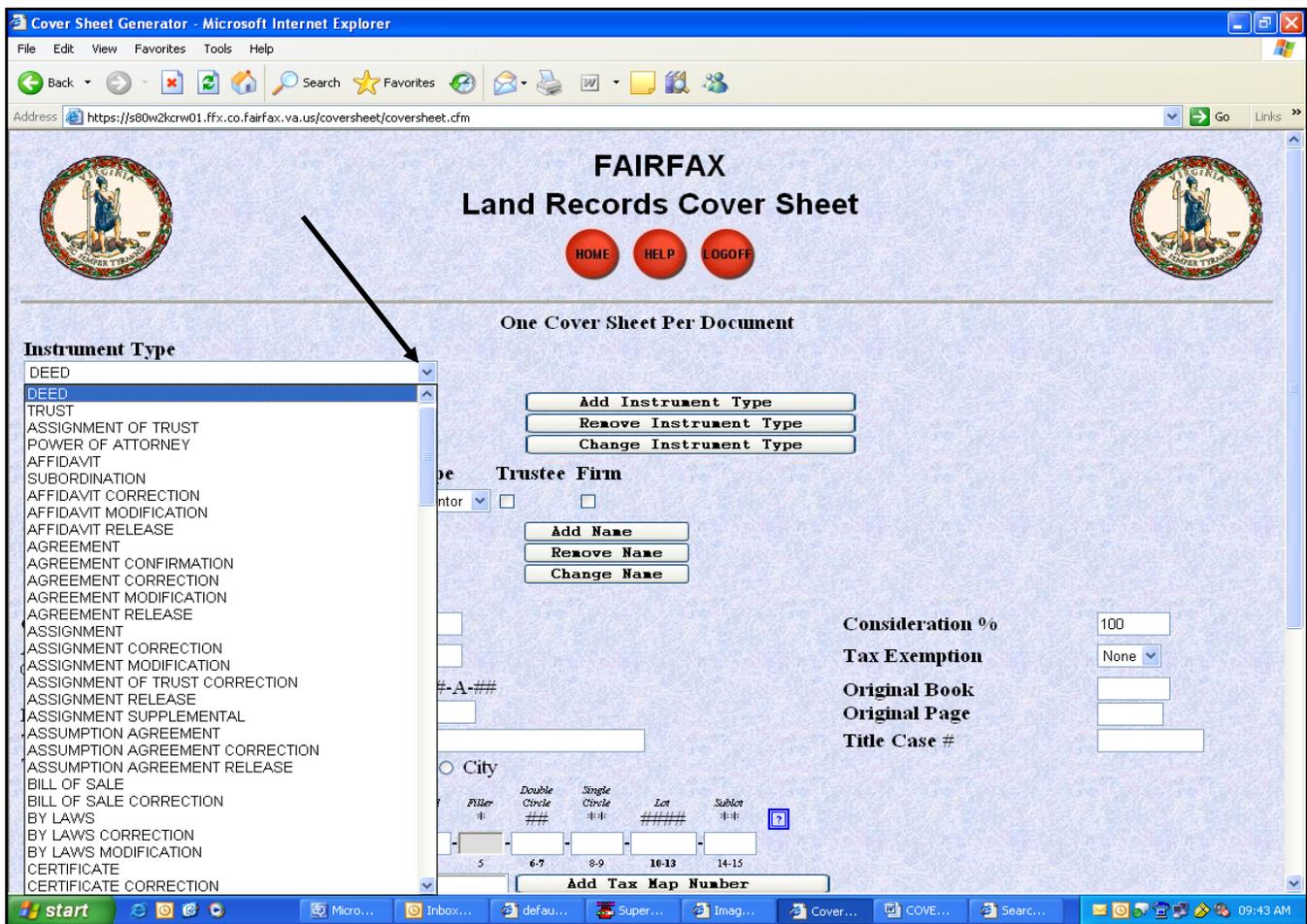


Cover Sheet Instructions

Every document recorded in the Land Records Division must contain a cover sheet. You can prepare the [cover sheet](#) at home or in the Research Room of the Fairfax County Courthouse, adjacent to the Land Records Division. Follow the steps below to prepare your cover sheet. If you need assistance, please do not hesitate to contact the Land Records Division at 703-691-7320, option 3 then 4. You can also refer to the [Recording Guidelines](#) and/or the [Indexing Guidelines by Document Type](#) for assistance.

