

# CPAN User Agreement Application Checklist

To ensure there are no delays in the creation of your account(s) due to incorrectly submitted documents, please locate your method of applying below and review the following steps.

Please do not use correction fluid or tape and if any corrections must be made, that they are initialed by both the individual who signed the application and the notary. Please submit the original copy of the paperwork.

<b>Applying as an individual, did you:</b>	
<input type="checkbox"/>	Include a fully executed <b>CPAN Entity Agreement</b> ?
<input type="checkbox"/>	Write your name on the Applicant line and 'N/A' on the Business Name line of page 1?
<input type="checkbox"/>	Sign the 'Signature' line on page 6?
<input type="checkbox"/>	Answer three of the security questions on page 6?
<input type="checkbox"/>	Have the application notarized on page 7?
<input type="checkbox"/>	Include and initial the bottom of pages 1-5?
<input type="checkbox"/>	Include a non-generic e-mail address on page 6?

<b>Applying as a user for a business with no existing accounts, did you:</b>	
<input type="checkbox"/>	Include a fully executed <b>CPAN Entity Agreement</b> ?
<input type="checkbox"/>	Write your name and the business' name on the Applicant and Business name lines of page 1?
<input type="checkbox"/>	Sign the 'Signature' line on page 6?
<input type="checkbox"/>	Answer three of the security questions on page 6?
<input type="checkbox"/>	Have the application notarized on page 7?
<input type="checkbox"/>	Include and initial the bottom of pages 1-5?
<input type="checkbox"/>	Include a non-generic e-mail address on page 6?

<b>Applying as a user for a business with existing accounts, did you:</b>	
<input type="checkbox"/>	Include a memo on company letterhead from an officer of the company requesting an account for you by name?
<input type="checkbox"/>	Write your name and the business' name on the Applicant and Business name lines of page 1?
<input type="checkbox"/>	Sign the 'Signature' line on page 6?
<input type="checkbox"/>	Answer three of the security questions on page 6?
<input type="checkbox"/>	Have the application notarized on page 7?
<input type="checkbox"/>	Include and initial the bottom of pages 1-5?
<input type="checkbox"/>	Include a non-generic e-mail address on page 6?

This document, related documents and instructions can be found at:  
<http://www.fairfaxcounty.gov/circuit/online-services/court-public-access-network>

**CPAN USER AGREEMENT FOR REMOTE ACCESS  
TO THE COURT PUBLIC ACCESS NETWORK (CPAN)  
(One per Authorized User)**

THIS AGREEMENT is made and entered into by and between the Fairfax Circuit Court Clerk's Office (hereinafter "Clerk's Office) and \_\_\_\_\_, (hereinafter "Subscriber"), an employee of \_\_\_\_\_.

(Name of Applicant)

(Name of Business, County Agency or N/A if an Individual account)

**TERMS AND CONDITIONS OF AGREEMENT**

**1. TERM OF AGREEMENT**

It is the intent of both parties to participate in a remote access program to commence upon the day the Subscriber's account credentials (User ID and password) are assigned and to continue until terminated as provided herein.

**2. SUBSCRIBER OPTIONS**

The Clerk's Office provides one option for Subscribers:

Access to an online database system providing basic remote access to all the documents and information listed in 5(a).

**3. DAYS AND HOURS OF OPERATION**

The Subscriber shall be able to access an online database system (hereinafter "CPAN"), as follows:

24/7 except:

- a. For periods of preventive maintenance
- b. For such other periods of remedial maintenance as may be required.

County and Clerk's Office management reserve the right to reduce CPAN service levels during unusual circumstances such as, but not limited to, "brown-outs," emergency production requirements mandated by law or to accommodate County production requirements, intrusions against security regulations, and adverse operational impacts beyond the control of the Clerk's Office, Fairfax County or the Commonwealth of Virginia.

**4. MONTHLY CHARGES**

The subscription fee is a flat rate of \$50.00 (U. S. currency) per month, per authorized Subscriber. Fees are invoiced quarterly and payment must be made, in full, within thirty (30) days after receipt of the invoice. Payment of \$150 is due prior to initial account activation.

The Clerk's Office reserves the right to suspend or terminate service to the Subscriber if the Subscriber's invoice is not paid within thirty (30) days after receipt of invoice; however, if suspended or terminated, the Subscriber is not relieved from the obligations set forth in this agreement.

If charges relating to remote access are specifically allowed in the Code of Virginia, any legislative

changes, additions or deletions shall automatically become a part of this Agreement as of the effective date of said legislative changes. The Subscriber has the option of terminating this agreement in accordance with Section 13.

If any overcharges occur due to rate adjustments, the Subscriber shall receive a credit for such overcharge. Such credit shall only be available to Subscribers who have not terminated service at the time such credit is declared.

