

## **IMPORTANT NOTICE**

Since July 1, 2004, the Clerks of both the Chesterfield and Henrico Circuit Courts have required a Land Records Cover Sheet (Cover Sheet) for all documents recorded in the Deed Book. This is pursuant to the *Code of Virginia*. The data contained on these Cover Sheets is scanned via barcode readers, which allows the instruments to be recorded more timely and accurately.

To create the required Cover Sheet, users must access the Cover Sheet software that is made available at the following web site:

<https://csa.landsystems.com/csa/CSALogin.asp>

Although several methods to obtain the software are available, the online monthly subscription option may be best to meet the needs of most attorneys and title firms since it allows storage and retrieval of Cover Sheets from any location in case future adjustments are necessary. Private citizens may either sign up individually at the Landsystems web site listed above or use an attorney or title company to obtain the Cover Sheets for them. An online trial period is available once a user account is established. This allows creation of up to 25 free Cover Sheets and printing of up to 10 free Cover Sheets. Beyond the online trial period, a monthly paid subscription is required.