



Fredericksburg Circuit Court
Continuity of Operations and Disaster Recovery Plan

701 Princess Anne Street, Suite 100
Fredericksburg, VA 22401-5916

This Continuity of Operations (COOP) Plan was prepared by the Fredericksburg Circuit Court to develop, implement and maintain a viable COOP capability. This COOP Plan complies with applicable internal policy, local and state regulations, and supports recommendations provided in the Federal Emergency Management Agency's Federal Continuity Directive 1 (FCD 1). This COOP Plan has been distributed internally within Fredericksburg and with external agencies that might be affected by its implementation.

Purpose, Scope & Concept of Operations: §17.1-207(A)(3)

Pursuant to §17.1-207(A)(3), the Chief Judge (or presiding chief judge) of the Fredericksburg Circuit Court may authorize the Clerk of the Court to close the Clerk's Office and implement some (or all) components of this Disaster Recovery (DRP) Plan, when the Chief Judge or presiding chief judge determines that operation of the Clerk's Office at the Fredericksburg Courthouse at 701 Princess Anne Street, Fredericksburg, Virginia, under the prevailing conditions, would constitute a threat to the health and safety of the Clerk's Office personnel or the general public. The Judicial Continuity Team will rapidly organize to assess impacts on Courthouse operability and determine needed actions. (§§16.1-69.35, 17.1-207(A)(3))

The Fredericksburg Circuit Court's Mission Essential Functions shall be maintained at all times, regardless of location. Open lines of communication shall be sustained to ensure the Chief Judge, Clerk and Sheriff's Department can conduct court operations and honor all state-mandated and Constitutionally-protected rights and judicial services.

Table of Contents

APPROVALS

PRIVACY STATEMENT

RECORD OF CHANGES

EXECUTIVE SUMMARY

Section 1 INTRODUCTION

- 1.1 Purpose 6
- 1.2 Applicability 7
- 1.3 COOP Team 7
 - 1.3.1 Department Head 7
 - 1.3.2 Department COOP Coordinator 8
 - 1.3.3 Department Staff 8

Section 2 CONCEPTS OF OPERATIONS

- 2.1 Alert and Notification 8
 - 2.1.1 Emergency Notification 8
 - 2.1.2 Alternate Notification Process 9
- 2.2 Orders of Succession and Delegations of Authority 9
 - 2.2.1 Orders of Succession 9
 - 2.2.2 Delegations of Authority 10
- 2.3 Department Backup Personnel/Key Personnel 10
 - 2.3.1 Internal Call List 10
 - 2.3.2 Continuity Facilities 10
 - 2.3.3 Continuity Facility Support Procedures 10
- 2.4 Mission Essential Functions 11
- 2.5 Mission Essential Functions Support Elements 11
 - 2.5.1 Critical Software 12
 - 2.5.2 Critical Equipment 12
 - 2.5.3 Vital Files, Records and Databases 12
 - 2.5.3.1 Preservation of Records 12
 - 2.5.4 External Contacts/Vendors 12

Section 3 COORDINATING INSTRUCTIONS

- 3.1 Responsibilities 13
 - 3.1.1 Scenario 1: Loss of Access to the Facility 13
 - 3.1.1.1 Assumptions 13
 - 3.1.1.2 COOP Alert and Notification 13
 - 3.1.1.3 COOP Plan Implementation 14
 - 3.1.2 Phase I – Activation and Relocation 14
 - 3.1.3 Phase II – Continuity Operations 14
 - 3.1.4 Phase III – Reconstitution 15
 - 3.1.5 Scenario 2: Loss of Services Due to a Reduction in Workforce 15

- 3.1.5.1 Assumptions 16
- 3.1.5.2 COOP Alert and Notification 16
- 3.1.5.3 COOP Plan Implementation 16
- 3.1.6 Phase I – Activation and Relocation 17
- 3.1.7 Phase II – Continuity Operations 17
- 3.1.8 Phase III – Reconstitution 17
- 3.1.9 Scenario 3: Loss of Services Due to Equipment or System Failure 18
 - 3.1.9.1 Assumptions 18
 - 3.1.9.2 COOP Alert and Notification 18
 - 3.1.9.3 COOP Plan Implementation 18
- 3.1.10 Phase I – Activation and Relocation 18
- 3.1.11 Phase II – Continuity Operations 19
- 3.1.12 Phase III – Reconstitution 19

