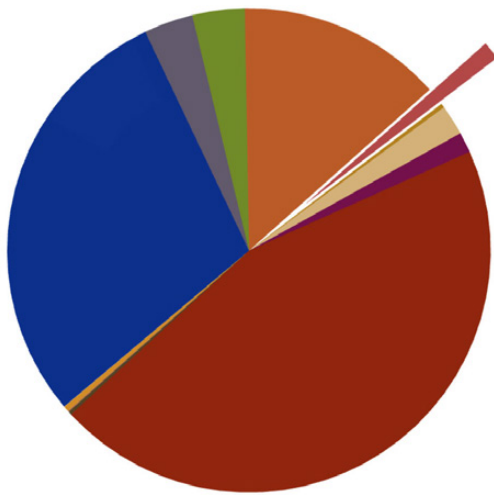


# Circuit Court Clerk

## 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, in order to expeditiously facilitate the redress of grievances and resolution of disputes; to provide professional judicial services to the people of the 31st Judicial Circuit; to provide professional administrative and paralegal services to the Circuit Court; to record, preserve, and protect legally and historically significant documents; to preserve, protect and properly dispose of electoral ballots and associated materials; and to create, preserve and protect land records pertaining to the 31st Judicial Circuit; and to provide access to and instruction in the use of legal resources by operating a public law library.



**Public Safety Expenditure Budget:**  
**\$398,851,206**

**Expenditure Budget:**  
**\$4,837,417**



*1.2% of Public Safety*

### Programs:

- Executive Administration: \$708,580
- Court Administration: \$2,846,127
- Records Administration: \$1,134,500
- Law Library Services: \$148,209

## Mandates

The Circuit Court Clerk performs more than 826 duties mandated by the statute.

**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)

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

# Circuit Court Clerk



## Expenditure and Revenue Summary

Expenditure by Program	FY18 Actuals	FY19 Actuals	FY20 Actuals	FY21 Adopted	FY22 Adopted	% Change Budget FY21/ Budget FY22
Executive Administration	\$636,204	\$678,231	\$735,603	\$691,816	\$708,580	2.42%
Court Administration	\$2,203,649	\$2,414,973	\$2,633,149	\$2,568,707	\$2,846,127	10.80%
Records Administration	\$941,045	\$958,460	\$969,931	\$1,086,436	\$1,134,500	4.42%
Law Library Services	\$0	\$131,784	\$80,689	\$148,209	\$148,209	0.00%
<b>Total Expenditures</b>	<b>\$3,780,897</b>	<b>\$4,183,448</b>	<b>\$4,419,372</b>	<b>\$4,495,168</b>	<b>\$4,837,417</b>	<b>7.61%</b>

### Expenditure by Classification

Salaries & Benefits	\$3,289,128	\$3,624,825	\$3,736,513	\$3,801,058	\$4,112,908	8.20%
Contractual Services	\$160,427	\$253,947	\$280,148	\$307,977	\$309,117	0.37%
Internal Services	\$168,237	\$176,579	\$176,922	\$157,861	\$175,168	10.96%
Purchase of Goods & Services	\$159,382	\$115,457	\$177,925	\$213,417	\$225,369	5.60%
Capital Outlay	\$0	\$0	\$33,784	\$0	\$0	-
Leases & Rentals	\$3,723	\$12,639	\$14,079	\$14,855	\$14,855	0.00%
<b>Total Expenditures</b>	<b>\$3,780,897</b>	<b>\$4,183,448</b>	<b>\$4,419,372</b>	<b>\$4,495,168</b>	<b>\$4,837,417</b>	<b>7.61%</b>

