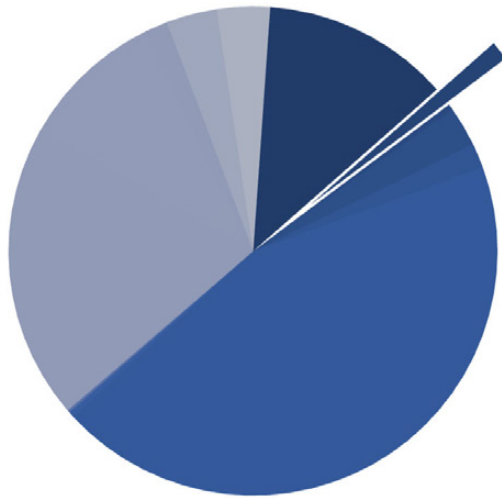


# Circuit Court Clerk

## 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



Safe & Secure Community  
**Expenditure Budget: \$500,829,428**

**Expenditure Budget:**  
**\$6,288,203**

*1.3% of Safe & Secure Community*

### Programs:

- Executive Administration: \$1,208,926
- Court Administration: \$3,214,916
- Records Administration: \$1,712,189
- Law Library Services: \$152,172

## 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	FY21 Actuals	FY22 Actuals	FY23 Actuals	FY24 Adopted	FY25 Proposed	% Change Budget FY24/ Budget FY25
Executive Administration	\$721,466	\$931,462	\$1,099,433	\$1,075,885	\$1,208,926	12.37%
Court Administration	\$2,752,908	\$2,635,413	\$2,692,429	\$2,910,823	\$3,214,916	10.45%
Records Administration	\$1,037,087	\$1,321,360	\$1,578,221	\$1,549,733	\$1,712,189	10.48%
Law Library Services	\$93,561	\$119,500	\$126,610	\$147,988	\$152,172	2.83%
<b>Total Expenditures</b>	<b>\$4,605,022</b>	<b>\$5,007,734</b>	<b>\$5,496,693</b>	<b>\$5,684,429</b>	<b>\$6,288,203</b>	<b>10.62%</b>

### Expenditure by Classification

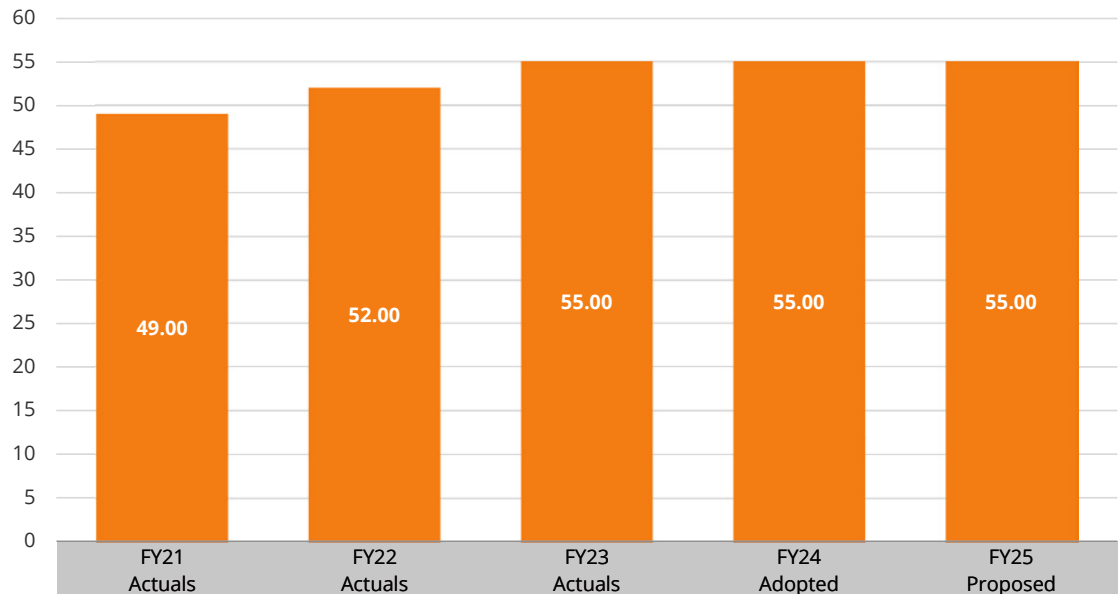
Salaries & Benefits	\$3,927,616	\$4,188,049	\$4,674,753	\$4,893,575	\$5,497,349	12.34%
Contractual Services	\$230,587	\$343,661	\$329,216	\$307,977	\$307,977	0.00%
Internal Services	\$223,409	\$196,102	\$282,394	\$255,840	\$255,840	0.00%
Purchase of Goods & Services	\$211,911	\$266,782	\$199,696	\$215,917	\$215,917	0.00%
Leases & Rentals	\$11,499	\$13,140	\$10,634	\$14,855	\$14,855	0.00%
Reserves & Contingencies	\$0	\$0	\$0	(\$3,735)	(\$3,735)	0.00%
<b>Total Expenditures</b>	<b>\$4,605,022</b>	<b>\$5,007,734</b>	<b>\$5,496,693</b>	<b>\$5,684,429</b>	<b>\$6,288,203</b>	<b>10.62%</b>

