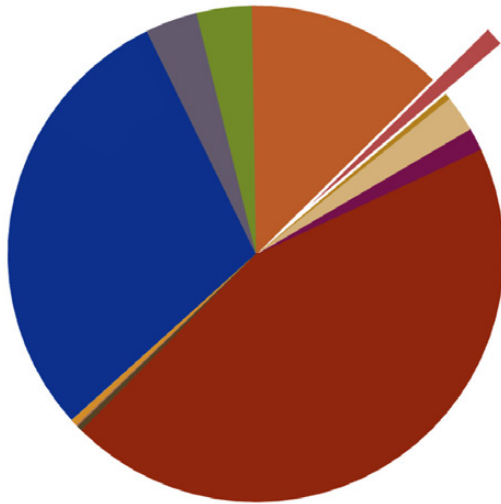


# Circuit Court Clerk

## Mission Statement

The mission of the Circuit Court Clerk is to provide all people with equal access to the judicial system in a fair, efficient, and responsive manner. We expeditiously facilitate the redress of grievances and resolution of disputes; provide professional judicial services to the people of the 31st Judicial Circuit; provide professional administrative and paralegal services to the Circuit Court; record, preserve, and protect legally and historically significant documents; preserve, protect and properly dispose of electoral ballots and associated materials; create, preserve and protect land records pertaining to the 31st Judicial Circuit; and provide access to and instruction in the use of legal resources by operating the 31st Judicial Circuit Public Law Library.



**Public Safety Expenditure Budget:**  
**\$472,166,990**

**Expenditure Budget:**  
**\$5,684,429**



*1.2% of Public Safety*

### Programs:

- Executive Administration: \$1,075,885
- Court Administration: \$2,910,823
- Records Administration: \$1,549,733
- Law Library Services: \$147,988

## Mandates

The Circuit Court Clerk has approximately 834 statutory mandates including but not limited to the collection of revenues; acting as probate judge; issuance of concealed handgun permits, creation and maintenance of the court record; criminal processing and procedure; appeals from the lower courts and compensation board; real estate; corporations and limited partnerships; game, fish and marine law; fiduciaries, receivers and estates; handling of funds for persons under disability; bonds and oaths of office; elections and referenda; marriage records and Freedom of Information Act inquiries.

**State Code:** [15.2-1600](#) (Counties and cities required to elect certain officers; qualifications of attorney for the Commonwealth; duties and compensation of officers; vacancies, certain counties and cities excepted; officer's powers not to be diminished), [15.2-1634](#) (Clerks of circuit courts), [15.2-1638](#) (County or city governing body to provide courthouse, clerk's office, jail and suitable facilities for attorney for the Commonwealth; acquisition of land), [42.1-65](#) (Local law libraries in charge of circuit court clerks; computer research services; expenses)

[42.1-70](#) (Assessment for law library as part of costs in civil actions; contributions from bar associations) authorizes the local governing body to assess a fee not in excess of four dollars on each civil action. The fee shall be used to support staff, books, and equipment of the law library. The law library is located in the County Courthouse in Manassas.

**County Code:** [Chapter 2, Article IV](#) (Law Library)

# Circuit Court Clerk

## Expenditure and Revenue Summary



Expenditure by Program	FY20 Actuals	FY21 Actuals	FY22 Actuals	FY23 Adopted	FY24 Adopted	% Change Budget FY23/ Budget FY24
Executive Administration	\$735,603	\$721,466	\$931,462	\$802,228	\$1,075,885	34.11%
Court Administration	\$2,633,149	\$2,752,908	\$2,635,413	\$3,307,518	\$2,910,823	(11.99%)
Records Administration	\$969,931	\$1,037,087	\$1,321,360	\$1,194,192	\$1,549,733	29.77%
Law Library Services	\$80,689	\$93,561	\$119,500	\$147,988	\$147,988	0.00%
<b>Total Expenditures</b>	<b>\$4,419,372</b>	<b>\$4,605,022</b>	<b>\$5,007,734</b>	<b>\$5,451,927</b>	<b>\$5,684,429</b>	<b>4.26%</b>