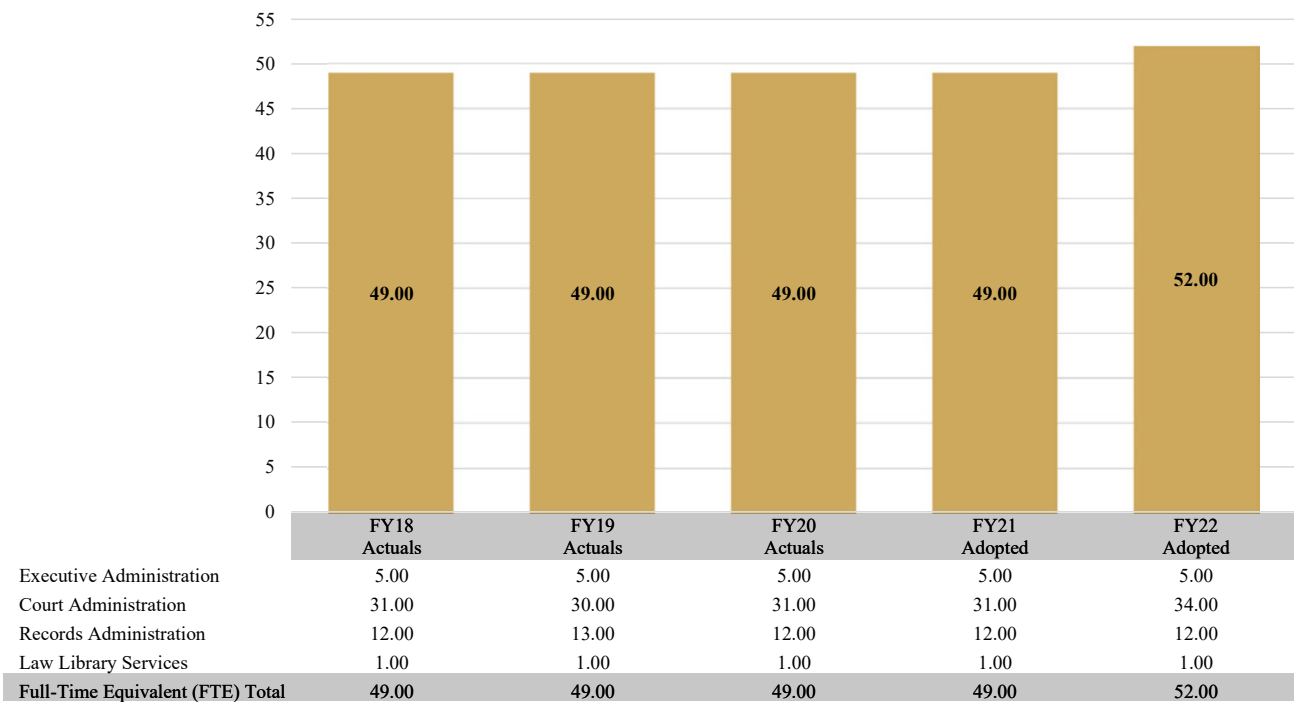
### Funding Sources

Fines & Forfeitures	\$20,205	\$33,939	\$9,800	\$24,500	\$24,500	0.00%
Use of Money & Property	\$4,262	\$5,100	\$6,034	\$2,800	\$2,800	0.00%
Revenue from Other Localities	\$690,216	\$690,215	\$711,936	\$855,574	\$840,353	(1.78%)
Charges for Services	\$826,632	\$1,062,319	\$1,154,916	\$1,088,021	\$1,088,021	0.00%
Revenue from Commonwealth	\$1,886,531	\$1,900,237	\$1,993,715	\$1,788,303	\$1,902,473	6.38%
Transfers In	\$0	\$0	\$0	\$0	\$0	-
<b>Total Designated Funding Sources</b>	<b>\$3,427,846</b>	<b>\$3,691,811</b>	<b>\$3,876,401</b>	<b>\$3,759,198</b>	<b>\$3,858,147</b>	<b>2.63%</b>
<b>(Contribution to)/Use of Fund Balance</b>	<b>(\$104,988)</b>	<b>(\$101,137)</b>	<b>(\$51,770)</b>	<b>\$0</b>	<b>\$0</b>	<b>-</b>
<b>Net General Tax Support</b>	<b>\$589,206</b>	<b>\$592,774</b>	<b>\$594,741</b>	<b>\$735,970</b>	<b>\$979,270</b>	<b>33.06%</b>
<b>Net General Tax Support</b>	<b>15.58%</b>	<b>14.17%</b>	<b>13.46%</b>	<b>16.37%</b>	<b>20.24%</b>	