Section 4 Cyber Security 20

Section 5 Essential Records and Legal Authorities 20/21

Section 6 Mission Essential Functions 22-25

Appendix A Internal Call List/Staff Roster 26

Appendix B Critical Technology Assets and Systems 27

Appendix C Interdependent Vendor Listing 28

Appendix D COOP Implementation Check List 29-31

Plan Maintenance 32

Continuity Facility Information 32

List of Tables

- Table 2-2 Recovery Time Objective 11
- Table A-1 Internal Call List / Staff Roster 25
- Table B-1 Critical Technology Assets 27
- Table C-1 Interdependent Vendors 28
- Table D-1 COOP Implementation Checklist 29-31

Approvals

15th Judicial Circuit

Circuit Court Clerk	Honorable Jeff Small _____
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Executive Summary

This Continuity of Operations (COOP) Plan provides guidance to Fredericksburg Circuit Court personnel to fulfill all assigned mission essential functions during any contingency and to provide for employees' safety and well-being if any facilities are threatened or inaccessible. Specific objectives of this COOP Plan include the following:

- Ensure mission essential functions achieve Recovery Time Objective (RTO) and Recovery Point Objective (RPO)
- Protect critical facilities, equipment, vital records and other assets
- Reduce or mitigate disruptions to operations
- Reduce loss of life and minimize damages
- Achieve a timely and orderly recovery from an emergency and resume full service to the citizens of Virginia

This plan is a preparedness document, intended to be read and understood before an emergency occurs. It is critical that a high level of preparedness be achieved and maintained by Fredericksburg Circuit Court personnel.

Recommended changes to this plan should be sent to the Clerk of the Court or department COOP Team Plan Maintenance representative.

Section 1 Introduction

This COOP Plan provides guidance for the Fredericksburg Circuit Court in carrying out its responsibilities and ensuring that mission essential functions are continued in an emergency or threat of an emergency that would affect normal operations of the department.

- Situation and assumptions
- COOP organizations and responsibilities
- Concept of operations

1.1 Purpose

The purpose of this COOP Plan is to facilitate the Fredericksburg Circuit Court's ability to continue to perform essential functions in circumstances in which any office location is threatened or incapacitated and relocation of personnel and functions must occur.

The department must be prepared to provide mission essential functions throughout the spectrum of possible threats, including natural disasters, acts of terrorism, workforce shortages and other hazards to which the department may be subject. This plan will prepare the department for measures that will preserve life, minimize damage, enhance response and assistance during emergencies, and establish a recovery system to facilitate the return of the department to its normal operational status.

In particular, this COOP Plan addresses the following three circumstances:

- Loss of access to a facility that requires relocation
- Loss of services due to an IT system or equipment failure
- Loss of services due to a reduction of workforce, such as in the case of pandemic influenza

1.2 Applicability

The provisions of this document apply to all personnel in the Fredericksburg Circuit Court and all locations where essential functions are conducted. The provisions of this document also apply to the array of emergencies and hazards that could threaten the department and require relocation of essential functions.

This document applies to incidents that significantly disrupt the department's essential functions as determined by its Director. The scope does not apply to temporary disruptions of service during short-term building evacuations or other situations where services are anticipated to be restored in the primary facility within a short period. The Director will determine situations that require implementation of the COOP Plan.

The plan will identify the essential functions, facilities, equipment, vital records and other resources required to perform them as well as the procedures to facilitate a timely and orderly recovery from an emergency.

This plan is designed to meet the following requirements:

- Department of Homeland Security COOP Guidance Documents, Federal Continuity Directive (FCD) 1 and FCD 2 dated February 2008, which provide a structure for formulating a COOP Plan
- The Emergency Management Accreditation Program, September 2007
- The National Incident Management System, March 2004
- The National Fire Protection Association 1600 Planning Standards, 2007 Edition
- Virginia Department of Emergency Management's "Continuity of Operations Planning Manual" – Version 4, February 2008

1.3 COOP Team

In the event of an incident that impacts normal operations, employees might be asked to relocate or take on additional or alternate functional responsibilities as circumstances dictate. This plan identifies assigned positions and functions associated with activating and implementing the COOP Plan. It also details functional activities that might be assigned to department employees by the COOP Team to support COOP Plan implementation. Employee responsibilities:

