

art by Virginia M. Greer



Clerk's Office Circuit Court of Smyth County

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Clerk of Court

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Request for Proposals

We are soliciting quotes to digitally back-scan and index all of the pages of two order books, being Chancery Order Books 18 and 19, consisting of approximately 601 and 600 enumerated pages, respectively, of civil case documents of the Smyth County Circuit Court into the Circuit Case Management System (CCMS) and Case Imaging System (CIS) of the Supreme Court of Virginia. Vendors must have proficiency with CCMS and CIS, competency to scan carefully and safely old documents into digital format, an understanding of the indexing procedures of the Clerk's Office of the Smyth County Circuit Court, and familiarity with the basic legal information contained in civil case documents. Preference will be given to proposals in which the work will be performed on-site. This project includes back-scanning and indexing, as set forth above, while simultaneously doing the following tasks:

- Verifying that documents have been accurately indexed & scanned into CCMS and CIS,
- Redacting social security numbers,
- Bringing to the attention of the clerk any items thought to be of unique historical interest,
- Bringing to the attention of the clerk any issues that appear to be problematic, and
- Exercising the highest level of care with these critical documents.

We need quotes back **before noon on Wednesday, October 24, 2018.**

If you have any questions, please contact Clerk of Court John H. Graham at the telephone number above, or by email to jgraham@vacourts.gov.


John H. Graham, Clerk

N: Community Word/request for proposal - back scan civil docs. 2018F