## 5. SERVICES

- a. The Clerk's Office or its agents will provide the Subscriber with inquiry-only access to an online database system as listed below.
- **Land Record Documents**
  - **Judgment Documents**
  - **Administration of Estate (Fiduciary/Probate) Documents**
  - **Marriage License Documents**
  - **Notary Documents**
  - **Charter Documents**
  - **Financing Statement Documents**
  - **Trade Name Documents**
  - **Circuit Court Criminal & Civil Case Information**
  - **Zoning and Land Development Information**
  - **Real Estate Assessment Information**

b. The Clerk's Office, its employees or agents will assume responsibility for:

- (1) Providing the Subscriber with the current CPAN operations on the Circuit Court's Web Page:  
<https://ccr.fairfaxcounty.gov/cpan/>.
- (2) Providing the Subscriber with limited consultation, via telephone, on specific problems that arise in the use of CPAN. However, the Clerk's Office does not guarantee consultation results nor warrant or represent that all errors or problems will be corrected.

## 6. SUBSCRIBER'S OBLIGATIONS

- a. It is the responsibility of the Subscriber to purchase the computer hardware, software and/or make any modifications to their existing equipment which are necessary to access CPAN.
- b. The Subscriber will be responsible for assuring the proper use, management and supervision of the machines and programs, audit controls, operating methods, office procedures, and for establishing the necessary controls over access to CPAN.
- c. The Subscriber is responsible for ensuring that its location and/or its computer(s) are not used by unauthorized personnel to access information from CPAN. Unauthorized personnel for the purposes of this contract shall be any person or entity who does not have his/her/its own active CPAN account credentials.
- d. The Subscriber is responsible for the payment of all fees incurred through or from its location(s)

or computer(s), whether said access is authorized or unauthorized, and all other obligations under this agreement.

- e. Information accessed from CPAN is for the use of the Subscriber in the ordinary course of business and may not be resold.
- f. The Subscriber is responsible for ensuring that CPAN'S USE IS CONDUCTED IN A PROPER AND LEGAL MANNER. If the Subscriber is convicted of a crime, including but not limited to, a violation of the Virginia Computer Crimes Act (Section 18.2-152.1 of the Code of Virginia), arising out of their use of CPAN, the Clerk's Office shall have the right to terminate this agreement immediately. This shall not be construed as prohibiting the Clerk's Office from pursuing any other remedy available to it for such breach.
- g. Information accessed from the database shall not be sold, distributed, posted on a third party website or misused in any way. Such misuse shall result in immediate termination of access.

## 7. LIMITATION OF LIABILITY

- a. It is acknowledged by the Subscriber that the information to be accessed through CPAN, except land related documents and indexes, is maintained and stored on computer servers which are owned and operated by the County of Fairfax. The land record documents and indexes are stored and maintained in the Clerk's Office database system. The Subscriber hereby relieves, releases, indemnifies and holds harmless the Clerk, deputy clerks, employees or agents from liability for any and all damages resulting from interrupted service of any kind. The Subscriber further relieves and releases the County of Fairfax, its Board of Supervisors, officers, employees, and agents from liability for any and all damages resulting from interrupted service of any kind.
- b. The Subscriber hereby relieves, releases, indemnifies, and holds harmless the County of Fairfax, its Board of Supervisors, officers, employees, and agents of any liability for any and all damage resulting from incorrect data or any other misinformation accessed from this service. The Subscriber relieves, releases, indemnifies, and holds harmless the Clerk of the Court, deputy clerks, employees or agents of liability for any and all damages resulting from incorrect data or any other misinformation accessed from this service.
- c. The Subscriber agrees that the Clerk, deputy clerks, employees or agents shall not be liable for negligence or lost profits, resulting from any claim or demand against the Subscriber by any other party.
- d. No action, regardless of form, arising out of the transactions under this Agreement, may be brought by either party more than one (1) year after the cause of action has accrued except that an action for nonpayment may be brought at any time permitted by law.
- e. The Subscriber agrees that the Clerk, deputy clerks, employees or agents' liability hereunder for damages, regardless of the form of action, shall not exceed one thousand dollars (\$1,000.00).
- f. In no event will the Clerk, deputy clerks, employees or agents be liable for consequential damages even if the Clerk's Office has been advised of the possibility of such damages.
- g. It is acknowledged by the Subscriber that the County of Fairfax, its Board of Supervisors, officers,

employees or agents are not a party to this agreement and that the County shall incur no liability hereunder.

- h. This agreement creates no rights or privileges that are enforceable by anyone not a party to this agreement.
- i. The information or data accessed by Subscriber may or may not be the official governmental record required by law. In order to assure the accuracy of the data or information, the Subscriber should consult the official governmental record.
- j. Nothing in this agreement shall be construed as waiving the sovereign or governmental immunity of the Clerk of the Court, the County of Fairfax, the Board of Supervisors, or their respective officers, deputy clerks, employees, or agents.

## **8. WARRANTIES**

Neither the Clerk, deputy clerks, employees, or agents, nor the County of Fairfax, its Board of Supervisors, employees or agents expressly or impliedly warrant that the information or data accessed by Subscriber is accurate or correct. There are no expressed or implied warranties in connection with this service.

