



Copy Requests for Probate Division



There are several ways to request copies of our records from our office:

In Person:



- The Clerk's Office is located at 80 Court Square, Harrisonburg, VA and the Probate Office is located within the Deed Room on the first floor to the right of the elevator.
- Office hours are Monday - Friday, 8:30am-4:30 pm, excluding holidays.
- Copies are 50¢ a page; we accept cash, checks, money orders and credit cards. All credit card transactions will include a 4% surcharge. Certification fee is \$2.00 plus the cost of copies for the entire document.

Online:



- Indexes are free. A subscription is required to view, download or print most images. You can purchase a 15 minute subscription for \$5.20 for a quick search. Monthly and yearly subscriptions are also available. Site is available 24/7/365. Please visit Secure Remote Access to create an account and purchase a subscription.
- Click here to view list of images that are available to view for free without purchasing a subscription.

Phone:



- As long as the caller has all the information needed to locate the document quickly.
- Payment must be made over the phone by credit card only. Copies are 52¢ per page including the credit card surcharge. Certified copies are an additional \$2.08 including the credit card surcharge and must be mailed.
- Copies can be requested at 540-574-4320 or 540-574-4353

Mail:



- Please provide decedent's name and exactly what you want copies of. Indexes are free at on our Secure Remote Access site to assist in locating the name/recording info. You may need to contact our office at 540-574-4320 or 540-574-4353 prior to mailing the request to determine the amount needed for payment. Checks should be made payable to Clerk of Court.
- Copies are 50¢ per page. Certification fee is \$2.00 plus the cost of copies for the entire document. Checks or money orders should be made payable to Clerk of Court.
- You can mail a copy request along with payment for copies and a self-addressed stamped envelope for return to our office at:

Rockingham County Circuit Court
Attn: Probate Office
80 Court Square
Harrisonburg, VA 22802