Step 1. Select an instrument type(s).

1. Go to http://www.fairfaxcounty.gov/courts/circuit/lr_cover_sheet.htm.
2. On the far left of the screen, you will notice a drop down menu entitled *Instrument Type*.
3. Click the down arrow to the right of the drop down menu.

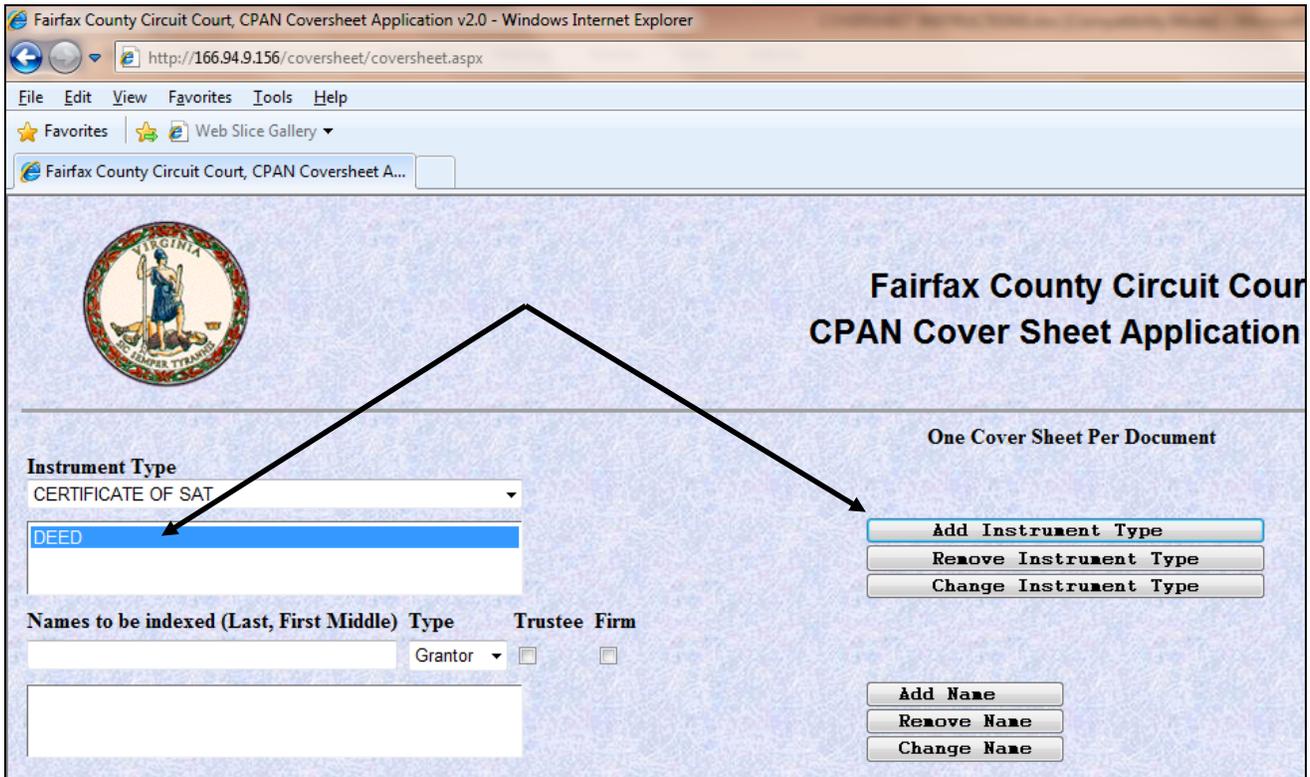


Click the down arrow to see list of instrument types.

4. A list of instrument types will appear. Click the needed instrument type.
5. Click the *Add Instrument Type* button. This will move the instrument type to the dialogue box just below the Instrument Type menu.