1.3.1 Department Head

- Activates the Department COOP Plan
- Provides policy direction, guidance and objectives during implementation of the COOP Plan
- Consults with and advises appropriate officials during implementation of the COOP Plan
- Serves as the principal department representative to external parties and groups during implementation of the COOP Plan
- Ensures essential functions to be performed when any element of the department is relocated
- Identifies those functions that can be deferred

1.3.2 Department COOP Coordinator

- Serves as the department COOP program point of contact

- Coordinates implementation of the COOP Plan and initiates notifications inside and outside the department
- Aids COOP Team efforts at the continuity facility
- Assigns personnel to assist in securing office equipment and files at department locations when implementing the COOP Plan
- Coordinates lodging, food and other arrangements at the continuity facility, if necessary, for staff who will not commute and need to remain

1.3.3 Department Staff

- Understands their continuity roles and responsibilities
- Is willing to perform in continuity situations to ensure the organization can continue its essential functions
- Ensures that family members are prepared for and taken care of in an emergency situation

Section 2

Concept of Operations

To implement the COOP plan has developed a concept of operations within the COOP program, which describes the approach to implementing the plan and how each planning element will be addressed. This section of the Fredericksburg Circuit Court plan identifies how it will address issues associated with alert and notification and the components of the department's plan.

2.1 Alert and Notification

2.1.1 Emergency Notification

Because most events that would trigger activation of the Fredericksburg Circuit Court COOP Plan will be sudden and unexpected, rapid notification of key personnel is necessary to initiate the procedures that ensure continuity of essential functions. The Internal Call List/Staff Roster in Appendix A identifies key personnel and their contact information. Notification will begin with the department Director, or designee, and cascade down the list.

Communication of information and guidance for personnel will proceed via telephone using current emergency notification procedures. Depending on the situation, information may be provided by e-mail, official websites or through announcements released to local radio and television stations. Personnel should remain at their offices or homes until receiving specific guidance.

Emergency status will be conveyed to department personnel at the time of notification and is outlined in the Basic Plan. Emergency levels include the following:

- Alert – An event is anticipated but no immediate response is required
- Stand-by - An event is anticipated, specific response directions are given
- Partial Implementation – An event has occurred, essential functions have been impacted and plan activation for affected departments given
- Full Plan Implementation – An event has occurred, immediate activation of the COOP Plan has been given
-

2.1.2 Alternate Notification Process

The department will utilize both the public radio and television stations as a supplemental means when necessary for staff notifications, tailoring specific messages to address the needs of the department and staff.

2.2 Orders of Succession and Delegations of Authority

The Fredericksburg Circuit Court has identified successors and delegated authorities for making policy determinations and decisions. All delegations specify what the authority covers, what limits have been placed on exercising it, which successor will have the authority, and under what circumstances, if any, the authority may be delegated.

2.2.1 Orders of Succession

Director: Clerk of the Court

Alternate 1: Chief Deputy Clerk

Alternate 2: Archivist Deputy James T. Walker

In the event the Director and all successors named above are unavailable or incapacitated, the Department COOP Coordinator will assume leadership or designate an interim director.

Department COOP Coordinator:

2.2.2 Delegations of Authority

Delegations of authority follow the orders of succession that are documented above. No specific or unique delegations have been established based on scenario, and no issues with varying levels of authority have been identified.

2.3 Department Backup Personnel/Key Personnel

The Fredericksburg Circuit Court has trained personnel who are prepared to back-up and perform functions that other employees may be unavailable to perform. These employees designated as backup personnel have adequate documentation and first-hand experience performing this function within their department. A cross-training program is part of normal operations.

The department essential functions are included in **Section 6 Mission Essential Functions**.

2.3.1 Internal Call List

The internal call list contains the names and contact information of personnel who will be contacted should the Fredericksburg Circuit Court be threatened by or experience a significant disruption to their services. See Appendix A for the Internal Call List/Staff Roster.

2.3.2 Continuity Facilities

**Primary Site: Stafford Circuit Court Building,
1300 Courthouse Road
Stafford, Va. 22554**

Alternate 1: TBD (Facility arrangements for long term deployment would be coordinated with Fredericksburg Administration and Elected Officials assistance.)

