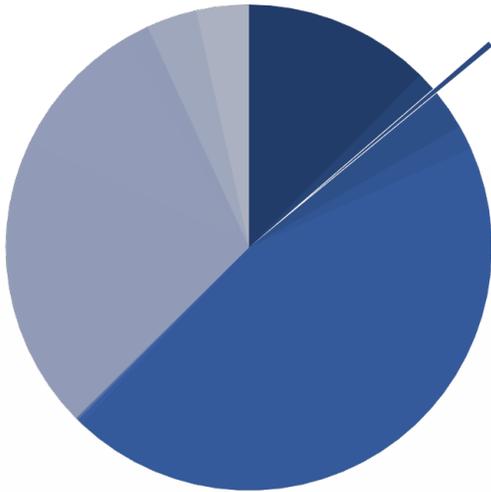


# Circuit Court Judges

## 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.



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

**Expenditure Budget:**  
**\$2,030,988**

*0.4% of Safe & Secure Community*

### Programs:

- Circuit Court Judges Chambers:  
\$2,030,988

## Mandates

The Code of Virginia mandates 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

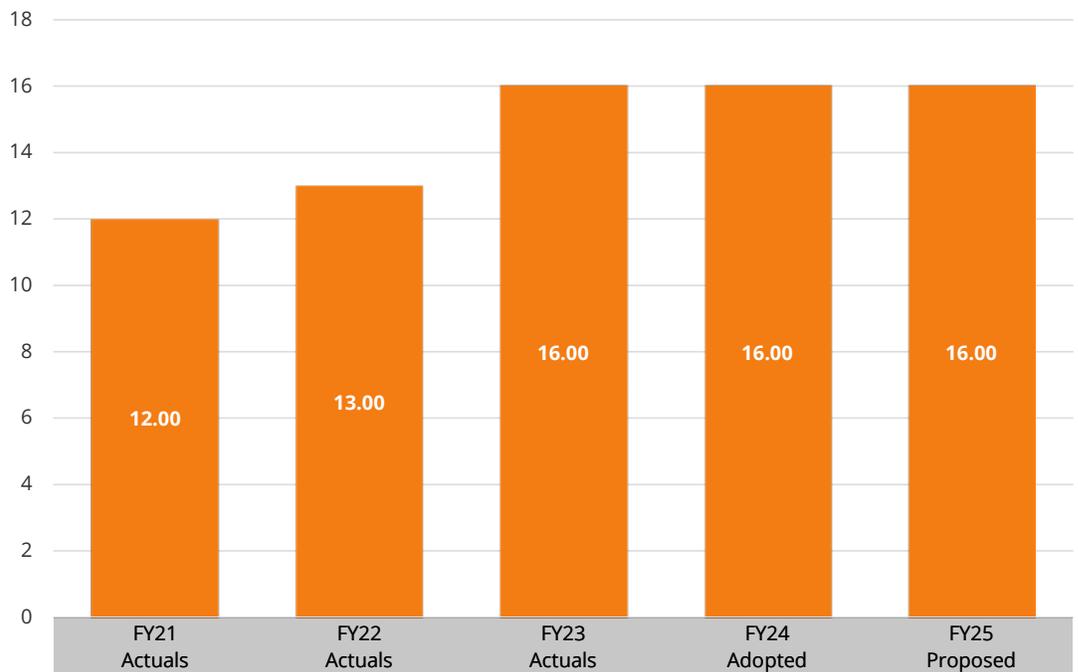


Expenditure by Program	FY21 Actuals	FY22 Actuals	FY23 Actuals	FY24 Adopted	FY25 Proposed	% Change Budget FY24/ Budget FY25
Circuit Court Judges Chambers	\$1,136,806	\$1,294,000	\$1,739,200	\$1,874,118	\$2,030,988	8.37%
<b>Total Expenditures</b>	<b>\$1,136,806</b>	<b>\$1,294,000</b>	<b>\$1,739,200</b>	<b>\$1,874,118</b>	<b>\$2,030,988</b>	<b>8.37%</b>

### Expenditure by Classification

Salaries & Benefits	\$1,044,241	\$1,179,428	\$1,564,501	\$1,697,149	\$1,840,340	8.44%
Contractual Services	\$119	\$97	\$2,628	\$1,305	\$1,305	0.00%
Internal Services	\$36,320	\$39,207	\$79,691	\$79,692	\$88,754	11.37%
Purchase of Goods & Services	\$51,822	\$70,593	\$88,194	\$92,417	\$97,034	5.00%
Leases & Rentals	\$4,305	\$4,675	\$4,185	\$4,492	\$4,492	0.00%
Reserves & Contingencies	\$0	\$0	\$0	(\$937)	(\$937)	0.00%
<b>Total Expenditures</b>	<b>\$1,136,806</b>	<b>\$1,294,000</b>	<b>\$1,739,200</b>	<b>\$1,874,118</b>	<b>\$2,030,988</b>	<b>8.37%</b>
Miscellaneous Revenue	\$609	\$2,467	\$51	\$0	\$0	-
<b>Total Designated Funding Sources</b>	<b>\$609</b>	<b>\$2,467</b>	<b>\$51</b>	<b>\$0</b>	<b>\$0</b>	<b>-</b>
<b>Net General Tax Support</b>	<b>\$1,136,197</b>	<b>\$1,291,533</b>	<b>\$1,739,148</b>	<b>\$1,874,118</b>	<b>\$2,030,988</b>	<b>8.37%</b>
<b>Net General Tax Support</b>	<b>99.95%</b>	<b>99.81%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	

