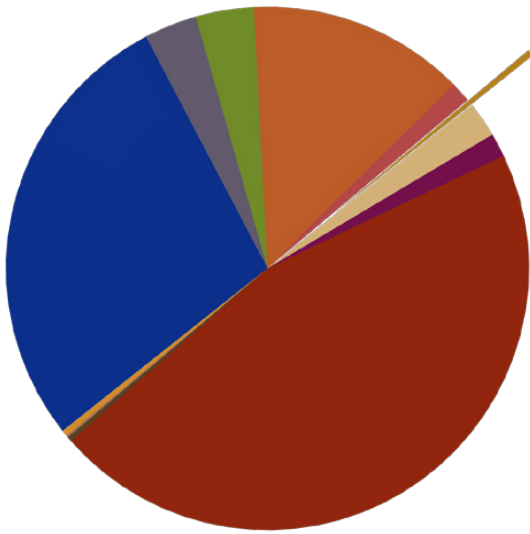


Circuit Court Judges

Mission Statement

The mission of the Prince William County Circuit Court Judges Chambers is to serve the public. It accomplishes this mission by providing a fair, responsive, and efficient system of justice that fully utilizes technological advancements, committed to excellence, fostering public trust, understanding and confidence by protecting rights and liberties, upholding, and interpreting the law, and resolving disputes peacefully, fairly, and effectively.



Public Safety Expenditure Budget:
\$432,662,701

Expenditure Budget:
\$1,748,533



0.4% of Public Safety

Programs:

- Circuit Court Judges Chambers:
\$1,748,533

Mandates

The Code of Virginia requires that every county shall have a courthouse with suitable space and facilities to accommodate the various courts and officials serving the county.

State Code: [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)

Circuit Court Judges

Expenditure and Revenue Summary

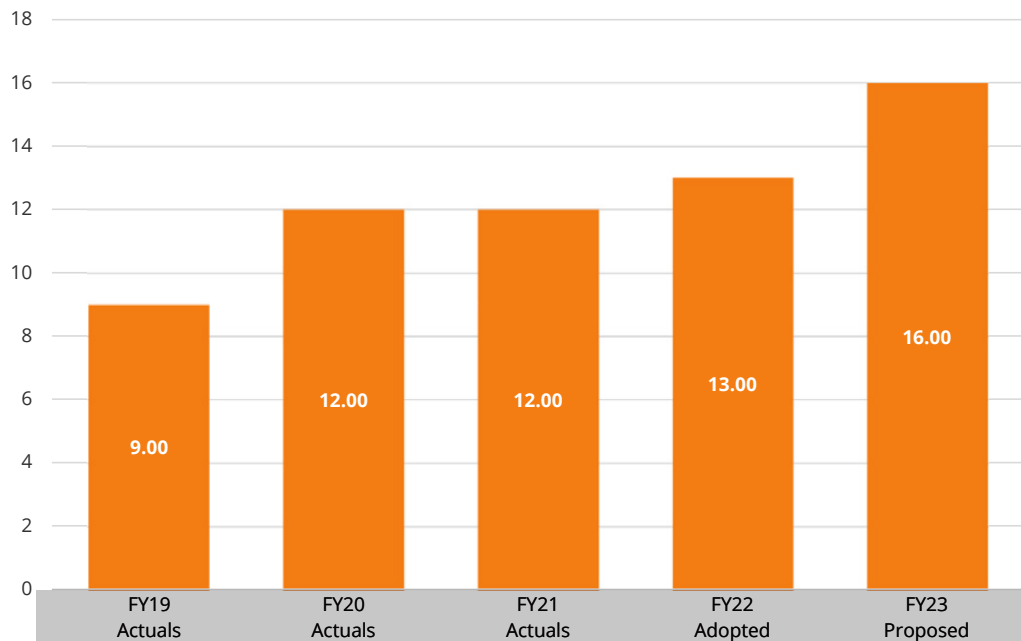


Expenditure by Program	FY19 Actuals	FY20 Actuals	FY21 Actuals	FY22 Adopted	FY23 Proposed	% Change Budget FY22/ Budget FY23
Circuit Court Judges Chambers	\$887,525	\$1,063,329	\$1,136,806	\$1,120,218	\$1,748,533	56.09%
Total Expenditures	\$887,525	\$1,063,329	\$1,136,806	\$1,120,218	\$1,748,533	56.09%

