



JOHN T. FREY Clerk of
Circuit Court

COMMONWEALTH OF VIRGINIA

Fairfax Circuit Court

4110 Chain Bridge Road
Fairfax, Virginia 22030-4048

703-246-2770 TTY 711



SUZANNE LUBKEMAN
Chief Deputy

October 21, 2020

Dear Fiduciaries:

Part of our duties as a court of record is to maintain archival quality images of the documents we put on record in each estate. This function is mandated by the Code of Virginia. In order to maintain a standard of image quality, we need your assistance. When preparing your inventory and accounting(s) please remember the following:

1. If you are handwriting your document use **black** ink only and please be sure to print clearly.
2. If you are using a computer or typewriter to prepare your document, please use a font size no smaller than twelve (12).
3. Leave a one-inch (1") margin on the left side of the document and a one and one-half (1 ½") inch margin at the bottom of your document.
4. Use the same fiduciary number and estate name for the estate as they appear on your certificates of qualification.
5. Use 8 ½ x 11 inch paper for all filings.
6. If utilizing the Virginia Supreme Court on-line application to complete the forms, **submit them without the gray shading.**

By following these simple guidelines you help ensure the quality of our digital images. Your participation is vital and has a direct effect on the product we produce.

Thank you for your cooperation.

Sincerely,

A handwritten signature in cursive script that reads "John T. Frey".

John T. Frey, Clerk
Circuit Court of Fairfax