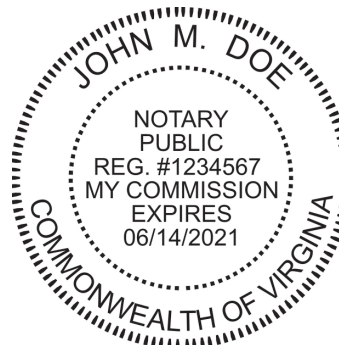
- Clerk of Court: **J. Greg Parks** was elected in November 2019 to an 8-year term
- Chief Deputy Clerk: **John Knippenberg**
- Chief of Staff: **Benjamin Ortiz**
- **24** Deputy Clerks in four divisions




Civil Division



- Civil Case Filings
- Marriage Licenses
- Concealed Carry Permits
- Notary Public Oaths



COMMONWEALTH OF VIRGINIA
STATE DEPARTMENT OF HEALTH
DIVISION OF VITAL RECORDS



Certificate Of Marriage

I CERTIFY THAT I JOINED TOGETHER IN MARRIAGE:

AND _____

ON _____ IN _____ VIRGINIA.

BY AUTHORITY OF A LICENSE ISSUED BY THE CLERK OF THE CIRCUIT COURT OF
ALEXANDRIA VIRGINIA, DATED _____

GIVEN UNDER MY HAND ON _____ (Signature of Officiant)

(Date of Officiant)

VS. 10-10-2019

Criminal Division



- Criminal Case Filings
- Court Orders, Summons, Subpoenas, etc.
- Courtroom Clerks
- Appeals



Land Records Division



- Records deeds, mortgages, refinances, some wills and trusts
- Collects taxes and fees for real estate transactions
- 50 years of land records added to the online access
- Maintains Public Records Room



Probate Division



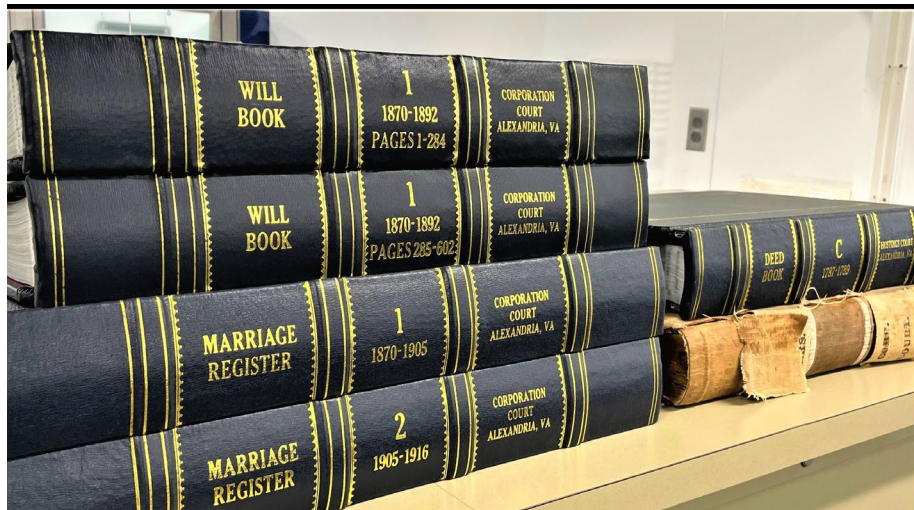
- Probate of Wills and Trusts
- Qualifications of Executors and Administrators
- Appointment of Guardians



Historic Records



- Court of Record
- Records to Founding of Alexandria
- Public Access
- Since 2020, \$100K in Library of Virginia Preservation Grants have Restored 30 Volumes



Election Materials



- Legal Custodian
- Responsible for security during retention
- 250K documents per election
- First ever State audit in 2020



Key Initiatives



- Alexandria Justice Information System (AJIS) Replacement
- Digitization of Records
- Preservation of Records
- Electronic Filing
- West End Service Center

Contact Information



- Web: www.alexandriava.gov/clerkofcourt
- Telephone: 703-746-4044
- In person or mail: Alexandria Courthouse,
520 King Street, Room 307, 22314
- Email: Greg.Parks@AlexandriaVA.gov
- Hours are 8 a.m. to 4 p.m., Monday to Friday
except holidays.