

Requesting Public Records (“FOIA” Requests)

Although judicial records are not subject to access under the Virginia Freedom of Information Act (“FOIA”), most case-related records are public and are available upon request and by operation of specific statutes such as Virginia Code § 17.1-208. *See* Va. Code § 2.2-3703(A)(5); *Christian v. State Corporation Commission*, 282 Va. 392, 399-401, 718 S.E.2d 767, 771 (2011); *Taylor v. Worrell Enterprises, Inc.*, 242 Va. 219, 224-25, 409 S.E.2d 136, 139-40 (1991).

- Public records maintained by a district court may be requested from the clerk of court. A listing of district court clerks may be found at:
<http://www.courts.state.va.us/directories/dist.pdf>
- Public records maintained by a circuit court may be requested from the clerk of court. A listing of circuit court clerks may be found at:
<http://www.courts.state.va.us/directories/circ.pdf>
- Public records maintained by the Court of Appeals of Virginia may be requested from the clerk of court. Contact information for the Clerk may be found at:
<http://www.courts.state.va.us/courts/cav/appeals.pdf>
- Public records maintained by the Supreme Court of Virginia may be requested from the clerk of court. Contact information for the Clerk may be found at:
<http://www.courts.state.va.us/courts/scv/supreme.pdf>
- Public records maintained by the Office of the Executive Secretary of the Supreme Court of Virginia may be requested from the Director of Legislative and Public Relations: Kristi S. Wright, 100 North 9th Street, Richmond, Va. 23219; Tel. 804-786-6455.

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A public body may make reasonable charges not to exceed its actual cost incurred in accessing, duplicating, supplying, or searching for the requested records. No public body shall impose any extraneous, intermediary, or surplus fees or expenses to recoup the general costs associated with creating or maintaining records or transacting the general business of the public body. Any duplicating fee charged by a public body shall not exceed the actual cost of duplication. All charges for the supplying of requested records shall be estimated in advance at the request of the citizen as set forth in subsection F of § 2.2-3704 of the Code of Virginia.