# Circuit Court Clerk



## Staff History by Program



## Future Outlook

**Technology** – The Circuit Court Clerk strives to be innovative in providing public expanded access to court. In FY21, the Circuit Court Clerk initiated online appointments for settling wills and estates, online appointments for obtaining marriage licenses, online services for obtaining court documents, e-filing, e-payments, and kiosk access to services. The Circuit Court Clerk has funded these initiatives with state grant monies and aims to offer expanded weekend service through technological means in FY22.

**Courtroom Services** – The Circuit Court Clerk has continued to meet courtroom demands despite being understaffed to meet the requirements of the Circuit Court Judges. Unlike other jurisdictions, the Prince William County (PWC) Circuit Court Clerk is required to provide court, administrative and paralegal support to Circuit Court Judges in civil as well as criminal cases. Because of this significant difference, the existing measurement of workload in relation to number of staff afforded to the task of supporting the bench does not take this addition of workload into account. As a result, the Circuit Court Clerk has been required to use one managerial and three supervisory positions to provide the services demanded. While this solution has worked in the short term, it is not sustainable.

**Historic Documents** – The Circuit Court Clerk is currently working to improve accuracy and consistency of digital land records. It was discovered certain data files were corrupted during a technology update in 2015. The office was working to ensure the integrity of all images in the system and to make over 200 years of digitized historic records available online. Due to a vast increase in public demand for essential services the office has shifted human resources from historic records to provide essential services to the public.

# Circuit Court Clerk

## General Overview

- A. **Position Shift from Adult Detention Center (ADC)** – In FY21, two positions were shifted from the ADC to Circuit Court Clerk’s office with a salary and benefits budget of \$146,286. The transfer of two vacant Jail Officer positions provides the addition of two Senior Deputy Court Clerks assigned to Court Case Management. The additional positions will provide technical administrative, customer service, operational support, and court room support to the judges. Practices in court case management include case-disposition time standards, early court intervention and continuous court control of case progress.
- B. **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 \$15,221.

## Budget Initiatives

### A. Budget Initiatives

#### 1. Deputy Court Clerk – Court Administration

Expenditure	\$79,152
Revenue	\$0
General Fund Impact	\$79,152
FTE Positions	1.00

- a. **Description** – One Deputy Court Clerk position has been added to the Circuit Court Clerk’s FY22 Budget. This addition will address workload increases in the Clerk’s office by processing land recordings and associated tax collection prompted by mortgage refinancing at low interest rates, as well as performing other needed office filings. The new Deputy Court Clerk will also support and assist the judges in the courtroom. This cost includes \$68,560 in on-going funding and \$10,592 in one-time costs associated with the position.
- b. **Service Level Impacts** – The additional position will provide courtroom support, technical administrative, customer service, and operational support to an assigned area in the Court Case Management program.

# Circuit Court Clerk

## 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	FY18 Actuals	FY19 Actuals	FY20 Actuals	FY21 Adopted	FY22 Adopted
Executive Administration respond to calls within 4 business hours	-	99%	99%	99%	99%
Executive Administration respond to emails within 4 business hours	-	99%	99%	99%	99%

Program Activities & Workload Measures (Dollar amounts expressed in thousands)	FY18 Actuals	FY19 Actuals	FY20 Actuals	FY21 Adopted	FY22 Adopted
<b>Administration Services</b>	<b>\$636</b>	<b>\$678</b>	<b>\$736</b>	<b>\$692</b>	<b>\$709</b>
Restitution cases active	4,200	4,165	3,820	4,200	4,200
Restitution payments processed	1,150	1,817	1,697	1,825	2,000
Trust and condemnation cases active	268	271	240	280	280
Oaths administered	2,800	4,593	5,095	4,700	4,900
Financial management	-	-	-	-	1,105
Order payments processed	-	-	-	-	2,800
Community outreach and access	-	-	-	-	12,500