6. Repeat Steps 1-5 to add additional instrument types.

Note: One document can have several instrument types. For assistance on selecting the appropriate instrument type(s) see the [Indexing Guidelines by Document Type](#).



Click Add Instrument Type. The instrument type will appear in the dialogue box directly below the Instrument Type drop down menu.

Step 2. Add names to be indexed.

1. In the dialogue box below *Names to be indexed (Last, First Middle)* enter the name of the first grantor. If the grantor is an individual, use the following format: LAST NAME, FIRST NAME MIDDLE NAME SUFFIX (i.e. DOE, JOHN JOSEPH JR).
2. If the grantor is a trustee or a firm, check the *Trustee* and/or *Firm* box.
3. Click the *Add Name* button.

Fairfax County Circuit Court, CPAN Coversheet A...

**Fairfax County Circuit Court
CPAN Cover Sheet Application**

One Cover Sheet Per Document

Instrument Type
CERTIFICATE OF SAT
DEED

Names to be indexed (Last, First Middle) Type Trustee Firm
DOE, JOHN JOSEPH III Grantor
DOE, JOHN JOSEPH III GrantorNon-TrusteeIndividual

Consideration
Amount Not Taxed

Add Instrument Type
Remove Instrument Type
Change Instrument Type

Add Name
Remove Name
Change Name

Add the grantor's name(s). Select Trustee and/or Firm, if appropriate. Click Add Name.

4. If there is more than one grantor, you must enter each name separately.
 - a. To enter the name of the next grantor, highlight the previous name located in the long slender box directly below *Names to be indexed* field.
 - b. Enter the name of the next grantor.
 - c. If the grantor is a trustee and/or a firm, check the *Trustee* and/or *Firm* box.
 - d. Click *Add Name*.
 - e. Repeat until all of the grantors names are added.

Important: Every cover sheet must contain at least one grantor. **Do not leave this field blank.** Please refer to the [Indexing Guidelines by Document Type](#) for assistance.

5. Enter the name of each grantee, repeating steps 1-4 above.
 - a. Note that the system automatically defaults the name type to grantor; therefore, you **must** click the down arrow in the *Type* drop down menu, located to the right of the *Names to be indexed* field to select *Grantee*.
 - b. You will need to select the *Grantee* designation for each grantee's name you add to the cover sheet.

**Fairfax County Circuit Court
CPAN Cover Sheet Application v2.0**

One Cover Sheet Per Document

Instrument Type
CERTIFICATE OF SAT
DEED

Names to be indexed (Last, First Middle) Type Trustee Firm

DOE, JANE MARY	Grantor	<input checked="" type="checkbox"/>	<input type="checkbox"/>
DOE, JOHN JOSEPH III	Grantee	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Consideration
Amount Not Taxed
(Assumption or Original Trust)

####-AA-##-A-##

Buttons: Add Instrument Type, Remove Instrument Type, Change Instrument Type, Add Name, Remove Name, Change Name

Add the grantee's name(s). Change the name type to Grantee. Select Trustee and/or Firm, if appropriate. Click Add Name.

**Fairfax County Circuit Court
CPAN Cover Sheet Application v2.0**

One Cover Sheet Per Document

Instrument Type
CERTIFICATE OF SAT
DEED

Names to be indexed (Last, First Middle) Type Trustee Firm

DOE, JANE MARY	Grantee	<input checked="" type="checkbox"/>	<input type="checkbox"/>
DOE, JOHN JOSEPH III	GrantorNon-TrusteeIndividual	<input type="checkbox"/>	<input checked="" type="checkbox"/>
DOE, JANE MARY	GranteeNon-TrusteeIndividual	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Consideration

Buttons: Add Instrument Type, Remove Instrument Type, Change Instrument Type, Add Name, Remove Name, Change Name

The grantor and grantees' names have been added.

Step 3. Enter the consideration amount.

You must enter the consideration amount for deeds, trusts, contracts, leases, bills of sale, options, trustees' deeds and mortgages. For assistance, please refer to the [Indexing Guidelines by Document Type](#).

1. If you do not need to add the consideration amount proceed to Step 4.
2. If you do need to enter the consideration amount, enter the dollar amount in the *Consideration* field. Do **not** add any punctuation.

