



PRINCE EDWARD COUNTY GOVERNMENT & COURTHOUSE OFFICES

Modified Operations in Response to COVID-19

Updated: July 7, 2020

The County of Prince Edward continues to monitor and respond to the evolving public health emergency with COVID-19. Citizens are asked to please support public health efforts to minimize the risks of transmitting the virus by calling ahead before attempting to visit any county office or facility in person.

- Pursuant to Executive Order 63, the public is advised that a face covering (mask) is required for entry into the Prince Edward County Courthouse.
- Additionally, the public is advised against entering the courthouse if they have a travel history or are showing symptoms consistent with the coronavirus.
- A temperature check at the security entrance to the courthouse is required.
- Below is an outline of the modified operations of county and courthouse offices.

PRINCE EDWARD COUNTY HEALTH DEPARTMENT: 434-392-8187

The Prince Edward County Health Department is NOT conducting COVID-19 testing for the general public. Citizens are reminded to contact their primary care physician to pursue COVID-19 testing.

- The Health Department is implementing COVID-19 protective measures to ensure the safety of staff and the public.
- ALL services continue to be provided but walk-in clients are NO longer accepted. All clients will be seen by appointment only. All clients will conduct a telephone screening at the appointment scheduling time and have another screening conducted prior to entry into the Prince Edward County Courthouse or Health Department Facilities.
- Death certificates, well/septic and food permits are handled by appointment only.

PRINCE EDWARD COUNTY COURTS:

- All Virginia courts are operating pursuant to the Declaration of Judicial Emergency entered by the Virginia Supreme Court that has been extended through August 9, 2020.
- The Prince Edward County General District Court is open and hearing all traffic and civil matters. Criminal cases with agreements are also being heard. Contested criminal cases are being continued. The Court, in its discretion, may hear contested criminal matters, but only if said matters are set on a date/time agreed to by the presiding Judge.
- If an individual is unsure if they need to be in court, they should contact their attorney or the Clerk's Office of the appropriate court:

General District Court – 434-392-4024

Circuit Court – 434-392-5145

Juvenile & Domestic Relation District Court – 434-392-3343

CLERK OF CIRCUIT COURT OFFICE: 434-392-5145

In a continuing effort to reduce the need for individuals to physically visit the office due to the outbreak of COVID-19, the Clerk's Office will implement the following policies, effective immediately until further notice, and subject to change as conditions require:

- The public is strongly encouraged to transact all business with the Clerk's Office by US postal mail, telephone, email, or other electronic means and avoid coming into the Courthouse and the Clerk's Office.
- Secure Remote Access (SRA) fees will be waived until July 17, 2020. If you currently have a subscription to SRA, you will be given an extension of 60 days on your current due date. Please contact our office by phone to request the application. Our indexes to Land Records are online back to 1916 (images begin at 1940); all other public records are online from January 1, 2001.
- Officer of the Court Remote Access (OCRA) fees will be waived until July 17, 2020. If you currently have a subscription to OCRA, you will be given an extension of 60 days on your current due date. Please contact our office by phone to request the application.
- The staff will not come out to the public records area to assist you with research or making copies. You will be given printed instructions detailing how to use the computers.
- The Clerk's Office now provides Electronic Filing of Civil Cases.
- The Clerk's Office now provides Electronic Recording of Land Records.
- Court cost and restitution payments are accepted online. If you do not know how to apply your payment, please visit the Prince Edward County website, or call our office.
- The reception area of the Clerk's Office is for Circuit Court Personnel Only. You will not be allowed into that area unless you are there on official Circuit Court business, (e.g. An officer filing a sealed search warrant; someone from the Sheriff's Department delivering or picking up papers; an employee from General District or Juvenile & Domestic Relations Courts delivering paperwork or cases; an employee of County Administration that may have pertinent documents for our office; an employee from the Commonwealth Attorney's office delivering documents to be filed or documents for the judge; a Judge or Judge's assistant; or immediate family members of staff. Other exceptions may be made as determined by the Clerk.)
- No probate appointments will be made at this time. This will be re-evaluated on July 17, 2020. Emergency situations will be handled on a case by case basis.

SHERIFF'S OFFICE: 434-392-8101

The safety of our citizens is the County's highest priority. If you have an emergency, please call 911. If your need is not a life-threatening emergency, please call the Sheriff's Office directly at 392-8101. The Prince Edward County Sheriff's Office will continue to operate 24/7.

- Every precaution will be taken to protect citizens and the staff of the Sheriff's Office from COVID-19. Please advise a deputy or dispatcher if you have traveled internationally or if you have symptoms or have been in contact with anyone with coronavirus symptoms, to enable Sheriff's Office to respond appropriately.

- Effective immediately, all personal and non-emergency visits to the Sheriff's Office are prohibited.
- Fingerprinting for employment purposes will not be conducted until further notice.

SOCIAL SERVICES: 434-392-3113

Office is open to the public from 8:00 a.m. – 4:00 p.m. Face covering (mask) required for entry into lobby. Please call ahead before visiting the office. Most business can be conducted over the phone. Please use the outside dropbox at the building, if you just need to drop off documents.

- For public assistance: online applications are accepted at <http://commonhelp.virginia.gov> or by calling 1-855-635-4370.
- To report abuse or neglect, call 434-392-3113 or the state hotlines: Child Abuse: 1-800-5542-7096 or Elder Abuse: 1-888-8312-3858.

TREASURER'S OFFICE: 434-392-3454

Outlined below are payment options available to county residents to limit the need to visit the County Treasurer's Office. The Treasurer's Secure Drop Box is checked daily and is located in the courthouse parking in the island between the church and the bus stop. It can be reached by entering the courthouse parking lot via the Third Street entrance behind Pairet's.