### Funding Sources

Fines & Forfeitures	\$7,435	\$6,611	\$1,982	\$24,500	\$24,500	0.00%
Use of Money & Property	\$7,886	\$6,190	\$7,524	\$2,800	\$2,800	0.00%
Revenue from Other Localities	\$855,714	\$840,353	\$737,203	\$736,789	\$736,789	0.00%
Miscellaneous Revenue	\$2,182	\$361	\$186	\$0	\$0	-
Charges for Services	\$1,749,022	\$1,360,739	\$750,677	\$1,087,800	\$1,087,800	0.00%
Revenue from Commonwealth	\$1,912,855	\$2,237,448	\$2,339,618	\$2,070,002	\$2,110,248	1.94%
Transfers In	\$0	\$0	\$0	\$0	\$0	-
<b>Total Designated Funding Sources</b>	<b>\$4,535,094</b>	<b>\$4,451,702</b>	<b>\$3,837,189</b>	<b>\$3,921,891</b>	<b>\$3,962,137</b>	<b>1.03%</b>
<b>(Contribution to)/Use of Fund Balance</b>	<b>(\$35,539)</b>	<b>\$336,422</b>	<b>\$67,348</b>	<b>\$0</b>	<b>\$0</b>	<b>-</b>
<b>Net General Tax Support</b>	<b>\$105,466</b>	<b>\$219,611</b>	<b>\$1,592,156</b>	<b>\$1,762,538</b>	<b>\$2,326,066</b>	<b>31.97%</b>
<b>Net General Tax Support</b>	<b>2.29%</b>	<b>4.39%</b>	<b>28.97%</b>	<b>31.01%</b>	<b>36.99%</b>	

# Circuit Court Clerk

## Staff History by Program



	FY21 Actuals	FY22 Actuals	FY23 Actuals	FY24 Adopted	FY25 Proposed
Executive Administration	5.00	5.00	5.00	6.00	6.00
Court Administration	31.00	34.00	37.00	32.00	32.00
Records Administration	12.00	12.00	12.00	16.00	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>52.00</b>	<b>55.00</b>	<b>55.00</b>	<b>55.00</b>

## Future Outlook

**Access to Justice** – The Circuit Court Clerk strives to be innovative in providing public expanded access to court. The Circuit Court Clerk continues to expand service location and hours. Currently, Seals on Wheels, a fully equipped mobile Clerk’s Office offers off-site services throughout the jurisdiction at least one Saturday per month. This initiative allows residents ease of access to exercise their constitutional rights and is funded through state technology grants. This program will continue to be expanded over the coming year. The Circuit Court Clerk also continues to expand remote access to services including 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 has been successful in securing restoration grants from the Library of Virginia. In the coming year, at least two more ancient historical artifacts will be restored and redigitized to enhance the historical collection both in-house and online.