Fairfax County Circuit Court, CPAN Coversheet A...



Fairfax County Circuit Court CPAN Cover Sheet Application v2.0

One Cover Sheet Per Document

Instrument Type
 CERTIFICATE OF SAT
 DEED

Names to be indexed (Last, First Middle) Type Trustee Firm
 DOE, JANE MARY Grantee
 DOE, JOHN JOSEPH III Grantor Non-Trustee Individual
 DOE, JANE MARY Grantee Non-Trustee Individual

Consideration
 Amount Not Taxed
 (Assumption or Original Trust)
 100000
 ####-AA-##-A-##

DEM Number
 Title Company
 Tax Map Number

County City

Grid	Quad	Filler	Double Circle	Single Circle	Lot	Sublot
###	#	*	##	**	####	**
1-3	4	5	6-7	8-9	10-13	14-15

Done

Enter the consideration dollar amount.

Step 4. Enter the consideration percentage amount.

When a document pertains to multiple jurisdictions, the consideration percentage refers to the percentage of taxes which apply to Fairfax County or the City of Fairfax

1. If your document does not pertain to multiple jurisdictions, proceed to Step 5.
2. If your document does pertain to multiple jurisdictions, enter the percentage that applies to Fairfax County or the City of Fairfax in *Consideration %* field. Do **not** add the percentage sign (%).

Enter the consideration percentage that applies to Fairfax County or the City of Fairfax.

Step 5. Enter the amount not taxed.

The *Amount Not Taxed* field is only used for deeds of assumption and trust modifications, if the loan amount in the trust modification has increased.

1. If the *Amount Not Taxed* field does not apply to you, proceed to Step 6.
2. If the *Amount Not Taxed* field does apply to you, enter the dollar amount that should not be taxed in the Amount Not Taxed field. Do **not** add any punctuation.

Step 6. Enter the tax exemption.

If you qualify for a tax exemption, select one of the fields in the *Tax Exemption* drop down menu. See the 1950 Code of Virginia, as amended, to determine if an exemption applies to you.

1. If you do not qualify for a tax exemption, proceed to Step 7.
2. If you do qualify for a tax exemption, select the appropriate category from the *Tax Exemption* drop down menu.

<u>Tax Exemption Listed</u>	<u>Description</u>
811**	This applies to any reference from §58.1-811 of the VA Code, where both the grantor and grantee are tax exempt.
CFO	Clerk's fee only
NC	No charge
NS	No state
NSC	No state and county

**If you need to claim an exemption pursuant to §58.-810(3), use 811.

Select the appropriate tax exemption from the drop down menu.

Step 7. Enter the original book and original page numbers.

The original book and page numbers are required for all corrections, certificates of satisfaction and releases. You may enter the original book and page number on any deed, but that is optional. **If the book and page number on the cover sheet does not match the document, your document will be rejected.** For assistance, please see the [Indexing Guidelines by Document Type](#).

1. If the original book and page number is not required and/or you do not wish to enter this information, proceed to Step 8.
2. If the original book and page number is required or if you would like to enter this information, follow the steps below:
 - a. Enter the original book number in the *Original Book* field.
 - i. If the original book number is less than 5 digits, enter the appropriate number of zeros before the book number. For example if the book number is 2000, enter 02000.
 - b. Enter the original page number in the *Original Page* field.
 - i. If the original page number is less than 4 digits, enter the appropriate number of zeros before the page number. For example if the page number is 22, enter 0022.

County Circuit Court
 r Sheet Application v2.0

ver Sheet Per Document

Instrument Type
 e Instrument Type
 e Instrument Type

ame
 ame

Consideration % 50
 Tax Exemption NONE
 Original Book 22222
 Original Page 0001
 Title Case #

Internet | Protected Mode: On

Enter the original book and page numbers.

Step 8. Enter the DEM number.

The DEM Number is only used on documents requiring Fairfax County Department of Public Works Environmental Services approval. This number is provided by the county.

1. If your document does not require county approval, proceed to step 9.
2. If your document does require county approval, enter the number in the text box to the right of the *DEM Number* field. Use the following format: #####-AA-##-A-##.

