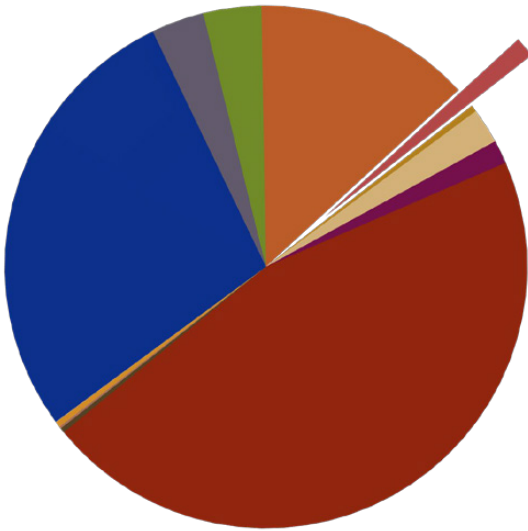


# Circuit Court Clerk

## 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:**  
**\$432,662,701**

**Expenditure Budget:**  
**\$5,431,468**



*1.3% of Public Safety*

### Programs:

- Executive Administration: \$798,227
- Court Administration: \$3,297,229
- Records Administration: \$1,187,802
- Law Library Services: \$148,209

## 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 inquires.

**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)

The Code of Virginia 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	FY19 Actuals	FY20 Actuals	FY21 Actuals	FY22 Adopted	FY23 Proposed	% Change Budget FY22/ Budget FY23
Executive Administration	\$678,231	\$735,603	\$721,466	\$708,580	\$798,227	12.65%
Court Administration	\$2,414,973	\$2,633,149	\$2,752,908	\$2,846,127	\$3,297,229	15.85%
Records Administration	\$958,460	\$969,931	\$1,037,087	\$1,134,500	\$1,187,802	4.70%
Law Library Services	\$131,784	\$80,689	\$93,561	\$148,209	\$148,209	0.00%
<b>Total Expenditures</b>	<b>\$4,183,448</b>	<b>\$4,419,372</b>	<b>\$4,605,022</b>	<b>\$4,837,417</b>	<b>\$5,431,468</b>	<b>12.28%</b>

### Expenditure by Classification

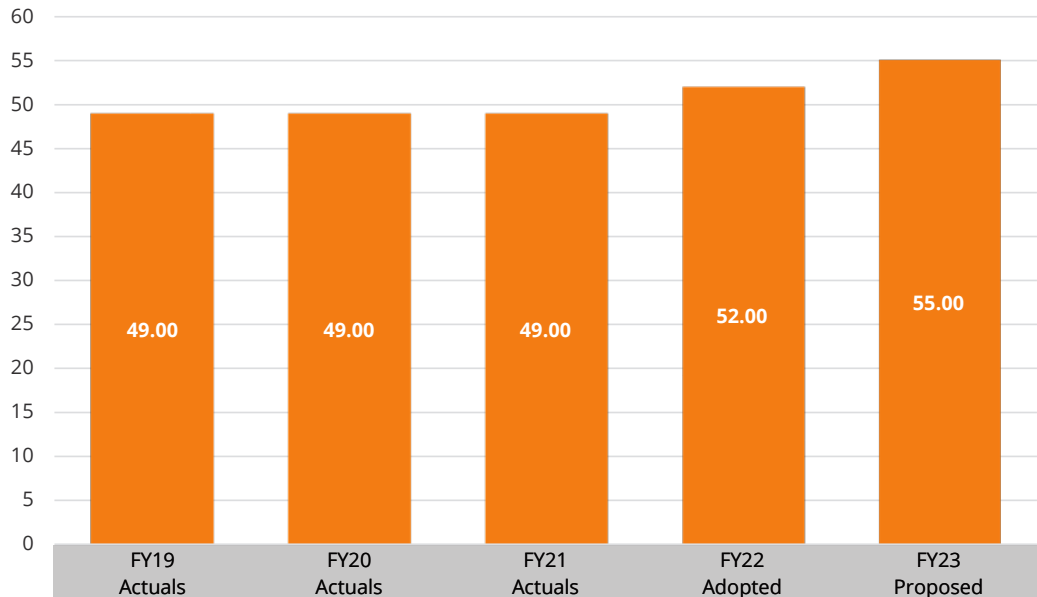
Salaries and Benefits	\$3,624,825	\$3,736,513	\$3,927,616	\$4,112,908	\$4,561,879	10.92%
Contractual Services	\$253,947	\$280,148	\$230,587	\$309,117	\$382,977	23.89%
Internal Services	\$176,579	\$176,922	\$223,409	\$175,168	\$255,840	46.05%
Purchase of Goods & Services	\$115,457	\$177,925	\$211,911	\$225,369	\$215,917	(4.19)%
Capital Outlay	\$0	\$33,784	\$0	\$0	\$0	-
Leases & Rentals	\$12,639	\$14,079	\$11,499	\$14,855	\$14,855	0.00%
<b>Total Expenditures</b>	<b>\$4,183,448</b>	<b>\$4,419,372</b>	<b>\$4,605,022</b>	<b>\$4,837,417</b>	<b>\$5,431,468</b>	<b>12.28%</b>