Mailing Address: P.O. Box 522, Farmville, VA 23901

- Due to the COVID-19 emergency, credit card fees for payments made via the County website only will be waived through July 31, 2020. The County is unable to adjust any Credit Card fees through Official Payments or for payments made in person.
- Building Permits:
 - Payment by Mail
 - Payment via Drop Box
- Dog Tags:
 - Payment by Mail with a copy of each rabies certificate enclosed
 - Payment via Drop Box with a copy of each rabies certificate enclosed
- Estimated & State Income Taxes:
 - Payment by Mail – include vouchers and forms
 - Payment via Drop Box – include vouchers and forms
- County Personal Property/Real Estate Taxes:
 - Payment by Mail
 - Payment via Drop Box
 - Payment by website www.co.prince-edward.va.us
 - Payment by phone (800) 272-9829 - Jurisdiction Code 1088
- Payments made on accounts with an active DMV Stop must be made with certified funds (examples: Certified Check, Money Order or Credit Card)
- Payments by the County website or by phone will require the account number or ticket number from your bill. Please call or email us if you do not have this information.
- Please feel free to call or email us with any questions. Our phone number is (434) 392-3454. Our office email address is treasurer@co.prince-edward.va.us.

COMMISSIONER OF REVENUE'S OFFICE: TEL: 434-392-3231/ FAX: 434-392-7696

Open to the public. Mask required for entry. Lobby access restricted to two members of the public at a time. Please call the office or email: egoldman@co.prince-edward.va.us to determine if your business can be conducted electronically or over the telephone. Mailing address: P.O. Box 446, Farmville, VA 23901

Outlined below are options available to county residents who need to transact business with the Commissioner of Revenue's Office. Please call the office should you have any questions.

- State Income Taxes Due May 1
 - Payments by mail or Treasurer's Office Drop Box.
- Estimated State Income Taxes
 - Payments by mail or Treasurer's Office Drop Box.
- County Elderly & Disabled Tax Relief Applications
 - Return by mail by May 1.
- Tax Relief for Disabled Veterans
 - Call Commissioner's Office for application to be mailed to you.
- State Tax Forms for preparation should be mailed in. Prepared forms will be mailed back for required signature.
 - Taxpayer mails signed forms back to our office.
- 2020 Tangible Personal Property Forms not returned by March 1, 2020 are late.
 - Mail, scan and email, fax or call our office to file late form.
- Mobile Home Sticker fee may be mailed or placed in the Treasurer's drop box.
 - Check or Money Order for \$2 made payable to: PE County Treasurer.
- Land Use/Revalidations
 - Submit by mail or call Commissioner's Office.
- Appraisal Cards
 - May be obtained via county website or by calling the Commissioner's office.
- Tax Maps Information
 - May be obtained via fax or email. Please call the office.

VOTER REGISTRATION: 434-392-4767

The Registrar's Office is open for all in-person services during normal business hours.

- Registering to Vote or Requesting a Ballot:
 - On-line at www.elections.virginia.gov (saves time over printed and mailed applications).
 - In-person or by mail by calling the Registrar's Office at 434-392-4767.
- Casting a Ballot (Voting)
 - The Virginia Department of Elections is encouraging citizens to vote by mail voting because of the COVID-19 emergency.
 - There is an upcoming Presidential Election on November 3, 2020.
 - **DEADLINES:**
 - October 13 – Last day to register to vote or change voter information.
 - October 23 – Last day to request a ballot by mail at 5 P.M.
 - October 31 – Last day to absentee vote in-person.

COMMONWEALTH’S ATTORNEY OFFICE: 434-392-1902

- Open to the public. For assistance, please call the office or email: mclark@co.prince-edward.va.us

VICTIM ASSISTANCE OFFICE: 434-315-0065

- Open to the public. For assistance, please contact office staff by phone @ 434-315-0065, by text @ 434-394-0688 or by email @ csams@co.prince-edward.va.us

MAGISTRATE’S OFFICE: 434-392-3750

- Normal access through the Prince Edward County Sheriff’s Department.

PRINCE EDWARD COUNTY GOVERNMENT OFFICES/BOARD OF SUPERVISORS: 434-392-8837

Citizens should call ahead before attempting to visit any county office in person. The County is making every effort to maintain services, but some may have restricted access. Additionally, the status of following County facilities is as follows:

- County Administrator’s Office – Open to the public, but please call ahead to determine if business can be conducted via telephone or electronically.
- Building Office/Zoning Permits – Open to the public, but please call ahead for instructions for obtaining a building permit. The will work with you to issue a permit via mail and telephone. All inspections will be scheduled via telephone.
- County Landfill and Convenience/Recycling Sites – OPEN. County employees will be following CDC guidelines for social distancing.
- Animal Control – Maintaining necessary field operations. Animal Shelter is closed to the public. Adoptions are by appointment only.
- Virginia’s Heartland Regional Visitor Center – Open.
- Prince Edward County Cannery (home canning) – Open.

PIEDMONT COURT SERVICES: 434-392-8161

The lobby is closed to the public. Intake and regularly scheduled appointments with offenders are still scheduled but are conducted over the phone.

- There are no face-to-face appointments.
- Alcohol testing is suspended.
- Drug tests are being conducted.
- Referrals for counseling, community service, etc. will be made over the phone.

As the COVID-19 situation continues to evolve and in accordance with Centers for Disease Control and Prevention (CDC) and the Virginia Department of Health (VDH) recommendations and guidelines, Prince Edward County will continue to announce changes in operations. Please continue to monitor the County’s website at www.co.prince-edward.va.us for new and updated information.

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