## Staff History by Program



Circuit Court Judges Chambers	12.00	13.00	16.00	16.00	16.00
<b>Full-Time Equivalent (FTE) Total</b>	<b>12.00</b>	<b>13.00</b>	<b>16.00</b>	<b>16.00</b>	<b>16.00</b>

# Circuit Court Judges

## Future Outlook

**Process Improvement** – The Circuit Court Judges Chambers is always looking to improve the way it serves the residents of Prince William County. An opportunity to evaluate current processes and procedures came with the addition of a new judge in FY23 and returning to a normal court schedule post COVID. One efficiency gap identified was the law clerk program. The program lasts for a full year with the law clerk performing various duties for the judges. There is usually an overlap period from one class of clerks to the next where training can be provided. This training is critical to the cohesiveness of the court. With a shortage of law professionals, the current judicial law clerks are taking advantage of new employment opportunities, therefore are not available for the overlap to train the new judicial law clerks and with that the court loses the knowledge sharing and training experienced in the past. This concern has the Circuit Court Judges Chambers exploring strategies to keep this vital program substantiable for years to come.

**Specialty Courts** – With the implementation of the Drug Court in FY23, the Circuit Court took the first step last year with the creation of the Drug Court program. This program has demonstrated success and growth. The Courts are reviewing other programs like the Veterans Treatment Docket looking at the effectiveness of how the court processes cases. These programs are enhancing internal County partnerships with departments like Criminal Justice Services (CJS) who manage the Drug Court program docket. The Courts and departments meet on a regular basis to discuss next steps and resources needed to continue these successful programs for the County.

**Circuit Court Space** – The Judicial Center expansion project included in the FY2024-2029 Capital Improvement Program will address long term space needs. Progress is currently underway to provide a dedicated courtroom for the 7th judge authorized by the 2022 General Assembly session. Due to population and caseload, it is possible that the Circuit Court could receive an 8th judge within the next two years, as early as July 2025 (FY26).

## General Overview

**A. Position Shift from Circuit Court Judges Chambers to CJS** – During FY24, the Drug Court Coordinator position was shifted from Circuit Court Judges Chambers to CJS. County stakeholders met on a regular basis throughout the first year of the program and determined that the coordinator position should move out of the Circuit Court and into CJS. This would create more opportunities for the Drug Court program to succeed to its fullest potential. There are mandated requirements that made it difficult for this position to operate under the Circuit Court. CJS can collect fees and apply for grant funding more easily than the Circuit Court. The total salary and benefits transferred was \$120,616.

## Budget Initiatives

### A. Budget Initiatives

#### 1. Addition of Circuit Court Staff Attorney – Circuit Court Judges Chambers

Expenditure	\$127,500
Revenue	\$0
General Fund Impact	\$127,500
FTE Positions	1.00

**a. Description** – This initiative will provide a full-time staff attorney who will provide stability in the Circuit Court Judges Chambers (Circuit Court). The Circuit Court recruits and employs seven Judicial Law Clerks. It has become a practice for the outgoing clerks to train the incoming clerks for several weeks before offboarding. This transition period is critical for continuity, but it has become increasingly difficult to manage since the clerkship is generally one year. The recommended staff attorney position will help recruit, train, and serve in the law clerk role when there are recusal and three judge panel cases. This initiative includes \$124,600 in ongoing funding and \$2,900 in one-time funding for a total of \$127,500.

**b. Service Level Impact** – This initiative supports the Safe and Secure Community Objective SS-1 and action strategy SS1:A in the [2021-2024 Strategic Plan](#) by providing adequate staffing, while also satisfying the long-range plan of providing Judicial Law Clerk training, mentorship, and onboard legal expertise from year to year.

# Circuit Court Judges

## 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 seven full-time judges.

Key Measures	FY21 Actuals	FY22 Actuals	FY23 Actuals	FY24 Adopted	FY25 Proposed
Annual criminal disposition percentage	66%	41%	71%	82%	84%
Annual civil and CHPs disposition percentage	74%	60%	91%	93%	93%
Annual miscellaneous and other disposition percentage	41%	26%	57%	67%	69%
Total average annual disposition rate	64%	77%	81%	85%	85%
Annual clearance rates	70%	75%	79%	87%	87%

Program Activities & Workload Measures <i>(Dollar amounts expressed in thousands)</i>	FY21 Actuals	FY22 Actuals	FY23 Actuals	FY24 Adopted	FY25 Proposed
<b>Court Case Docket Management and Administrative Support</b>	<b>\$1,137</b>	<b>\$1,294</b>	<b>\$1,739</b>	<b>\$1,874</b>	<b>\$2,031</b>
Cases per Circuit Court Judge	2,365	3,380	3,475	3,540	3,600
Cost per case concluded	\$65	\$45	\$69	\$69	\$71