

art by Virginia M. Greer



## Clerk's Office Circuit Court of Smyth County

John H Graham, Esq.  
Clerk of Court

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(276) 782-4044 voice  
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### Request for Proposals

We are soliciting quotes to perform quality control inspections to verify the correct indexing for all documents contained within various order books, ranging from Chancery Order Book 1 to Chancery Order Book 60, as directed by the clerk, but not to exceed 30 such books, the pages of which are lodged in the Circuit Case Management System (CCMS), Case Imaging System (CIS), and the Commonwealth of Virginia Electronic Records System (COVERS) of the Supreme Court of Virginia. Vendors must have proficiency with CCMS, CIS, and COVERS, the ability to inspect carefully the indexing of documents in the Chancery Order Books, an understanding of the indexing procedures of the Clerk's Office of the Smyth County Circuit Court, and familiarity with the most basic legal information contained in civil case documents. Proposals should be based on a sum-certain price-per-book. This project involves quality control inspection to include the following tasks:

Verifying that documents have been accurately indexed into CCMS

Verifying that documents have been accurately scanned into CIS & copied into COVERS

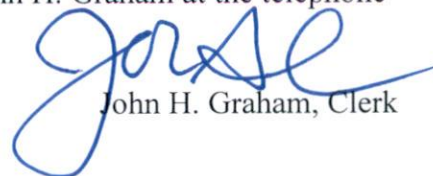
Bringing to the attention of the clerk any still-visible social security numbers,

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.

We need quotes back **before noon on Wednesday, May 31, 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