The Fredericksburg Circuit Court recognizes that normal operations may be disrupted and that there may be a need to perform essential functions at a continuity facility, also known as an alternate location.

2.3.3 Continuity Facility Support Procedures

Continuity facility support procedures and responsibilities that can be used for COOP emergencies are located in the Basic Plan.

2.4 Mission Essential Functions

Using the criteria established by the Department Staff and outlined in the Basic Plan, the Fredericksburg Circuit Court has identified essential functions and key personnel who have specific knowledge about department functions that must be performed to meet its responsibilities to the stakeholders of the Circuit Court.

A listing of the department's essential functions is included in Section 6: Mission Essential Functions. For each essential function identified, the list also includes the personnel required to execute the function and the Recovery Time Objective (RTO) assigned to each function as listed in Table 2-2

2.5 Mission Essential Functions Support Elements

Deciding which essential function should be restored first in a crisis is impossible without considering each function's time criticality. This relates to the amount of time that the function can be suspended before its impact on the department's mission is unacceptable and the overall rank of that function in the priority recovery sequence for the Fredericksburg Circuit Court.

The Recovery Time Objective (RTO) is the maximum outage allowable before the function needs to be resumed in either an automated or interim manner. The Fredericksburg Circuit Court will define the RTO for specific mission critical information technology systems and applications. It should also be noted that when the essential function is resumed following a disaster, the essential function may still need to be processed in a degraded mode due to reduced functionality or unavailability of supporting elements.

**Table 2-2
Recovery Time Objective**

Essential Functions	RTO
Case Management	<12 Hours
Financial Management	<12 Hours
Judgment Processing	72 Hours
Recordation	72 Hours
Calendar Management	72 Hours
Probate	14 Days
Jury Processing	14 Days
Marriage License Processing	14 Days

2.5.1 Critical Software

Critical software includes the specific software required to perform each essential function. Critical software is listed in Appendix B: Critical Technology Assets and Systems. The items listed are necessary to support the Mission Essential Functions.

2.5.2 Critical Equipment

Critical equipment includes specific equipment required to perform each essential function. Critical equipment is listed in Appendix B: Critical Technology Assets and Systems. The items listed are necessary to support the Mission Essential Functions.

2.5.3 Vital Files, Records and Databases

Vital files, records and databases include specific files, records and databases required to perform each essential function. Vital files, records and databases are listed in Section 6: Mission Essential Functions, associated with the function they support.

2.5.3.1 Preservation of Records

The COOP Plan documents the vital files and records that will need to be recovered in an emergency. These documents include both hard copy and electronic files.

All vital electronic files should be maintained on servers designated for Fredericksburg Circuit Court by the Virginia Supreme Court or other vendor. This group ensures that all data stored on designated production servers are backed up nightly with weekly backups being taken off-site to a secure location. Any vital electronic files that are maintained on desktop or laptop computer hard drives should also be backed up and stored off-site on the same schedule. It is also the responsibility of each department to regularly, at least on a quarterly basis, review with vendors the list of files being backed up for completeness and for any obsolete files.

2.5.4 External Contacts/Vendors

The external call list contains the names and contact information for entities that may need to be contacted should the department experience a significant disruption to its operations. External contacts are vendors or stakeholders involved in the organization's functions. The External Contacts/Vendors are listed in Appendix C: Independent Vendor Listing.

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Section 3 Coordinating Instructions

3.1 Responsibilities

Before an incident occurs, the department must have defined processes to resume functions and to relocate and perform from a continuity facility, if necessary.

This section provides a summary of the requirements for Fredericksburg Circuit Court personnel who have significant roles and responsibilities in implementing the COOP Plan. The response and recovery of operations is contingent on the type of disruptive event. This section provides instructions for each of the three basic scenarios:

- Loss of access to a facility (as in a fire)
- Loss of services due to a reduced workforce (as in pandemic influenza)
- Loss of services due to equipment or systems failure (as in Information Technology (IT) systems failure)

The COOP Implementation Checklists in Appendix D detail the specific tasks to be assigned during the Activation and Relocation, Continuity Operations and Reconstitution phases.

