

COURT CASE INFORMATION

Circuit Court Case Information can be obtained from any computer with Internet access -- from home, office or library. In order to view the documents in your file, you will need to come to the Clerk's office.

Loudoun County Circuit Court uses the [Supreme Court Case Management System](#) which is used by 117 of the 120 Circuit Courts in the Commonwealth.

The online Case Management System is real time. **It is current.** The Clerk's Office uses the online system to answer questions from the public.

To access the system, go [here](#).

1. Select "Loudoun Circuit" and click "Begin."
2. Select Division: "Civil" or "Criminal."
3. Search by "Name," "Case Number," or "Hearing Date."
 - a. If you search by "Name" click on the case number you want from the list that appears.
 - b. The "Case Number" search provides the same information. When searching by case number, use upper case "CR" or "CL."
 - i. For Civil Cases:
 - For case #99999 & below enter "CL00____-00"
 1. For case #100000 & above enter "CL00____-00"
 - c. For "Hearing Date" click on the calendar to change the date. Click on the case number you want.

The "Case Details" page is displayed; it contains information including the party's hearings and disposition.

- Party Information
- Hearings
 - o It will tell you the courtroom in which the case will be heard.
 - o If there is a Judge assigned, but not a courtroom, you may call the Clerk's office to find out which courtroom your case is being heard
 - o If there isn't a judge or a courtroom assigned, it has not been designated yet. A judge and courtroom will be assigned at a later date. The Clerk's office will not be able to give you this information.
- Final Disposition
 - o If there is information in this section, this means your case has been closed.
 - Judgment = who the case/judgment was awarded to
 - Final Order Date = Date the Judge signed the final order
 - Concluded by = how the case was closed out

The tabs at the top are:

- Name List
 - o Returns you to the list from your search if you search by "Name"
- Pleadings/Orders
 - o Presents detailed information of what pleadings have been filed in your case
 - Filed = Date the pleading/document was received in the Clerk's office (if it's an order, the filed date is the date the judge signed the order)
 - Type = Type/title of document that was filed
 - Party = which party filed the pleading (if it's an order, there will not be a party filled in)
 - Judge = If it's an order, this section indicates which judge signed/entered the order
 - Book = For internal use only
 - Page = For internal use only
 - Remarks = Description of the pleading/document

- Common questions:
 - What does “ORDER TO ___” mean?
 - If you see this, it means that an order that was submitted by one of the parties was sent up to chambers and is being reviewed by a Judge. The Judge’s initials of who it went to for review will be displayed.
 - Once it no longer says this, it means that the order came back down from Chambers and was either signed by the judge or rejected by the Judge’s law clerk
 - Why does it say “ORD REJ/___/LETTER SENT”?
 - “Order Rejected/Initials of the Judge it went to for review/letter sent to party”
 - An order that was submitted by one of the parties was rejected by the Judge that it went to for review. The Judge’s Law Clerk sent a letter out to the party who submitted the order letting them know why it was rejected.
- Services
 - Provides information about service. On the Service Tab **if a person is not listed, no service has been requested and/or prepared. If there is no 'date served', the service has not been returned to the Clerk's Office yet.**
 - The following codes are used to indicate service method:
 - BU – business
 - CN – cancelled
 - CS - certificate of service
 - FM - family member
 - IP - in person
 - MA – mailed
 - NF - not found
 - NS - not served
 - OP - order of publication
 - PO – posted
 - RA - registered agent

Disclaimer

Every effort is made to provide accurate and current information. However, there are no warranties regarding the accuracy, legality, reliability or content of the information. Users of this website have the responsibility to verify the accuracy, currency and completeness of the information contained on the website.

Links

- [Glossary of Terms Commonly Used in Court](#) **Supreme Court of Virginia**
- [Virginia Courts in Brief. Information about Virginia Judicial System](#) **Supreme Court of Virginia**
- [District Court Case Information](#) including payment of fines