## **9. ASSIGNMENT**

The Subscriber agrees not to assign any right or interest in this agreement. Any attempt by the Subscriber to transfer by any means, any of the rights, duties, or obligations of this agreement is null and void.

## **10. GOVERNING LAW**

This agreement and/or any dispute arising therefrom shall in all respects be governed by and interpreted in accordance with the applicable law of the Commonwealth of Virginia.

## **11. ENTIRE AGREEMENT**

This agreement contains the entire understanding of the parties, there being no promises, warranties, or undertakings, written or oral, other than those expressly set forth herein.

Furthermore, no modifications, alterations or amendments to this agreement shall be valid unless in writing, and signed by all parties, except as otherwise provided herein.

## **12. NOTICE**

Any notice or written communication of any kind required or desired to be given or sent pursuant to the terms hereof shall be delivered in person, mailed postage prepaid by certified or registered mail, mailed electronically and/or posted on the Clerk's Office Web Page, unless otherwise specifically stated herein.

## **13. TERMINATION**

- a. This Agreement may be terminated without cause by either party on fifteen (15) days written notice to the other. Subscriber remains responsible for payment of charges for services rendered or obligations incurred.
- b. This Agreement may be terminated immediately by the Clerk's Office for Subscriber's failure to comply with the terms of this Agreement, failure to make payments of charges, or breach of agreement.
- c. This Agreement shall be terminated immediately if the Board of Supervisors of Fairfax County fails to appropriate and continue funding for the services provided under this Agreement. The Subscriber acknowledges that the Clerk's Office has no control over the amount of appropriations, if any, that the Board of Supervisors will provide for continuation of the services under this Agreement.
- d. This Agreement may be terminated as otherwise specified.

**14. RATES, FEES AND TERMS MAY CHANGE.**

The Clerk's Office may change the Agreement terms, at any time for any reason. If the Clerk's Office changes the terms of the Agreement, the Subscriber will receive notice and have the right to terminate this Agreement.

**15. SEVERABILITY**

If any provision (or part thereof) of this agreement is found to be invalid, then it shall be stricken and have no effect. The remaining provisions shall continue in full force and effect.

## USER INFORMATION

**All Information below is mandatory.**

**USER'S FIRST NAME:** \_\_\_\_\_

**USER'S LAST NAME:** \_\_\_\_\_

**Business Name, County Agency  
or N/A if an Individual account:** \_\_\_\_\_

**USER'S WORK ADDRESS:** \_\_\_\_\_

**CITY/STATE/ZIP:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

**USER'S E-MAIL ADDRESS:** \_\_\_\_\_  
(This cannot be a general company email)

**UNITED STATES CITIZEN:**  **Yes**  **No** Please select one.

**Please check both boxes next to the following statements.**

I understand that sharing or allowing to be shared my user credentials with any other person or system is a violation of the subscriber agreement and is subject to immediate termination.

I understand that using any robot, spider, scripted/coded processes or any automated means to access this website for any purpose, including to monitor or copy any of the material on this website is a violation of the subscriber agreement and is subject to immediate termination.

**SIGNATURE:** \_\_\_\_\_  
I certify that the information above is true and correct.

Please answer **only three** of the following security questions:

Who is your favorite person from history?  
\_\_\_\_\_

What is your shoe size?  
\_\_\_\_\_

What was the first concert you attended?  
\_\_\_\_\_

What was the name of your first stuffed animal?  
\_\_\_\_\_

What was your first job?  
\_\_\_\_\_

What time of the day were you born? (hh:mm)  
\_\_\_\_\_

What is your oldest sibling's middle name?  
\_\_\_\_\_

What was the make and model of your first car?  
\_\_\_\_\_

Where were you when you first heard about 9/11?  
\_\_\_\_\_

What was your favorite breakfast food as a child?  
\_\_\_\_\_

What is the name of the hospital where you were born?  
\_\_\_\_\_

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the date last written below.

**USER: THIS AGREEMENT must be executed by the individual requesting authorization to use CPAN.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Printed/Typed Name**

City/County of: \_\_\_\_\_

State of: \_\_\_\_\_

I, \_\_\_\_\_, a Notary Public, do hereby certify that on this \_\_\_\_\_ day  
(Name of Notary)

of \_\_\_\_\_, 20\_\_\_\_, \_\_\_\_\_ personally appeared  
(Name of Subscriber)

before me and swore and acknowledged that the statements contained herein are true and correct.

My Commission Expires: \_\_\_\_\_  
Notary Public Signature

Registration Number: \_\_\_\_\_  
Print or Type Name of Notary

FAIRFAX COUNTY CIRCUIT COURT CLERK'S OFFICE by

\_\_\_\_\_  
Christopher J. Falcon, Clerk of the Court

\_\_\_\_\_  
Date