Fairfax County Circuit Court, CPAN Coversheet A...



Fairfax County Circuit Court CPAN Cover Sheet Application v2.0

One Cover Sheet Per Document

Instrument Type
CERTIFICATE OF SAT

DEED

Names to be indexed (Last, First Middle) Type Trustee Firm
DOE, JANE MARY Grantee

DOE, JOHN JOSEPH III Grantor Non-Trustee Individual
DOE, JANE MARY Grantee Non-Trustee Individual

Consideration
Amount Not Taxes
(Assumption or Original Taxes)

100000

####-AA-##-A-##

DEM Number

Title Company

Tax Map Number

County City

Grid	Quad	Filler	Double Circle	Single Circle	Lot	Sublot
###	#	*	##	**	####	**
1-3	4	5	6-7	8-9	10-13	14-15

Done

Enter the DEM Number in the appropriate format.

Step 9. Enter the name of your title company or law firm.

1. If you are not with a title company or law firm, proceed to Step 11.
2. If you are with a title company or law firm, enter the name of your company or firm in the text box to the left of the *Title Company* field. You may also enter the initials of the preparer of the cover sheet.

Step 10. Enter your case number.

1. This field is for title companies and law firms. If you have an identification number you would like to enter into this field, enter the number in the text box to the left of the *Title Case #* field.
2. If you do not have an identification number you would like to use, proceed to Step 11.

Fairfax County Circuit Court
CPAN Cover Sheet Application v2.0

One Cover Sheet Per Document

Instrument Type
 CERTIFICATE OF SAT
 DEED

Names to be indexed (Last, First Middle) Type Trustee Firm
 DOE, JANE MARY Grantee
 DOE, JOHN JOSEPH III Grantor/Non-Trustee/Individual
 DOE, JANE MARY Grantee/Non-Trustee/Individual

Consideration 100000
Amount Not Taxed (Assumption or Original Title) ####-AA-##-A-##
DEM Number
Title Company JJ LAW FIRM JJ
Tax Map Number

County City

Grid Quad Filler Double Circle Single Circle Lot Sublot
 ### # * ## ** **
 1-3 4 5 6-7 8-9 10-13 14-15

Consideration % 50
Tax Exemption NONE
Original Book 22222
Original Page 0001
Title Case # 1234567890

Enter the name of your title company or law firm, the initials of the individual that prepared the cover sheet and the case number.

Step 11. Add the tax map number.

Tax map numbers are required for all documents except homestead deeds, powers of attorney and power of attorney affidavits.

1. If the tax map number is not required for your document proceed to Step 12.
2. If the tax map number is required for your document, follow the steps below:
 - a. Select whether your property is located in Fairfax County or the City of Fairfax.
 - i. If your property is located in Fairfax County, select the radio button adjacent to the word *County*.
 - ii. If your property is located in the City of Fairfax, select the radio button adjacent to the word *City*.
 - b. Enter the tax map number in text boxes below the *County* and *City* radio buttons.
 - i. The tax map number must be entered correctly, in the proper format. When entering the number, if the number isn't long enough for a particular field, add a zero to the front of the number. For example, if the number for the first field is 54 enter 054. Click the "?" icon to the right of the tax map number field for assistance.
 - c. Click the *Add Tax Map Number* button.
 - d. The tax map number will appear in the text box to the left of the *Add Tax Map Number* button.

Fairfax County Circuit Court, CPAN Coversheet A... CPAN Coversheet Application v2

One Cover Sheet Per Document

Instrument Type
CERTIFICATE OF SAT
DEED

Names to be indexed (Last, First Middle) Type Trustee Firm
DOE, JANE MARY Grantee
DOE, JOHN JOSEPH Grantor/Non-Trustee/Individual
DOE, JANE MARY Grantee/Non-Trustee/Individual

Consideration 100000
Amount Not Taxed (Assumption or Original Trust) #####-AA-##-A-##
DEM Number
Title Company JJ LAW FIRM JJ
Tax Map Number County City

Grid	Quad	Filler	Double Circle	Single Circle	Lot	Sublot
###	#	*	##	**	####	**
123	4		56	78	9123	45
1-3	4	5	6-7	8-9	10-13	14-15

Add Tax Map Number
Remove Tax Map Number
Change Tax Map Number

Done

Select whether the property is located in the County or City of Fairfax. Enter the tax map number and click the Add Tax Map Number button.

