

**USER AGREEMENT FOR USE OF THE BERKELEY COUNTY
VIRTUAL COURTHOUSE**

1. This Agreement between the Clerk of the Berkeley County Council and _____ is effective on the date signed below and is for the purpose of setting forth the terms of use of the Clerk's record.

2. Virtual Courthouse Room:

a. The Clerk shall make available via the internet, the following records housed in the record room of the Clerk of the County Council of Berkeley County, upon obtaining from the Clerk's Office a necessary User Name and Password. Documents are available for the time period as indicated: Deeds-1970, Deeds of Trust-1918, Liens, Judgements and Releases-1992.
NOTE: Records are constantly being updated.

b. In conjunction of such availability, The Business Name/Customer indicated below shall pay to the Clerk of Berkeley County Council the sum of \$15.00 per month, as a User-Fee, plus \$1.50 per page copied from the Clerk's records. These amounts shall be billed by the Clerk on a Monthly basis.

c. The Business Name/Customer indicated below shall pay each Monthly invoice within Fifteen (15) days of receipt.

d. Failure to pay the User's Fee and/or copy charges shall result in interruption in the service provided by the Clerk until such fees are paid.

e. In the event service is interrupted as a result of failure to pay in the required fifteen (15) days of receipt a twenty (20) dollar reconnection fee shall be required.

Business Name: (Print): _____

Invoice/Billing Contact Person (Print): _____

Mailing Address: (Print) _____

Email Invoice/Billing Address (Print): _____

Phone (Print): _____ Fax: _____

Name of Requestor (Print) _____

Signature of Requestor (Sign): _____

Date Requested (Print) _____

Once completed please Email, Mail or Fax to:

Clerk, Berkeley County Council
Attention: Deputy Clerk Dunn-Carey
100 W. King Street
Martinsburg, WV 25401

Email Address: jdunncarey@berkeleywv.org
Office Phone: (304) 264-1927, ext. 6006
Office Fax: (304) 304-267-1794

Revised on: 5-25-2021