

DEED RECORDATION COVER SHEETS

**CIRCUIT COURT CLERK TO
REQUIRE LAND RECORDS COVER
SHEETS EFFECTIVE January 1st, 2007.**

Important Notice

Over the past several years, the Circuit Court of Caroline County has met increasing workload demands while facing severe budget cuts at the state level. The Clerk of the Circuit Court periodically reviews and selects technological improvements for implementation by the office. Many Clerk's Offices in the Commonwealth of Virginia already implemented the use of cover sheets for instruments recorded in the land records. At present, there is only one vendor with software that is compatible with the Financial Management System provided to the Circuit Court of Caroline County by the Supreme Court of Virginia.

Pursuant to Virginia Code Section 17.1-227.1, the Clerk of the Circuit Court of Caroline County will require a Land Records Cover Sheet for all documents recorded in the Deed Books, effective January 1st, 2007. In practice, data contained on Cover Sheets will be scanned via bar code readers, thereby allowing instruments to be recorded more timely and accurately.

To create a Cover Sheet, users must access Cover Sheet software made available by International Land Systems, Inc. at a website: www.landsystems.com. This site will allow users four (4) hours of free usage (computer time).

After the expiration of the introductory period, the provider, I.L.S.Inc., will require the user to purchase the software at a cost of @ fifty (\$ 50.00) dollars. An additional on-line subscription is available through the Cover Sheet Agent's on-line edition.

The Cover Sheet software will create a bar code that is read by the cash registers in the Circuit Court Clerk's Office. Instructions for the preparation of a Cover Sheet may be downloaded at [QuickReferenceGuide.pdf](#) on Circuit Court's website at www.visitcaroline.com. Questions regarding software should be directed to I.L.S at (877) 658-6018 or www.landsystems.com.

Cover Sheets will be rejected for the following reasons:

- 1. Unreadable bar code (to help avoid this problem, use a laser printer)**
- 2. Incorrect instrument type**
- 3. Incorrect page count**
- 4. Inaccurate 'Recording paid for by' field**
- 5. Consideration/Assessment amount not provided or incorrect**
- 6. Significant errors in Grantor/Grantee field**
- 7. Missing Tax Map Parcel (TMP) Number**
- 8. Missing Grantee Address on deeds of conveyance**

For those people without access to a computer, the Law Library in the basement of the Caroline Circuit Court's building will be available during normal working hours for use by the public.