

art by Virginia M. Greer



## Clerk's Office Circuit Court of Smyth County

John H Graham, Esq.  
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 several order books, being Chancery Order Book 36 (with 806 pages), Book 37 (with 800 pages), Book 38 (with 806 pages), Book 39 (with 802 pages), Book 40 (with 800 pages), and Book 41 (with 802 pages), 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. Proposals may be for one or any combination of books. 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 Monday, September 11, 2023.**

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](mailto:jgraham@vacourts.gov).

  
John H. Graham, Clerk

N: Community Word/request for proposal - back scan civil docs 2023E