Scenario 1: Loss of Access to the Facility

3.1.1.1 Assumptions

- The department is vulnerable to a full range of hazards including human-caused, natural and technological disasters
- Leadership and employees recognize their responsibilities and exercise their authority to implement this plan in a timely manner when confronted with events
- If properly implemented, this COOP Plan will reduce or prevent disaster-related losses
- An incident causing loss of access to the facility may occur during duty or non-duty hours
- Relocation to alternate facilities is required

3.1.1.2 COOP Alert and Notification

- Department head determines need and implements the COOP Plan
- Department COOP Coordinator notifies COOP Team and Department Staff of activation and provides initial directions (for example, "Arrive at designated meeting location within two hours for initial assessment.")
- Department COOP Coordinator notifies facility and operations personnel of activation additional notification measures within 12 hours of activation include:

- Department COOP Coordinator contacts the Public Information Officer and coordinates any necessary press release or public messages (for example, "... is temporarily unavailable; status updates will be released as they are available.")
- Department COOP Coordinator or designee notifies all current active vendors, contractors and suppliers of COOP Plan activation and provides direction on activities that will need to be altered, suspended or enhanced as a result
- As appropriate and necessary, the Department COOP Coordinator notifies the primary point of contact for surrounding agencies and organizations of the COOP Plan activation, any potential consequences and planned alternate actions that may be required until normal operations can be restored.

3.1.1.3 COOP Plan Implementation

Implementation of the plan is based on three phases of operation: activation and relocation; continuity operations; and reconstitution.

3.1.2 Phase I – Activation and Relocation

This section documents procedures for activation and relocation from a loss of access to a facility.

- Once notified that the Department COOP Plan is activated, the Department COOP Coordinator uses the COOP Team/Staff Roster to notify staff
- Within three hours following activation of the Department COOP Plan, personnel assemble at the continuity facility
- The COOP Coordinator in conjunction with the Public Information Officer (or other position) initiates activities to support the actions being taken by the department including alert, notification and guidance to personnel
- Department leaders confirm the safe evacuation of staff from the facilities, if applicable, and account for staff throughout the duration of the COOP event
- Supervisors and managers make contact with staff under their span of control via use of the COOP Team/Staff Roster. The Department COOP Coordinator is responsible for keeping personnel contact lists current and maintaining the lists in hard copy off-site

3.1.3 Phase II – Continuity Operations

This section documents procedures for continuity operations due to a loss of access to a facility.

- Activated personnel resume essential operations at the continuity facility
- COOP Coordinator or department manager provides additional guidance to non-activated staff as required by the situation
- The department conducts meetings to receive updates, assess status and make decisions
- COOP Team or Reconstitution Manager initiates efforts to return to normal operations (reconstitution)

3.1.4 Phase III – Reconstitution

This section documents procedures for reconstitution after a loss of access to a facility.

- Department personnel continue to provide essential services
- Department head informs staff that the threat no longer exists and provides instructions for resumption of normal operations. Announcement is disseminated via established notification procedures
- Department conducts a “hot wash” or review of its COOP operations and the effectiveness of its plans and procedures as soon as possible
- Department reports the status of reconstitution to executive leadership and other key contacts (other agencies, vendors, partners), as applicable

3.1.5 Scenario 2: Loss of Services Due to a Reduction in Workforce

3.1.5.1 Assumptions

- The department is vulnerable to the full range of hazards (human-caused, natural and technological disasters)
- Leadership and employees have been cross-trained
- If properly implemented, this COOP Plan will reduce or prevent event-related losses
- A reduction in workforce may occur during or after operating hours

The department has implemented reduction in workforce policies and procedures, such as cross-training and alternate work arrangements.

3.1.5.2 COOP Alert and Notification

- Department head determines need and activates the COOP Plan
- Department head notifies executive leadership that the Department COOP Plan has been activated.
- Department COOP Coordinator notifies COOP Team of activation and provides initial directions (for example, “All non-essential activities will be curtailed until further notice and temporary staff assignments will be made to fill in for absent personnel.”)

Additional notification measures within 12 hours of activation include:

- Department COOP Coordinator notifies the Public Information Officer of activation and coordinates any necessary press release or public messages (for example, “The Fredericksburg Circuit Court office is closed. Please contact the Public Information Officer for additional information.”)
- Department COOP Coordinator or designee notifies all current active vendors, contractors and suppliers of COOP Plan activation and provides direction on activities that will need to be altered, suspended or enhanced as a result of circumstances resulting in COOP Plan activation

3.1.5.3 COOP Plan Implementation

Implementation of the plan is based on three phases of operation: activation and relocation; continuity operations; and reconstitution.

