

CPAN Entity 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 all documents.

If applying as an individual, did you:	
<input type="checkbox"/>	Include a fully executed CPAN User Agreement for yourself?
<input type="checkbox"/>	Write your name on page 1's Subscriber line?
<input type="checkbox"/>	Sign the 'Signature' line and fill in 'Printed/Typed Name' on page 6?
<input type="checkbox"/>	Have the application notarized on page 6?
<input type="checkbox"/>	Fill in the Billing Contact information on page 7?
<input type="checkbox"/>	Write your name under Authorized Users on page 7?
<input type="checkbox"/>	Include and initial the bottom of pages 1-5?
<input type="checkbox"/>	Include a check for \$150 made out to "Fairfax Circuit Court" (we do not accept starter checks) for each user.

If applying as a business with no existing accounts, did you: (an officer of the company must fill out)	
<input type="checkbox"/>	Include a fully executed CPAN User Agreement for each applicant?
<input type="checkbox"/>	Write the business' name on page 1's Subscriber line?
<input type="checkbox"/>	Sign the 'Signature' line and fill in 'Printed/Typed Name' on page 6?
<input type="checkbox"/>	Have the application notarized on page 6?
<input type="checkbox"/>	Fill in the Billing Contact information on page 7?
<input type="checkbox"/>	Write the name of each applicant under Authorized Users on page 7?
<input type="checkbox"/>	Include and initial the bottom of pages 1-5?
<input type="checkbox"/>	Include a check for \$150 made out to "Fairfax Circuit Court" (we do not accept starter checks) for each user.

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

**CPAN ENTITY AGREEMENT FOR REMOTE ACCESS
TO THE COURT PUBLIC ACCESS NETWORK (CPAN)**
(Required for Initial Setup of Account)

THIS AGREEMENT is made and entered into by and between the Fairfax Circuit Court Clerk's Office (hereinafter "Clerk's Office") and _____, (hereinafter "Subscriber").
(Name of Business, County Agency, or Individual)

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 (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 on-line 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. Subscriber has the option of terminating this agreement in accordance with Section 13.

If any overcharges occur due to rate adjustments, Subscriber shall receive a credit for such overcharges. 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 and software and/or make any modifications to 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 USE OF CPAN BY ITS EMPLOYEES IS CONDUCTED IN A PROPER AND LEGAL MANNER. If the Subscriber or one of its employees 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 the 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. The 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, 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.

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

SUBSCRIBER: THIS AGREEMENT must be executed by an officer of the business authorized to enter into agreements.

Signature

Printed/Typed Name

Title

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

AUTHORIZED USERS

All individuals that require access to CPAN must be listed as an authorized user below (use additional pages if necessary). A check for \$150 per user must be included. Please ensure that a CPAN User Agreement is included for each user:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Additional authorized users can be added by having the individual complete an CPAN User Agreement. The completed documentation should be sent to the Clerk's Office on letterhead requesting that the individual be added to your list of authorized users.

The completed agreements should be sent to:

Fairfax Circuit Court
Attn: IT Department (CPAN) – Suite 322
4110 Chain Bridge Road
Fairfax, Virginia 22030

COMPANY INFORMATION

Each CPAN Entity Subscriber will be charged *\$150.00 per quarter* in advance for each authorized user. It is the responsibility of the Billing Contact to notify the Clerk's Office immediately upon the termination or resignation of an authorized user. Liability for the monthly fee will continue until the CPAN Entity Subscriber properly notifies the Clerk's Office of said termination or resignation.

Billing Contact: _____ **Phone:** _____

Billing Contact E-Mail Address: _____

Billing Street Address: _____

Billing City/State/Zip: _____