

**USER AGREEMENT FOR USE OF THE BERKELEY COUNTY  
VIRTURAL 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, \$1.50 for the first two pages and \$1.00 for each subsequent 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: [Edunncarey@berkeleywv.org](mailto:Edunncarey@berkeleywv.org)  
Office Phone: (304) 264-1927, ext. 6006  
Office Fax: (304) 304-267-1794

**Revised on: 5-25-2021**