



Office of the Clerk of the Circuit Court

Judicial Center - Building 10B
2425 Nimmo Parkway
Virginia Beach, Virginia
23456-9017

Tina E. Sinnen
Clerk

RE: OCRA with the Va. Beach Circuit Court Clerk's Office

As we enter 2024, the Clerk's Office finds that technology costs continue to rise, and we now must begin charging for the Officer of the Court Remote Access system (OCRA). We will begin charging March 1, 2024. Each attorney will be charged \$75 for the year, and each Paralegal or Legal Assistant will be charged \$25 for the year. This charge is PER ATTORNEY OR ASSISTANT as sign-ons and passwords cannot be shared. AGAIN – PLEASE DO NOT SHARE PASSWORDS as it is against the Virginia Information Technology Agency rules and regulations which we must comply with.

In year 2025, we will begin charging on January 1st. The charges will be set at a choice of \$30 per month per Attorney or a yearly payment of \$200 per attorney, and Legal Assistants will be charged \$20 per month per Assistant or a yearly payment of \$100 per Assistant. We really are sorry that we find ourselves having to charge for OCRA, but we hope that this system is helpful, and it will be worth the fee we charge, and that you will continue to use the OCRA system.

****For uninterrupted OCRA service, please make sure you send in a check or money order by February 29th, 2024, and please submit a new application(s) or advise us if there are no changes in your existing application(s). If you have any other questions, or you would like to sign up for OCRA please contact Sarah Hall at (757) 385-5717 or Nilla Harris at (757) 385-4489 or Valerie Manig at (757) 385-8907 for assistance.**

Thank you,

**TINA E. SINNEN, CLERK
VIRGINIA BEACH CIRCUIT COURT**