

**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 use the following checklist. 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.

- Include and initial the bottom of all 7 pages of the Individual Subscriber Agreement.
- Sign, date, print your name and include any title on page 5.
- Have your signature notarized on pages 5 and 7.
- Print or type an answer to **every** question on page 7.
- Include your preferred user name on page 7.
- Include a check payable to: 'Clerk of Circuit Court' for \$240.
- 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 instructions.