### Funding Sources

Fines & Forfeitures	\$33,939	\$9,800	\$7,435	\$24,500	\$24,500	0.00%
Use of Money & Property	\$5,100	\$6,034	\$7,886	\$2,800	\$2,800	0.00%
Revenue from Other Localities	\$690,215	\$711,936	\$855,714	\$840,353	\$840,353	0.00%
Miscellaneous Revenue	\$0	\$0	\$2,182	\$0	\$0	-
Charges for Services	\$1,062,319	\$1,154,916	\$1,749,022	\$1,088,021	\$1,088,021	0.00%
Revenue from Commonwealth	\$1,900,237	\$1,993,715	\$1,912,855	\$1,902,473	\$1,902,473	0.00%
Transfers In	\$0	\$0	\$0	\$0	\$0	-
<b>Total Designated Funding Sources</b>	<b>\$3,691,811</b>	<b>\$3,876,401</b>	<b>\$4,535,094</b>	<b>\$3,858,147</b>	<b>\$3,858,147</b>	<b>0.00%</b>
<b>(Contribution to)/Use of Fund Balance</b>	<b>(\$101,137)</b>	<b>(\$51,770)</b>	<b>(\$35,539)</b>	<b>\$0</b>	<b>\$0</b>	<b>-</b>
<b>Net General Tax Support</b>	<b>\$592,774</b>	<b>\$594,741</b>	<b>\$105,466</b>	<b>\$979,270</b>	<b>\$1,573,321</b>	<b>60.66%</b>
<b>Net General Tax Support</b>	<b>14.17%</b>	<b>13.46%</b>	<b>2.29%</b>	<b>20.24%</b>	<b>28.97%</b>	

# Circuit Court Clerk

## Staff History by Program



	FY19 Actuals	FY20 Actuals	FY21 Actuals	FY22 Adopted	FY23 Proposed
Executive Administration	5.00	5.00	5.00	5.00	5.00
Court Administration	30.00	31.00	31.00	34.00	37.00
Records Administration	13.00	12.00	12.00	12.00	12.00
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>49.00</b>	<b>52.00</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, online appointments for obtaining marriage licenses, online services for obtaining court documents, e-filing, e-payments, and kiosk access to services.

**Historic Documents** – The Circuit Court Clerk is 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 process of posting this vast amount of data online and free to the public is underway.

**Courtroom Services** – The Circuit Court Clerk has expanded service to 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 the size of PWC and promotes efficiency of service by streamlining the adjudicatory process for constituents while enabling Circuit Court Judges and their staff to focus solely on legal analysis.

**Historic Documents** – The Circuit Court Clerk has developed several partnerships within the county and city governments in order to promote fairness and efficiency in operations. One such partnership is 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 self-service kiosks for constituent use as well as implementing a program to fully digitize the lower court’s closed case records. The Circuit Court Clerk has funded 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.

# Circuit Court Clerk

## General Overview

- A. Redistribution of Internal Service Fund (ISF) Technology Budget** – The County annually allocates all information technology (IT) costs to agencies through an ISF, using the approved cost basis for each technology activity. Technology activities include computer support (hardware replacement, software licenses, and helpdesk customer services), IT security, business systems support (public safety communications, financial systems, human services systems, etc.), geographic information system, web services, capital equipment replacement, messaging, cloud storage, network and infrastructure services, telecommunications, and radio. The cost basis is calculated through a formula derived from the Department of Information Technology's (DoIT) ISF fee schedule.

For FY23, ISF costs have been revised to align and more accurately reflect overall technology activities with current department specific technology services. Costs are adjusted to reflect agency technology usage more accurately, as tracked by DoIT billing systems using the updated methodology. In FY23, the Circuit Court Clerk technology bill increases by \$73,753. No technology service levels are changed, and there is no impact to the technology services individual agencies currently receive. For additional information on the countywide impact and methodology of redistributing technology charges, please see the Budget Highlights section of this document.