**Strategic Partnerships** – The Circuit Court Clerk has developed several ongoing 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

## 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	FY21 Actuals	FY22 Actuals	FY23 Actuals	FY24 Adopted	FY25 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 <i>(Dollar amounts expressed in thousands)</i>	FY21 Actuals	FY22 Actuals	FY23 Actuals	FY24 Adopted	FY25 Proposed
<b>Administration Services</b>	<b>\$721</b>	<b>\$931</b>	<b>\$1,099</b>	<b>\$1,076</b>	<b>\$1,209</b>
Restitution cases active	3,715	3,904	3,589	3,750	3,750
Restitution payments processed	2,559	2,328	2,336	2,400	2,300
Trust and condemnation cases active	260	270	259	280	280
Oaths administered	4,983	4,473	5,126	5,000	5,000
Financial management	1,170	1,300	1,300	1,300	1,300
Order payments processed	\$118M	\$137M	\$77M	\$129M	\$100M
Community outreach and access	23,457	47,724	91,901	50,000	75,000

### 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	FY21 Actuals	FY22 Actuals	FY23 Actuals	FY24 Adopted	FY25 Proposed
Court Administration respond to calls within 1 business day	98%	99%	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%	99%	99%	99%	99%
Circuit Court cases commenced	19,217	15,441	17,078	18,000	18,000

# Circuit Court Clerk

<b>Program Activities &amp; Workload Measures</b> <i>(Dollar amounts expressed in thousands)</i>	<b>FY21 Actuals</b>	<b>FY22 Actuals</b>	<b>FY23 Actuals</b>	<b>FY24 Adopted</b>	<b>FY25 Proposed</b>
<b>Court Case Management</b>	<b>\$2,753</b>	<b>\$2,635</b>	<b>\$2,692</b>	<b>\$2,911</b>	<b>\$3,215</b>
Concealed Handgun Permit applications	10,168	5,021	7,351	6,000	7,000
Expungements, garnishments, divorces, adoptions & name changes	2,795	3,004	3,320	3,500	3,500
Hours in court	2,769	3,162	4,626	3,600	4,000
Court orders drafted and prepared	8,709	10,262	11,189	10,500	10,500
Total pages researched, written & recorded	2.2M	1.5M	2.0M	1.7M	2.0M

## 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.

<b>Key Measures</b>	<b>FY21 Actuals</b>	<b>FY22 Actuals</b>	<b>FY23 Actuals</b>	<b>FY24 Adopted</b>	<b>FY25 Proposed</b>
Records Division respond to calls within 1 business day	98%	99%	99%	99%	99%
Records Division respond to emails within 1 business day	98%	99%	99%	99%	99%
Complete research requests within 2 business days	98%	99%	99%	99%	99%

<b>Program Activities &amp; Workload Measures</b> <i>(Dollar amounts expressed in thousands)</i>	<b>FY21 Actuals</b>	<b>FY22 Actuals</b>	<b>FY23 Actuals</b>	<b>FY24 Adopted</b>	<b>FY25 Proposed</b>
<b>Land Records and Public Service Center</b>	<b>\$1,037</b>	<b>\$1,321</b>	<b>\$1,578</b>	<b>\$1,550</b>	<b>\$1,712</b>
Deeds, mortgages, and other records processed, indexed & recorded	142,083	103,971	60,609	100,000	70,000
Marriage licenses, notary commissions, processed, indexed & recorded	5,472	4,692	4,537	5,000	5,000
Wills, trusts, and estates documents adjudicated	4,466	5,343	5,409	5,000	5,500

# 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	FY21 Actuals	FY22 Actuals	FY23 Actuals	FY24 Adopted	FY25 Proposed
Online collection meeting American Association of Law Librarian Standards	100%	100%	100%	100%	100%
Users satisfied with Law Library services	98%	98%	99%	98%	99%

Program Activities & Workload Measures <i>(Dollar amounts expressed in thousands)</i>	FY21 Actuals	FY22 Actuals	FY23 Actuals	FY24 Adopted	FY25 Proposed
<b>Law Library Services</b>	<b>\$94</b>	<b>\$120</b>	<b>\$127</b>	<b>\$148</b>	<b>\$152</b>
Patron inquiries completed within three days	100%	100%	100%	100%	100%
Patron assistance requests	4,952	5,199	4,632	5,250	5,250