3.1.6 Phase I – Activation and Relocation

This section documents procedures for activation and relocation due to loss of services from a reduction in workforce, with or without advance notice.

- Once notified that the COOP Plan is activated, the Department COOP Coordinator uses the COOP Team/Staff Roster to notify staff
- Activated personnel are informed of their roles and responsibilities and are directed to report to continuity facility, if applicable
- The Department COOP Coordinator, in conjunction with the Public Information Officer (or other position), initiates activities to support the actions being taken by the department, including alert, notification and guidance to non-COOP personnel including the public (e.g., reduction in services or operational hours)

3.1.7 Phase II – Continuity Operations

This section documents procedures for continuity operations due to loss of services from a reduction in workforce. Many of the same procedures that were identified in the previous section addressing loss of access to a facility may be used here. Depending on the incident, this phase may not be relevant in a reduced workforce scenario.

- Activated staff continues essential operations
- Department COOP Coordinator provides additional guidance to personnel via the alert and notification procedure and through other available means
- Department conducts COOP Team meetings to receive updates, assess status and make decisions
- COOP Team or Reconstitution Manager initiates efforts to return to normal operations (reconstitution)

3.1.8 Phase III – Reconstitution

This section documents procedures for reconstitution due to loss of services from a reduction in workforce. Many of the same procedures that were identified in the previous section addressing loss of access to a facility may be used here. Depending on the incident, this phase may not be relevant in a reduced workforce scenario.

- Department essential personnel continue to provide essential services
- Department head informs staff that the threat longer exists and provides instructions for resumption of normal operational hours. Announcement is disseminated via established notification procedures

Department conducts a “hot wash” and After Action Report (AAR) of its COOP operations and the effectiveness of its plans and procedures as soon as possible.

3.1.9 Scenario 3: Loss of Services Due to Equipment or System Failure

3.1.9.1 Assumptions

- If properly implemented, this COOP Plan will reduce or prevent event-related losses
- Loss of equipment or systems might occur during or after operating hours
- Department has established interim processes for activation as necessary

3.1.9.2 COOP Alert and Notification

- Department head determines need and activates the COOP Plan
- Department head notifies executive leadership
- Department COOP Coordinator notifies COOP Team of activation and provides initial directions (for example, “Implement manual processing mode of operation until the ... service has been restored.”)
- Department Director notifies IT, Facilities and Public Affairs/Publications, as necessary

Additional notification measures within 12 hours of activation include:

- Department COOP Coordinator notifies the Public Information Officer of activation and coordinates any necessary press release or public messages (e.g., “Professionalism course registration is unavailable until further notice”)
- Department COOP Coordinator or designee notifies all current active vendors, contractors and suppliers of COOP Plan activation and provides direction on activities that will need to be altered, suspended or enhanced as a result

3.1.5.3 COOP Plan Implementation

Implementation of the COOP Plan is based on three phases of operation: activation and relocation; continuity operations; and reconstitution.

3.1.10 Phase I – Activation and Relocation

This section documents procedures for activation and relocation for a loss of services due to equipment or system failure.

- Once notified that the COOP Plan is activated, the COOP Coordinator uses the Rapid Recall List to notify staff
- Activated essential personnel are informed of their roles and responsibilities and are directed to report to continuity facility or another site where system access is available
- Within 12 hours, activated personnel assemble at the continuity facility

3.1.11 Phase II – Continuity Operations

This section documents procedures for continuity operations for a loss of service due to equipment or system failure.

- Activated essential personnel continue operations
- Department conducts COOP Teams meetings to receive updates, assess status and make decisions
- COOP Team or Reconstitution Manager initiates efforts to return to normal operations (reconstitution)

3.1.12 Phase III – Reconstitution

This section documents procedures for reconstitution for a loss of service due to equipment or system failure.

