

**SUBSCRIBER AGREEMENT CHECKLIST FOR
REMOTE ACCESS TO PRINCE WILLIAM COUNTY CIRCUIT COURT
PUBLIC ACCESS DOCUMENTS (LRMS)**

To ensure there are no delays in the creation of your account(s) due to incorrectly submitted documents, please locate below your type of application and review the following steps. This checklist is provided for your convenience and should not be included with your submission.

Please do not use correction fluid or tape. If any corrections are made, they must be initialed by both the individual who signed the application and the notary.

Applying as a business, did you:

- Include and initial the bottom of all 7 pages of the Business Subscriber Agreement?
- Write your name and the business name on the Applicant and Business name lines on page 1?
- Sign, date, print your name and your title on page 5?
- Have your signature notarized on page 5?
- Print or type an answer to **every** question on page 7?
- List yourself as an authorized user on page 7 if you plan to use LRMS?
- Mail one fully executed Business Subscriber Agreement and Individual Subscriber Agreement(s) for each authorized user listed on page 7.
- Include a check payable to: 'Clerk of Circuit Court' for \$150? (Look on website for proration information or Send an e-mail to courts@pwcgov.org for proration information.)
- Mail the Business Subscriber Agreement, Individual Subscriber Agreement(s) for each authorized user listed on page 7 and a check to: Clerk of Circuit Court, Attn: LRMS Web Subscription, 9311 Lee Ave., Manassas, VA 20110

Applying as an individual, did you:

- Include and initial the bottom of all 7 pages of the Individual Subscriber Agreement?
- Write your name on the Applicant line of page 1?
- Write 'N/A' on the Business Name line of page 1? (If you are listed as an authorized user of a Business Subscriber Agreement, write the name of the business.)
- Sign, date, print your name and include any title on page 5?
- Have your signature notarized on page 5 and 7?
- Print or type an answer to **every** question on page 7?
- Include your preferred user name and password on page 7?
- Include a check payable to: 'Clerk of Circuit Court' for \$150. (Look on website for proration information or Send an e-mail to courts@pwcgov.org for proration information.)
- Mail all 7 pages of the Individual Subscriber Agreement and a check to: Clerk of Circuit Court, Attn: LRMS Web Subscription, 9311 Lee Ave., Manassas, VA 20110

Once your application has been accepted and payment received, you will receive an e-mail with your user id, password and URL.