Expenditure by Classification

Salaries and Benefits	\$814,404	\$957,432	\$1,044,241	\$1,029,582	\$1,548,628	50.41%
Contractual Services	\$182	\$12,895	\$119	\$1,140	\$1,305	14.47%
Internal Services	\$27,378	\$36,320	\$36,320	\$39,207	\$79,691	103.26%
Purchase of Goods & Services	\$42,770	\$52,179	\$51,822	\$45,797	\$114,417	149.84%
Leases & Rentals	\$2,792	\$4,503	\$4,305	\$4,492	\$4,492	0.00%
Total Expenditures	\$887,525	\$1,063,329	\$1,136,806	\$1,120,218	\$1,748,533	56.09%
Miscellaneous Revenue	\$0	\$0	\$609	\$0	\$0	-
Total Designated Funding Sources	\$0	\$0	\$609	\$0	\$0	-
Net General Tax Support	\$887,525	\$1,063,329	\$1,136,197	\$1,120,218	\$1,748,533	56.09%
Net General Tax Support	100.00%	100.00%	99.95%	100.00%	100.00%	

Staff History by Program



Circuit Court Judges Chambers	9.00	12.00	12.00	13.00	16.00
Full-Time Equivalent (FTE) Total	9.00	12.00	12.00	13.00	16.00

Circuit Court Judges

Future Outlook

Additional Judges to the Circuit Court – There is a strong possibility a judge will be added to the Circuit Court in the coming fiscal year. The bench would increase to seven full-time judges. While this would be a good addition for Prince William County (PWC) and the citizens the Court serves, it also brings certain challenges. There is a need for a new courtroom and office space for the judge and staff. The Judicial Center is near full capacity for all the courts and other Constitutional offices that share the building. There is a placeholder in the Adopted FY22-FY26 Five-Year Plan to address this facility issue, but these issues will need to be addressed before the master plan implementation as the real possibility and need of additional judges in the future.

Staffing Needs for the Court – As mentioned above, the Circuit Court continues to address the needs of the Court and the judicial support it provides for the citizens of PWC. Staffing plays a key role in providing that support. The Court is looking at implementing a local Drug Court. With the implementation of this program, a program coordinator will be required. There have also been discussions to solidify the judicial law clerks' program by recruiting a permanent staff attorney to the judge's chambers to recruit, manage, and train the annual judicial law clerks, and serve as the law clerk for recusal cases. With a seventh judge being added to the Circuit Court, an additional judicial law clerk and judicial administrative specialist would be required.

Information Technology Upgrades – All three courts in the Judicial Center are in dire need of information technology upgrades. A robust WIFI infrastructure that addresses the specific needs of the Judicial Center is paramount. In addition, every courtroom in the Judicial Center requires a state-of-the-art sound system that meets the needs of our disabled citizens. Lastly, monitors are required in each of the jury boxes in the courtrooms for the display of evidence to jurors especially when the display is sensitive in nature.

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 Judges Chambers technology bill increases by \$21,917. 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.

B. Removal of One-Time Costs – A total of \$10,592 has been removed from Circuit Court Judges Chambers FY23 budget for one-time costs associated with one Administrative Specialist position added in the FY22 Budget.

Circuit Court Judges

Budget Initiatives

A. Budget Initiatives

1. Staffing for 7th Circuit Court Judge – Circuit Court Judges Chambers

Expenditure	\$101,404
Revenue	\$0
General Fund Impact	\$101,404
FTE Positions	1.00

- a. **Description** – During the 2022 session of the Virginia General Assembly legislation was proposed to amend and reenact [17.1.507](#) relating to the maximum number of judges in each judicial circuit. The proposed change increases the maximum number of judges from six to seven in the Circuit Court effective July 1, 2022. This funds one judicial law clerk position to assist the Judge funded by the Commonwealth in caseload management and legal research. This addition includes \$91,404 in on-going costs and \$10,000 one-time costs.
- b. **Service Level Impacts** – Existing service levels are maintained.

