



Clay County Chancery Clerk

Chancery Clerk
Amy G. Berry

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NOTICE TO THE PUBLIC

OUT OF EXTREME CAUTION FOR THE PUBLIC AND FOR COUNTY EMPLOYEES, ALL BUSINESS WITH THE CHANCERY CLERK'S OFFICE WILL BE CONDUCTED BY TELEPHONE, EMAIL OR MAIL UNTIL FURTHER NOTICE.

THERE WILL BE A DROP OFF BASKET AND A PICK UP BASKET AVAILABLE FOR YOU IN THE LOBBY OF THE COURTHOUSE TO UTILIZE FOR YOUR NEEDS. OTHERWISE, SHOULD YOU HAVE ANY QUESTIONS, PLEASE CALL THE OFFICE OF THE CHANCERY CLERK AT 662-494-3124. PLEASE NOTE: THESE BASKETS WILL BE CHECKED NUMEROUS TIMES THROUGHOUT EACH DAY.

- **NOTARY SERVICES:**

ALL NOTARY SERVICES ARE SUSPENDED UNTIL APRIL 7, 2020. THE ONLY EXCEPTION IS IF A NOTARY IS NEEDED FOR A TITLE OR TAG.

- **DELINQUENT TAX PAYMENTS:**

PAYMENTS WILL BE TAKEN ONLY BY MAIL, OVER THE TELEPHONE, OR DROPPED OFF AT THE BASKET IN THE COURTHOUSE LOBBY. IF YOU DO NOT KNOW THE AMOUNT OF THE TAXES DUE, PLEASE CONTACT THE OFFICE OF THE CHANCERY CLERK AT 662-494-3124, OBTAIN THE CORRECT AMOUNT DUE FOR TAXES AND EITHER MAIL IN YOUR PAYMENT OR LEAVE A CHECK IN THE DROP OFF BASKET IN THE LOBBY. OUR OFFICE ALSO PROVIDES DEBIT/CREDIT CARD SERVICES. **THERE ARE NO CASH TRANSACTIONS, CHECK OR MONEY ORDER ONLY.**

- **FILINGS FOR COURT AND/OR LAND RECORDS:**

ALL LAND RECORDS FILINGS SHOULD BE EITHER MAILED OR LEFT IN THE DROP OFF BASKET LOCATED IN THE COURTHOUSE LOBBY WITH NECESSARY INFORMATION PROVIDED FOR RETURNING SAME AFTER RECORDING/FILING.

ALL COURT FILINGS SHOULD BE CONDUCTED VIA MAIL OR EMAIL. IF SUMMONS OR SUBPOENAS NEED TO BE ISSUED FOR COURT, PLEASE EMAIL SAME TO vray@claycounty.ms.gov. ALL DOCUMENTS WILL BE ISSUED AND RETURNED TO YOU EITHER BY MAIL OR VIA THE PICK UP BASKET LOCATED IN THE COURTHOUSE LOBBY.

- **OTHER QUESTIONS/CONCERNS:**

SHOULD YOU HAVE ANY QUESTIONS OR NEEDS, PLEASE CALL THE OFFICE OF THE CHANCERY CLERK AT 662-494-3124 TO DISCUSS.

PLEASE KNOW THAT THE OFFICE OF THE CHANCERY CLERK IS HERE TO SERVE YOU AND TAKE CARE OF YOUR NEEDS, BUT WILL DO SO IN A MANNER WHICH PROTECTS THE GENERAL PUBLIC AND THE COUNTY EMPLOYEES UNTIL THE COVID-19 CRISIS HAS ABATED.