### Expenditure by Classification

Salaries & Benefits	\$3,736,513	\$3,927,616	\$4,188,049	\$4,582,337	\$4,893,575	6.79%
Contractual Services	\$280,148	\$230,587	\$343,661	\$382,977	\$307,977	(19.58%)
Internal Services	\$176,922	\$223,409	\$196,102	\$255,840	\$255,840	0.00%
Purchase of Goods & Services	\$177,925	\$211,911	\$266,782	\$215,917	\$215,917	0.00%
Capital Outlay	\$33,784	\$0	\$0	\$0	\$0	-
Leases & Rentals	\$14,079	\$11,499	\$13,140	\$14,855	\$14,855	0.00%
Reserves & Contingencies	\$0	\$0	\$0	\$0	(\$3,735)	-
<b>Total Expenditures</b>	<b>\$4,419,372</b>	<b>\$4,605,022</b>	<b>\$5,007,734</b>	<b>\$5,451,927</b>	<b>\$5,684,429</b>	<b>4.26%</b>

### Funding Sources

Fines & Forfeitures	\$9,800	\$7,435	\$6,611	\$24,500	\$24,500	0.00%
Use of Money & Property	\$6,034	\$7,886	\$6,190	\$2,800	\$2,800	0.00%
Revenue from Other Localities	\$711,936	\$855,714	\$840,353	\$737,213	\$736,789	(0.06%)
Miscellaneous Revenue	\$0	\$2,182	\$361	\$0	\$0	-
Charges for Services	\$1,154,916	\$1,749,022	\$1,360,739	\$1,087,800	\$1,087,800	0.00%
Revenue from Commonwealth	\$1,993,715	\$1,912,855	\$2,237,448	\$1,978,573	\$2,070,002	4.62%
Transfers In	\$0	\$0	\$0	\$0	\$0	-
<b>Total Designated Funding Sources</b>	<b>\$3,876,401</b>	<b>\$4,535,094</b>	<b>\$4,451,702</b>	<b>\$3,830,886</b>	<b>\$3,921,891</b>	<b>2.38%</b>
<b>(Contribution to)/Use of Fund Balance</b>	<b>(\$51,770)</b>	<b>(\$35,539)</b>	<b>\$336,422</b>	<b>\$0</b>	<b>\$0</b>	<b>-</b>
<b>Net General Tax Support</b>	<b>\$594,741</b>	<b>\$105,466</b>	<b>\$219,611</b>	<b>\$1,621,041</b>	<b>\$1,762,538</b>	<b>8.73%</b>
<b>Net General Tax Support</b>	<b>13.46%</b>	<b>2.29%</b>	<b>4.39%</b>	<b>29.73%</b>	<b>31.01%</b>	

# Circuit Court Clerk

## Staff History by Program



	FY20 Actuals	FY21 Actuals	FY22 Actuals	FY23 Adopted	FY24 Adopted
Executive Administration	5.00	5.00	5.00	5.00	6.00
Court Administration	31.00	31.00	34.00	37.00	32.00
Records Administration	12.00	12.00	12.00	12.00	16.00
Law Library Services	1.00	1.00	1.00	1.00	1.00
<b>Full-Time Equivalent (FTE) Total</b>	<b>49.00</b>	<b>49.00</b>	<b>52.00</b>	<b>55.00</b>	<b>55.00</b>

## Future Outlook

**Technology** – The Circuit Court Clerk strives to be innovative in providing public expanded access to court. The Circuit Court Clerk now offers online appointments for settling wills and estates and obtaining marriage licenses, online services for obtaining court documents, e-filing, e-payments, and kiosk access to services. The Circuit Court Clerk is further expanding remote services to the community by offering additional off-site Saturday services within the county and the two cities to include handgun permit application and renewal, issuance of marriage licenses, certified copy service, expungement, and other services that are in top demand by constituents. The Circuit Court Clerk is funding these initiatives with federal and state grant monies, in order to promote fair and equal access to all constituents in an efficient and responsive manner with the least possible financial impact on the local taxpayer.

**Historic Documents** – The Circuit Court Clerk is working to make over 200 years of digitized historic records available online. The process of posting this vast amount of data online and free to the public is now in Beta testing which will continue until completion.

**Courtroom Services** – The Circuit Court was granted a seventh Judge by the General Assembly. The Circuit Court Clerk is expanding service to all seven of the Circuit Court judges by dedicating additional resources and staff to provide court, administrative and paralegal support to Circuit Court Judges in civil as well as criminal cases. This added service is somewhat unique in a jurisdiction and promotes efficiency of service by streamlining the adjudicatory process for constituents while enabling Circuit Court Judges and their staff to focus on legal analysis.