2. Drug Court Program Coordinator – Circuit Court Judges Chambers

Expenditure	\$135,177
Revenue	\$0
General Fund Impact	\$135,177
FTE Positions	1.00

- a. **Description** – PWC is one of the few counties in Virginia that does not have an established Drug Court docket. Stakeholders in the PWC criminal justice system have completed training to implement a local Drug Court. A Program Coordinator is necessary for state approval. The current pilot program is being managed with existing staff, but the time commitment needs a dedicated person to coordinate with other agencies such as Community Services and Criminal Justice Services. The Program Coordinator would ensure proper implementation and continuation of the Drug Treatment Court. This initiative has \$129,177 in on-going costs and \$6,000 in one-time costs.
- b. **Service Level Impact** – This initiative supports the Wellbeing and Safe & Secure Community strategic goals to increase support for those with substance abuse and increase use of diversion from the legal court system.

▪ **Defendants assessed to be eligible to participate in Drug Court**

FY23 w/o Addition		0
FY23 w/ Addition		50

▪ **Direct service hours provided to clients**

FY23 w/o Addition		0
FY23 w/ Addition		7,280

▪ **Drug screens conducted**

FY23 w/o Addition		0
FY23 w/ Addition		2,080

3. Administrative Specialist – Circuit Court Judges Chambers

Expenditure	\$93,601
Revenue	\$0
General Fund Impact	\$93,601
FTE Positions	1.00

- a. **Description** – One Administrative Specialist position has been added to the Circuit Court Judges Chambers Proposed FY2023 Budget. The addition includes \$87,601 in on-going funding and \$6,000 in one-time costs associated with the position. One additional Administrative Specialist position is included in FY24 of the Proposed FY2023-FY2027 Five-Year Plan at a cost of \$192,094. This would complete the staffing plan that started in FY20.

Circuit Court Judges

- b. **Service Level Impacts** – This position will provide administrative support for cases coming before the Circuit Court.

4. Law Clerk Training & Virtual Law Book Subscriptions – Circuit Court Judges Chambers

Expenditure	\$95,000
Revenue	\$0
General Fund Impact	\$95,000
FTE Positions	0.00

- a. **Description** – Generally, law clerks’ intern for Circuit Court judges for one year. Salaries and benefits capacity increases by \$55,000 to support the overlap training of law clerks from one group to the next. This training is important to court procedures and operations to ensure a smooth transition from one year to the next. Additionally, \$45,000 is budgeted to address the law books and periodicals for the judges and office supplies not supported by the state.
- b. **Service Level Impacts** – Funding this initiative will allow day to day operations to continue without compromising office standards. The initiative also solidifies law clerk staffing needs.

Program Summary

Circuit Court Judges Chambers

The Judicial Circuit Court has general trial court jurisdiction, as well as appellate jurisdiction for General District and Juvenile & Domestic Relations Court. It is a separate branch of government. Circuit Court in Virginia decides the most serious cases in each jurisdiction presiding over criminal, civil, concealed handgun permits (CHPs), miscellaneous, and other cases. The 31st Judicial Circuit currently has six full-time judges.

Key Measures	FY19 Actuals	FY20 Actuals	FY21 Actuals	FY22 Adopted	FY23 Proposed
Annual criminal disposition percentage	82.1%	29.5%	66.0%	30.0%	82.0%
Annual civil and CHPs disposition percentage	92.5%	53.1%	74.0%	52.0%	93.0%
Annual miscellaneous and other disposition percentage	53.1%	17.3%	41.0%	18.0%	63.0%
Total average annual disposition rate	83.9%	94.4%	64.0%	85.0%	85.0%
Annual clearance rates	87.0%	94.0%	70.0%	85.0%	87.0%

Program Activities & Workload Measures (Dollar amounts expressed in thousands)	FY19 Actuals	FY20 Actuals	FY21 Actuals	FY22 Adopted	FY23 Proposed
Court Case Docket Management and Administrative Support	\$888	\$1,063	\$1,137	\$1,120	\$1,749
Cases per Circuit Court Judge	3,130	2,956	2,365	3,380	3,380
Cost per case concluded	\$45	\$64	\$65	\$45	\$69