Fairfax County Circuit Court, CPAN Coversheet A... CPAN Coversheet Application v2

One Cover Sheet Per Document

Instrument Type
CERTIFICATE OF SAT
DEED

Names to be indexed (Last, First Middle) Type Trustee Firm
DOE, JANE MARY Grantee
DOE, JOHN JOSEPH Grantor/Non-Trustee/Individual
DOE, JANE MARY Grantee/Non-Trustee/Individual

Consideration 100000
Amount Not Taxed (Assumption or Original Trust) #####-AA-##-A-##
DEM Number
Title Company JJ LAW FIRM JJ
Tax Map Number County City

Grid	Quad	Filler	Double Circle	Single Circle	Lot	Sublot
###	#	*	##	**	####	**
123-4-56-78-9123-45						
1-3	4	5	6-7	8-9	10-13	14-15

123-4-56-78-9123-45 County

Add Tax Map Number
Remove Tax Map Number
Change Tax Map Number

Done

The tax map number has been added to the coversheet.

Step 12. Enter the property description.

The legal property description is required on all documents except homestead deeds, powers of attorney, power of attorney affidavits, certificates of satisfaction and trust assignments.

1. If the legal description is not required for your document, proceed to Step 13.
2. If the legal description is required for your document, enter the legal description in the *Property Description* field. Do not enter **any** punctuation into this field.

The screenshot shows a web browser window with two tabs: "Fairfax County Circuit ..." and "Fairfax County". The form is titled "CERTIFICATE OF SAT" and has a dropdown menu for "Instrument Type" with "DEED" selected. To the right of this dropdown are three buttons: "Add Instrument Type", "Remove Instrument Type", and "Change Instrument Type".

Below this is a section for "Names to be indexed (Last, First Middle) Type" with a "Trustee Firm" checkbox. The "Name" field contains "DOE, JANE MARY" and the "Type" is set to "Grantee". Below this is a list of names with "DOE, JANE MARY Grantee Non-Trustee Individual" selected. To the right are buttons for "Add Name", "Remove Name", and "Change Name".

The "Consideration" field is "100000" and "Amount Not Taxed" is "50000". Below these is a pattern "####-AA-##-A-##".

The "DEM Number" field is empty. The "Title Company" field is "JJ LAW FIRM JJ". The "Tax Map Number" section has radio buttons for "County" (selected) and "City". Below this is a grid of numbers: "Grid ###", "Quad #", "Filer *", "Double Circle ###", "Single Circle **", "Lot #####", and "Sublot **". The "Tax Map Number" field contains "123-4-56-78-9123-45County" and has buttons for "Add Tax Map Number", "Remove Tax Map Number", and "Change Tax Map Number".

The "Property Description" field contains "LOT 123 PHASE 456 TOWN GARDENS". A black arrow points to this field.

At the bottom, the "# of Pages" field is "1" and "Oversized Plats" is "0".

Enter the legal description of the property.

Step 13. Enter the number of pages.

1. In the *# of Pages* field, enter the total number of pages in your actual document. Do not include the cover sheet.

DEED

Add Instrument Type
Remove Instrument Type
Change Instrument Type

Names to be indexed (Last, First Middle) Type Trustee Firm

DOE, JANE MARY Grantee

DOE, JOHN JOSEPH Grantor Non-Trustee Individual
DOE, JANE MARY Grantee Non-Trustee Individual

Add Name
Remove Name
Change Name

Consideration 100000
Amount Not Taxed 50000
(Assumption or Original Trust)

####-AA-##-A-##

DEM Number

Title Company JJ LAW FIRM JJ

Tax Map Number

County City

Grid	Quad	Filler	Double Circle	Single Circle	Lot	Sublot
###	#	*	##	**	####	**
1-3	4	5	6-7	8-9	10-13	14-15
123-4--56-78-9123-45County						

Add Tax Map Number
Remove Tax Map Number
Change Tax Map Number

Property Description LOT 123 PHASE 456 TOWN GARDENS

of Pages 4
(8 1/2 x 14 or Smaller)

Oversized Plats 0
(Larger than 8 1/2 x 14)

of Copies 0

of Oversized Plats Copies 0

Enter the number of pages of your actual document. Do not include the cover sheet.

