



Copy Requests for Civil 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. There are public access stations for self service searching and printing.
- 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.

Mail:



- Please provide all the information needed to locate the record and specify what you are requesting copies of. You may need to contact the Civil Division at 540-564-3113 or 540-564-3114 prior to mailing the request to determine the amount needed for payment.
- 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: Civil Division
80 Court Square
Harrisonburg, VA 22802

Phone:



- As long as the caller has all the information needed to locate the document quickly. Case numbers can be found using the [online Courts Case Information](#) search, if needed.
- 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. Electronic certification is available upon request.
- Copies can be requested at 540-564-3113 or 540-564-3114.

Online:



- Civil and criminal records including all scanned (non-sealed) images are available online via [OCRA \(Officer of the Court Remote Access\)](#) for a fee for non-local attorneys or free to attorneys within the Harrisonburg-Rockingham Bar Association. The service is available to Virginia attorneys (must be in good standing), their agents/assistants and pro hac vice attorneys only.