**Strategic Partnerships** – The Circuit Court Clerk has developed several partnerships within the county and city governments, in order to promote fairness and efficiency in operations. The Circuit Court Clerk is partnering with the General District Court which handles traffic, landlord tenant and small claims cases. The Circuit Court Clerk has expanded technological innovation to the General District Court by providing and supporting self-service kiosks for constituent use as well as implementing and supporting a program to fully digitize the lower court's closed case records. The Circuit Court Clerk funds these initiatives with state grant monies, in order to promote fair and equal access to all constituents while taking advantage of efficiencies offered by the use of technology across all levels of court. The Circuit Court Clerk anticipates continuing this support.

# Circuit Court Clerk

## General Overview

- A. **Removal of One-Time Costs** – A total of \$75,000 has been removed from the Circuit Court Clerk’s FY2024 Budget for one-time office expansion expenses associated with staffing (3.0 FTE) for the 7<sup>th</sup> Circuit Court Judge added in FY23.
- B. **Position Reallocation** – A total of five positions were reallocated from the Court Administration program to the Records Administration program (4.0 FTEs) and Executive Administrative program (1.0 FTE). The reallocations reflect the job duties for each position. There is no net impact to the FY2024 Budget.
- C. **Revenue Decrease for Shared Services (City) Billings** – The billings represent reimbursement from the City of Manassas and Manassas Park for services rendered in the previous year. Services rendered include activities within public safety, community development, and human services functional areas. Amounts are calculated using an annual cost allocation report. As a result of the annual report, the Circuit Court Clerk allocation decreased \$424.

## Program Summary

### Executive Administration

Provides administrative support to the agency including budget, bookkeeping, financial reporting to the state, County, cities, and other localities, payroll, purchasing, and receiving, information technology, human resources, and staff management. Processes collection of delinquent accounts, processes applications for concealed handgun permits; performs courthouse wedding services; measures staff performance; facilitates staff training; and works as a liaison to the bar association and public. Maintains records of historic significance dating back to 1731; works with the Library of Virginia to coordinate preservation of artifacts; preserves, maintains, and protects elections materials to include, paper ballots; and administers oaths to public safety officials, political appointees, and elected officials.

Key Measures	FY20 Actuals	FY21 Actuals	FY22 Actuals	FY23 Adopted	FY24 Adopted
Executive Administration respond to calls within 4 business hours	99%	99%	99%	99%	99%
Executive Administration respond to emails within 4 business hours	99%	99%	99%	99%	99%

Program Activities & Workload Measures <i>(Dollar amounts expressed in thousands)</i>	FY20 Actuals	FY21 Actuals	FY22 Actuals	FY23 Adopted	FY24 Adopted
<b>Administration Services</b>	<b>\$736</b>	<b>\$721</b>	<b>\$931</b>	<b>\$802</b>	<b>\$1,076</b>
Restitution cases active	3,820	3,715	3,904	3,600	3,750
Restitution payments processed	1,697	2,559	2,328	2,200	2,400
Trust and condemnation cases active	240	260	270	280	280
Oaths administered	5,095	4,983	4,473	5,000	5,000
Financial management	-	1,170	1,300	1,300	1,300
Order payments processed (in \$)	-	118M	118M	120M	129M
Community outreach and access	-	23,457	47,724	24,000	50,000

# Circuit Court Clerk

## Court Administration

Manages, maintains, and protects land records, elections records, and historic documents for Prince William County, City of Manassas, and City of Manassas Park. Handles all civil, criminal, adoption, and other case filings in the Circuit Court from inception to final disposition or appeal; maintains all civil, criminal, and adoption records; adjudicates divorces; identifies, certifies, summons, and trains jurors; facilitates the work of jury commissioners; ensures jurors are chosen fairly and impartially; coordinates payment of jury members; coordinates payment of fines, fees, and costs; creates payment plans for fines, fees, and costs; performs expungement of cases; facilitates name changes; provides probate services including the appointment of personal representatives and dispositions of estates; provides courtroom support for Circuit Court Judges; preserves, maintains, and protects evidence in court cases; transfers case transcripts to the Virginia Court of Appeals and Supreme Court of Virginia when appealed.