Step 14: Finalize and print the cover sheet.

1. Click the *Calculate Fee* button. This will provide you with a breakdown of the fees and taxes that apply to the recording of your document.
2. The document will open in a new window.

DOE, JANE MARY Grantee

DOE, JOHN JOSEPH Grantor Non-Trustee Individual
DOE, JANE MARY Grantee Non-Trustee Individual

Add Name
Remove Name
Change Name

Consideration 100000
Amount Not Taxed 50000
(Assumption or Original Trust) ###-AA-##-A-##

DEM Number
Title Company JJ LAW FIRM JJ
Tax Map Number
County City

Grid Quad Filler Double Circle Single Circle Lot Sublot
* ## ** ##### **

123-4-56-78-9123-45County
Add Tax Map Number
Remove Tax Map Number
Change Tax Map Number

Consideration % 50
Tax Exemption NONE
Original Book 22222
Original Page 0001
Title Case # 1234567890

Property Description LOT 123 PHASE 456 TOWN GARDENS

of Pages 4 (8 1/2 x 14 or Smaller)
of Copies 0

Oversized Plats 0 (Larger than 8 1/2 x 14)
of Oversized Plats Copies 0

of Cover Sheet Pages 1
Certified Page Ranges

Create Barcode Page Calculate Fee Clear

Disclaimer
These fee calculations are intended to cover the typical cases. Call the Land Records office for assistance with special cases. Fees subject to change without notice.

Click Calculate Fee to see a breakdown of the fees and taxes owed.

Fairfax County Circuit Court
CPAN Fee Page v2.0

Date Tuesday, November 27, 2012
Document Count 1
(This is Not a Valid Receipt)

Revenue Description	Revenue Code	Revenue Amount
Administrative Fees		
OPENSOURCE PRESERVATION	035	\$1.00
CLERKS FEE	301	\$14.50
CO TRANSFER FEE	212	\$1.00
TECH FUND	106	\$5.00
DEED PROCESSING FEE	036	\$20.00
LIBRARY FUND	145	\$1.50
Taxes		
Total Amount Due For Document 1		\$43.00

Print Recording Costs

Sample Breakdown of Fees and Taxes Owed. Click Print Recording Costs to print the document.

- To print a copy of the document, click *Print Recording Costs*.
- Close the fee breakdown window.
- Click the *Create Barcode Page* button to generate the cover sheet.

Fairfax County Circuit ... x Fairfax County

DOE, JANE MARY Grantee

DOE, JOHN JOSEPH Grantor/Non-Trustee/Individual
DOE, JANE MARY Grantee/Non-Trustee/Individual

Add Name
Remove Name
Change Name

Consideration 100000
Amount Not Taxed (Assumption or Original Trust) 50000
DEM Number
Title Company JJ LAW FIRM JJ
Tax Map Number

Consideration % 50
Tax Exemption NONE
Original Book 22222
Original Page 0001
Title Case # 1234567890