- Department head informs staff that the threat no longer exists and provides instructions for resumption of normal operational hours and staffing. Announcement is disseminated via established notification procedures
- Department reports the status of reconstitution to executive leadership and other key contacts (local jurisdictions, vendors, partners), as applicable

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Section 4 Cyber Security

Cyber Attack Recovery Plan*: Recovery of records systems will be as follows in the event of a Cyber Attack:

Court Records (Supreme Court of Virginia) will be recovered based on DJS RMS/CIS Systems confidential Cyber Security Plan. Land Records, Judgments, Wills and Fiduciaries, Financing Statements, General Miscellaneous and Marriage Licenses (Logan Systems) will be recovered based on Logan Systems confidential Cyber Security Plan. CCMS, FAS, and Case Management records will be recovered by the Supreme Court of Virginia based on the confidential Hosted Environment Information Security Standards Plans developed by VITA

Section 5 Essential Records and Legal Authorities

Essential Records Implementation Plan: Records can be retrieved on an emergency basis on the Officer of the Court Remote Access site.

Authorities

Robert T. Stafford Disaster Relief and Emergency Relief Act, PL 93-288, as amended
 Code of Federal Regulations, Title 44
 Code of Federal Regulations, Title 41, Part 101-20.103-4
 Code of Federal Regulations, Title 36, Part 1236
 Federal Preparedness Circular 65
 National Response Plan
 Commonwealth of Virginia Emergency Operations Plan, Volumes I-VIII
 Fredericksburg Circuit Court Disaster Recovery Plan
 Code of Virginia §2.2-3300
 Code of Virginia §8.01
 Code of Virginia §8.01-511
 Code of Virginia §8.01-582
 Code of Virginia §8.01-600 et. seq.

Code of Virginia, §15.2-1413
 Code of Virginia §15.2-1643(A)
 Code of Virginia §16.1-69.35(5)
 Code of Virginia §17.1
 Code of Virginia §17.1-105(G)
 Code of Virginia §17.1-124
 Code of Virginia §17.1-207(A)(3)
 Code of Virginia §17.1-294
 Code of Virginia §17.1-330(A)
 Code of Virginia §18.2
 Code of Virginia §19.2-243(7)
 Code of Virginia, §32.1-48.010-48.013
 Code of Virginia, §44-146.13 – §44-146.28
 Code of Virginia §47.1 et. seq.
 Code of Virginia §55
 Code of Virginia §58.1-800
 Code of Virginia §64.2 et. seq.
 Rules of the Virginia Supreme Court 2:101-2:1101
 Rules of the Virginia Supreme Court 3:1-3:25
 Rules of the Virginia Supreme Court 3A:1-3A:25

Section 6

Mission Essential Functions

Mission Essential Functions Category 1			
Functions	Position Responsible	Alternate	Duties
1	Chief Deputy Clerk	Assistant Chief Deputy Clerk	Constitutionally-protected processes: (i) speedy trials; (ii) involuntary commitment appeals; (iii) protective orders; (iv) bond motions; (v) arraignments; (vi) emergency appeals; and (vii) other time-sensitive or emergency hearings (GAL appointments, declaratory/injunctive, ect.).*
2	Jury Manager	Jury Assistant Manager	Procurement; Jury Administration
3	Clerk	Chief Deputy Clerk & SCV	Maintain/restore: (i) case management system; (ii) Jury Management system; (iii) financial management system; (iv) efile systems (if any) and (v) court website.
4	Clerk	Chief Deputy, Assistant Chief Deputy	Communicate to Staff/HR/ and all Judges; Oaths to law enforcement, press conferences; social media.

5	Chief Deputy Clerk		General Receivership and communication with First Union Bank & Trust.
6	Civil Clerk	Civil Clerk	Intake and process petitions and other documentation for Incapacity Docket and Appointment of GALs, petitions for protective orders, involuntary commitments, and other emergency filings.
7	Criminal Manager	Criminal Assistant Manager	Coordination of Interpreters and Court Reporters.
8	Judge's Legal Assistant	Chief Deputy	Courtroom Administration. Setting/noticing of Emergency Docket and coordination of Grand Jury.
9	Probate Manager	Probate Assistant Manager	Qualification of Incapacitation Docket; Qualification of emergency fiduciaries.