Key Measures	FY20 Actuals	FY21 Actuals	FY22 Actuals	FY23 Adopted	FY24 Adopted
Court Administration respond to calls within 1 business day	98%	98%	99%	99%	99%
Court Administration respond to emails within 1 business day	99%	99%	99%	99%	99%
Complete research requests within 1 business day	98%	98%	99%	99%	99%
Circuit Court cases commenced	17,387	19,217	15,441	19,000	18,000

Program Activities & Workload Measures <i>(Dollar amounts expressed in thousands)</i>	FY20 Actuals	FY21 Actuals	FY22 Actuals	FY23 Adopted	FY24 Adopted
<b>Court Case Management</b>	<b>\$2,633</b>	<b>\$2,753</b>	<b>\$2,635</b>	<b>\$3,308</b>	<b>\$2,911</b>
Concealed Handgun Permit applications	-	10,168	5,021	8,000	6,000
Expungements, garnishments, divorces, adoptions & name changes	-	2,795	3,004	3,000	3,500
Hours in court	2,734	2,769	3,162	3,600	3,600
Court orders drafted and prepared	21,943	8,709	10,262	9,000	10,500
Total pages researched, written & recorded	1.5M	2.2M	1.5M	2.0M	1.7M

## Records Administration

Records all land transactions including deeds and mortgages. Preserves, maintains, and protects land records dating back to the 1700s. Provides services to community members by issuing marriage licenses, marriage officiant credentials, notary commissions, and registration of trade names. Performs and/or oversees the administration of wills, trusts, estates, and acts in a semi-judicial role in probate working with the taxpayer, Commissioners of Accounts, and the bench.

Key Measures	FY20 Actuals	FY21 Actuals	FY22 Actuals	FY23 Adopted	FY24 Adopted
Records Division respond to calls within 1 business day	98%	98%	99%	98%	99%
Records Division respond to emails within 1 business day	98%	98%	99%	98%	99%
Complete research requests within 2 business days	98%	98%	99%	98%	99%

# Circuit Court Clerk

<b>Program Activities &amp; Workload Measures</b> <i>(Dollar amounts expressed in thousands)</i>	<b>FY20 Actuals</b>	<b>FY21 Actuals</b>	<b>FY22 Actuals</b>	<b>FY23 Adopted</b>	<b>FY24 Adopted</b>
<b>Land Records and Public Service Center</b>	<b>\$970</b>	<b>\$1,037</b>	<b>\$1,321</b>	<b>\$1,194</b>	<b>\$1,550</b>
Deeds, mortgages, and other records processed, indexed & recorded	94,710	142,083	103,971	94,000	100,000
Marriage licenses, notary commissions, processed, indexed & recorded	5,447	5,472	4,692	6,000	5,000
Wills, trusts, and estates documents adjudicated	4,112	4,466	5,343	4,800	5,000

## Law Library Services

Provides and facilitates access to law library services including information services, non-advisory reference assistance, materials circulation, and instructions in accessing legal information resources and use of the photocopier for court personnel, the public, bar associations, students, law clerks, law firms, and law librarians. Access is provided through integrated systems, resource selection, acquisition, inter-library loan, cataloguing, processing, and collection preservation.

<b>Key Measures</b>	<b>FY20 Actuals</b>	<b>FY21 Actuals</b>	<b>FY22 Actuals</b>	<b>FY23 Adopted</b>	<b>FY24 Adopted</b>
Online collection meeting American Association of Law Librarian Standards	100%	100%	100%	100%	100%
Users satisfied with Law Library services	98%	98%	98%	98%	98%

<b>Program Activities &amp; Workload Measures</b> <i>(Dollar amounts expressed in thousands)</i>	<b>FY20 Actuals</b>	<b>FY21 Actuals</b>	<b>FY22 Actuals</b>	<b>FY23 Adopted</b>	<b>FY24 Adopted</b>
<b>Law Library Services</b>	<b>\$81</b>	<b>\$94</b>	<b>\$120</b>	<b>\$148</b>	<b>\$148</b>
Patron inquiries completed within three days	100%	100%	100%	99%	100%
Patron assistance requests	5,368	4,952	5,199	6,710	5,250