County City

Grid Quad Filler Double Circle Single Circle Lot Sublot
* ## ** ##### **

1-3 4 5 6-7 8-9 10-13 14-15

123-4-56-78-9123-45 County

Add Tax Map Number
Remove Tax Map Number
Change Tax Map Number

Property Description LOT 123 PHASE 456 TOWN GARDENS

of Pages 4 (\$ 1.2 x 14 or Smaller)
of Copies 0

Oversized Plats 0 (Larger than \$ 1.2 x 14)
of Oversized Plats Copies 0

of Cover Sheet Pages 1
Certified Page Ranges

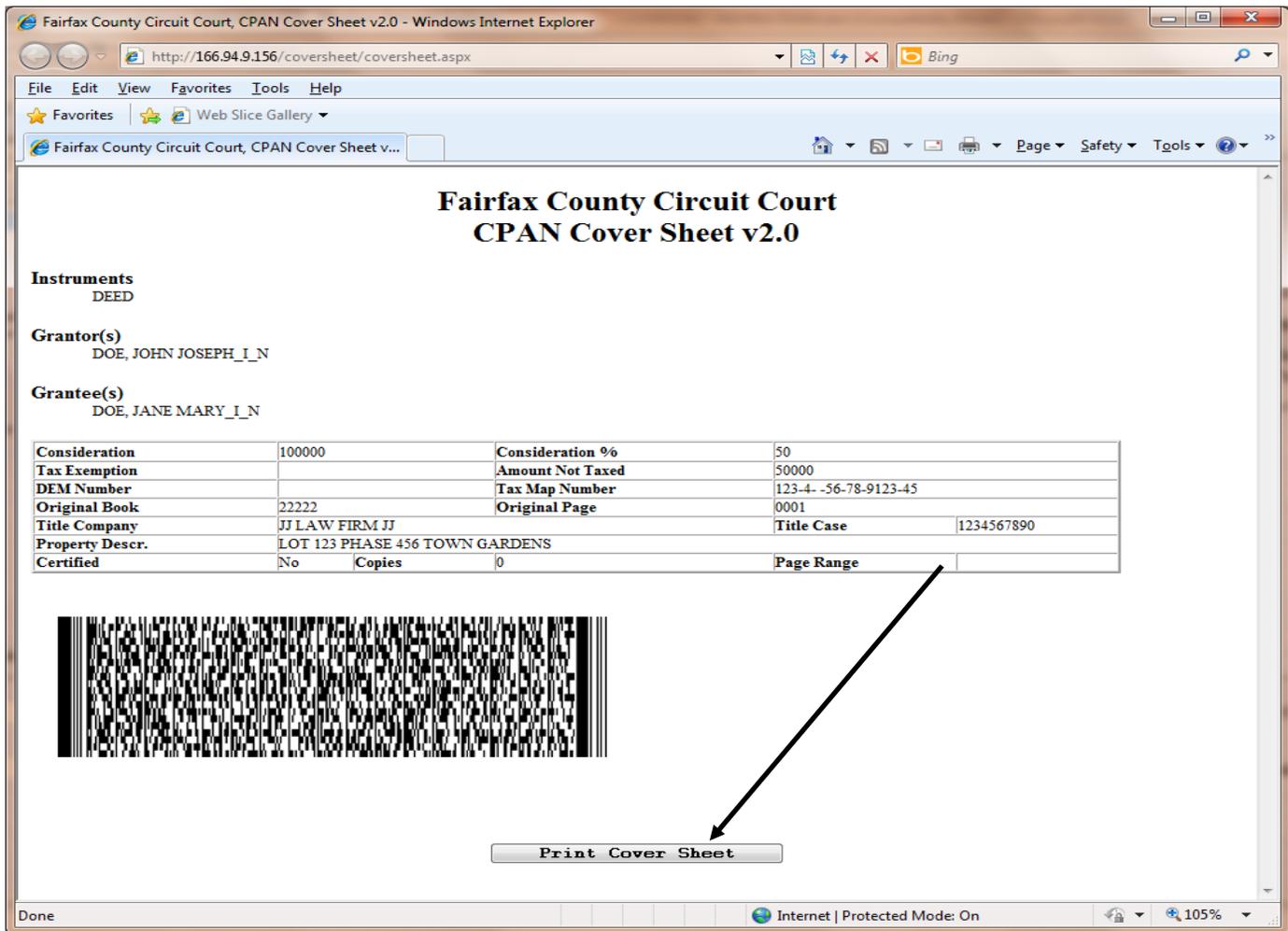
Create Barcode Page Calculate Fee Clear

Disclaimer
These fee calculations are intended to cover the typical cases. Call the Land Records office for assistance with special cases. Fees subject to change without notice.

Internet | Protected Mode: On

Click Create Barcode Page.

6. The cover sheet will open in a new window.



Sample Cover sheet.

7. Click *Print Cover Sheet*.
8. Attach your document to the back of the cover sheet. The cover sheet should be the first page of your document.