**Mission Essential Functions
Category 2**

Functions	Position Responsible	Alternate	Duties
1	IT Program Manager (SCV)	Chief Deputy Clerk	Maintain/Restore access to Fredericksburg CC Share drive.
2	Civil Manager	Chief Deputy Clerk	Intake of concealed weapons permits and all other applications, issue notary commissions and marriage licenses.
3	Probate Manager	Probate Assistant Manager	Admit Wills to probate, record probate documents and qualify fiduciaries.*
4	Information Technology Program Manager & Vendor	Program Analyst	Maintain/Restore courts.efile.com (if any)
5	Land Records Manager	Land Records Assistant Manager	Docket judgments, record land record documents and collect taxes and fees.
6	Records Department		Record financing statements, trade names
7	Civil Manager	Assistant Chief Deputy	Intake and process marriage celebrant petitions. Issuance of certified copies across all divisions.

8	Chief Deputy Clerk		Restitution payments and entry of judgments. Collect process and monitor all fines, court costs and restitution payments.
9	Criminal Manager	Criminal Assistant Manager	Receipt/Process of Grand Jury Indictments and Straight Indictments and processing of Transport Orders for all Felonies. Misdemeanor Appeals and coordination with Jury Administration re: Grand Jury. Intake and file sealed and unsealed search warrants. DMV suspensions and Virginia Supreme Court-mandated disposition/sentencing reporting.*

**Mission Essential Functions
Category 3**

Functions	Position Responsible	Alternate	Duties
1	Records Department		Notarization of documents for public.
2	Historic Records Manager	Records Department	Intake of DD 214s.
3	Administrative Assistant to Clerk of Court		Oaths to non-law enforcement and issuance of certified copies.

	Mission Essential Function Supported	Primary Staff Responsible	Tasks
Probate Division	§64.2 <i>et. seq.</i> Wills, Trusts, Fiduciaries	Probate Manager, Probate Assistant Manager	Probates wills, appoints fiduciaries and accepts wills for safekeeping.
Records Division	§47.1 <i>et. seq.</i> Virginia Notary Act; §20-14 Marriage Licenses §59.1-69 Trade Names	Civil Manager, Land Records Manager, IT Program Manager	
Land Records, Judgments & Archives Division	§55 Property and Conveyances; §58.1-800 Deeds, Trusts, Mortgage Recordation Taxation; §17.1-294 Custodian of Secure Remote Access; §8.01-446 Docketing of Judgments. ; §8.9A-501(a) Financing Statement filing office	Land Records Manager, IT Program Manager,	Records land documents, docketed judgments, provides secure remote access to recorded documents. Records financing statements.
Civil Division	§17.1 Virginia Circuit Court; Rules 3:1-3:25, Rules of Virginia Supreme Court	Civil Manager	Accepts all new civil case filings and issues subpoenas. Takes in all additional filings for open cases and distributes them to the appropriate recipients. Prepares and remits case records that have been appealed to the Virginia Court of Appeals and Virginia Supreme Court. Sets the civil case docket. Processes civil and domestic matters in a tightly controlled scheduling case monitoring and master calendar to ensure cases concluded timely. Maintains and provides access to all civil case records pertaining to matters before the court from time of filing to disposition of the case. Archive records on and off-site.
Criminal Division	§18.2 Crimes, Rules 3A:1-3A:25, Rules of the Virginia Supreme Court	Criminal Manager	Processes all felonies, misdemeanor appeals and grand jury cases, Intakes and files search warrants.
Courtroom Management	Rules 2:101-2:1101, Rules of the Virginia Supreme Court; §8.01 Civil Remedies and Procedures	Judge's Legal Assistant; Jury Manager	Manages the courts' docket to determine status of cases prior to trial. Manages jury for civil and criminal trials.
Judicial Support	Rules 2:101-2:1101, Rules of the Virginia Supreme Court; §8.01 Civil Remedies and Procedures	Law Clerk; Judge's Legal Assistant.	Provides administrative support to judges and paraprofessional support to judges in the courtroom. Manages the courts' docket to determine status of cases prior to trial. Manages the jury for civil and criminal trials.
Custodian of the Public Record	§17.1-124 Order Books, §8.01 Civil Remedies and Procedures, §17.1-294 Custodian of Secure Remote Access;	Clerk, Chief Deputy Clerk, Assistant Chief Deputy Clerk, Comptroller, IT Program Manager	Maintains and provides access to all civil case records pertaining to matters before the court from time of filing to disposition of the case. Archive records on and off-site. Manages

