

**Application for Access to the City of Chesapeake Clerk of Circuit Court
Officer of the Court Remote Access Site (OCRA)**

Officer of the Court Subscriber

Application is hereby made, pursuant to Virginia Code Section 2.2-3808.2 (D)(1), for access to the City of Chesapeake Clerk of Circuit Court Officer of the Court Remote Access Site (OCRA). The **approval** of this application is at the Clerk of Circuit Court's **discretion**. Please note that the Authorized Officer must be a member of the Virginia State Bar in good standing.

Authorized Officer's Name¹: _____

Business Address: _____

E-mail Address: _____
(will be used as your username)

Phone Number: _____

Please select an access type (this will apply to all users):
Criminal only Civil only Criminal and Civil

Do you have a Taxpayer Identification Number (TIN) assigned by the Internal Revenue Service? YES NO (Please check one)

Signature: _____
I certify that the information above and the attachment (list of users) are true and correct.

City/County of: _____ State of: _____

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

My commission expires: _____
Notary Public

Name and phone number of Notary: _____

For Use by Circuit Court Clerk's Office Only:

Application received date: _____
Notification result: _____
Notification date: _____

¹ A list of support staff users will need to be completed on the next page.

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Officer of the Court Subscriber Attachment for Support Staff Users

Authorized Officer's Name: _____

Primary Contact for Clerk's Office: _____

Primary Contact Phone Number: _____

Primary Contact e-mail Address: _____

List of Requested Authorized Users and valid email address (will be used as user name):

*****Please note that a separate Subscriber Agreement will have to be completed for each authorized user*****

1. _____

Email address: _____

2. _____

Email address: _____

3. _____

Email address: _____

4. _____

Email address: _____

5. _____

Email address: _____

6. _____

Email address: _____

Requests that user names be transferred to another user within the company shall be made directly to the Clerk's office, and an individual application must be completed and submitted for the new user.