# Circuit Court Clerk

## Court Administration

Manages, maintains, and protects land records, elections records, and historic documents for PWC, 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; applications for concealed handgun permits (CHP); 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	FY18 Actuals	FY19 Actuals	FY20 Actuals	FY21 Adopted	FY22 Adopted
Court Administration respond to calls within 1 business day	-	98%	98%	98%	98%
Court Administration respond to emails within 1 business day	-	99%	99%	99%	99%
Complete research requests within 1 business day	-	98%	98%	98%	98%
Circuit Court cases commenced	18,433	18,796	17,387	19,000	19,000

Program Activities & Workload Measures (Dollar amounts expressed in thousands)	FY18 Actuals	FY19 Actuals	FY20 Actuals	FY21 Adopted	FY22 Adopted
<b>Court Case Management</b>	<b>\$2,204</b>	<b>\$2,415</b>	<b>\$2,633</b>	<b>\$2,569</b>	<b>\$2,846</b>
CHP applications, expungements, garnishments, & divorces processed	-	-	-	-	7,500
Hours in court	4,227	3,230	2,734	3,600	3,600
Court orders drafted and prepared	7,196	7,996	21,943	8,200	10,000
Total pages researched, written & recorded	1.6M	2.0M	1.5M	2.0M	2.0M

# Circuit Court Clerk

## 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	FY18 Actuals	FY19 Actuals	FY20 Actuals	FY21 Adopted	FY22 Adopted
Records Division respond to calls within 4 business hours	-	98%	98%	98%	98%
Records Division respond to emails within 4 business hours	-	98%	98%	98%	98%
Complete research requests within 2 business days	-	98%	98%	98%	98%
Records administration respond to calls within 1 business day	-	-	98%	-	98%
Records administration respond to emails within 1 business day	-	-	98%	-	98%

Program Activities & Workload Measures (Dollar amounts expressed in thousands)	FY18 Actuals	FY19 Actuals	FY20 Actuals	FY21 Adopted	FY22 Adopted
<b>Land Records and Public Service Center</b>	<b>\$941</b>	<b>\$958</b>	<b>\$970</b>	<b>\$1,086</b>	<b>\$1,135</b>
Deeds, mortgages, and other records processed, indexed & recorded	95,657	78,898	94,710	80,000	87,000
Marriage licenses, notary commissions, processed, indexed & recorded*	10,025	6,583	5,447	6,000	6,000
Wills, trusts, and estates documents adjudicated	4,234	4,688	4,112	4,800	4,800

\*This category previously included recordation of trade names. In 2019, this duty was reassigned to the State Corporation Commission by legislature.

# Circuit Court Clerk

## 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, cataloging, processing, and collection preservation.

Key Measures	FY18 Actuals	FY19 Actuals	FY20 Actuals	FY21 Adopted	FY22 Adopted
Online collection meeting American Association of Law Librarian Standards	50%	50%	100%	90%	90%
Users satisfied with Law Library services	90%	95%	98%	95%	95%
Print collection meeting American Association of Law Librarian Standards	50%	50%	60%	60%	-

Program Activities & Workload Measures (Dollar amounts expressed in thousands)	FY18 Actuals	FY19 Actuals	FY20 Actuals	FY21 Adopted	FY22 Adopted
<b>Law Library Services*</b>	<b>\$0</b>	<b>\$132</b>	<b>\$81</b>	<b>\$148</b>	<b>\$148</b>
Patron inquiries completed within three days	99%	99%	100%	99%	99%
Patron assistance requests	6,240	6,709	5,368	6,710	6,710

\*Law Library was a stand alone department prior to FY20. FY18-FY19 information is reported in the Expenditure Summary located in the "Budget Summary" section of the FY2022 Budget.