## Budget Initiatives

### A. Budget Initiatives

#### 1. Staffing for 7th Circuit Court Judge – Court Administration

Expenditure	\$268,163
Revenue	\$0
General Fund Impact	\$0
FTE Positions	3.00

- a. Description** – The Virginia Supreme Court has recommended a 7th Circuit Court Judge which is being considered by the General Assembly as part of the 2022 legislative session. This would increase the number of Circuit Court judges from six to seven. This initiative funds three Deputy Court Clerk positions totaling \$193,163 in on-going costs and \$75,000 in one-time costs for office expansion.
- b. Service Level Impacts** – Existing service levels are maintained.

# 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	FY19 Actuals	FY20 Actuals	FY21 Actuals	FY22 Adopted	FY23 Proposed
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 (Dollar amounts expressed in thousands)	FY19 Actuals	FY20 Actuals	FY21 Actuals	FY22 Adopted	FY23 Proposed
<b>Administration Services</b>	<b>\$678</b>	<b>\$736</b>	<b>\$721</b>	<b>\$709</b>	<b>\$798</b>
Restitution cases active	4,165	3,820	3,715	4,200	3,600
Restitution payments processed	1,817	1,697	2,559	2,000	2,200
Trust and condemnation cases active	271	240	260	280	280
Oaths administered	4,593	5,095	4,983	4,900	5,000
Financial management	-	-	1,170	1,105	1,300
Order payments processed (in\$)	-	-	118M	2,800	120M
Community outreach in excess	-	-	23,457	12,500	24,000

# 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	FY19 Actuals	FY20 Actuals	FY21 Actuals	FY22 Adopted	FY23 Proposed
Court Administration respond to calls within 1 business day	98%	98%	98%	98%	99%
Court Administration respond to emails within 1 business day	99%	99%	99%	99%	99%
Complete research requests within 1 business day	98%	98%	98%	98%	99%
Circuit Court cases commenced	18,796	17,387	19,217	19,000	19,000

Program Activities & Workload Measures (Dollar amounts expressed in thousands)	FY19 Actuals	FY20 Actuals	FY21 Actuals	FY22 Adopted	FY23 Proposed
<b>Court Case Management</b>	<b>\$2,415</b>	<b>\$2,633</b>	<b>\$2,753</b>	<b>\$2,846</b>	<b>\$3,297</b>
Concealed Handgun Permit applications	-	-	10,168	-	8,000
Expungements, garnishments, divorces, adoptions & name changes	-	-	2,795	7,500	3,000
Hours in court	3,230	2,734	2,769	3,600	3,600
Court orders drafted and prepared	7,996	21,943	8,709	10,000	9,000
Total pages researched, written & recorded	2.0M	1.5M	2.2M	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	FY19 Actuals	FY20 Actuals	FY21 Actuals	FY22 Adopted	FY23 Proposed
Records Division respond to calls within 1 business day	98%	98%	98%	98%	98%
Records Division respond to emails within 1 business day	98%	98%	98%	98%	98%
Complete research requests within 2 business days	98%	98%	98%	98%	98%

Program Activities & Workload Measures (Dollar amounts expressed in thousands)	FY19 Actuals	FY20 Actuals	FY21 Actuals	FY22 Adopted	FY23 Proposed
<b>Land Records and Public Service Center</b>	<b>\$958</b>	<b>\$970</b>	<b>\$1,037</b>	<b>\$1,135</b>	<b>\$1,188</b>
Deeds, mortgages, and other records processed, indexed & recorded	78,898	94,710	142,083	87,000	94,000
Marriage licenses, notary commissions, processed, indexed & recorded*	6,583	5,447	5,472	6,000	6,000
Wills, trusts, and estates documents adjudicated	4,688	4,112	4,466	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.

## 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.

Key Measures	FY19 Actuals	FY20 Actuals	FY21 Actuals	FY22 Adopted	FY23 Proposed
Online collection meeting American Association of Law Librarian Standards	50%	100%	100%	90%	100%
Users satisfied with Law Library services	95%	98%	98%	95%	98%
Print collection meeting American Association of Law Librarian Standards	50%	60%	NR	-	-

Program Activities & Workload Measures (Dollar amounts expressed in thousands)	FY19 Actuals	FY20 Actuals	FY21 Actuals	FY22 Adopted	FY23 Proposed
<b>Law Library Services*</b>	<b>\$132</b>	<b>\$81</b>	<b>\$94</b>	<b>\$148</b>	<b>\$148</b>
Patron inquiries completed within three days	99%	100%	100%	99%	99%
Patron assistance requests	6,709	5,368	4,952	6,710	6,710

\*Law Library was a stand alone department prior to FY20. FY19 information is reported in the Expenditure Summary located in the "Budget Summary" section of the FY2023 Budget.