

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 and Self-Help Center.

Quadrant Area

% of Safe & Secure Community

1.3%

Quadrant Expenditure Budget:

\$563,936,869

Programs

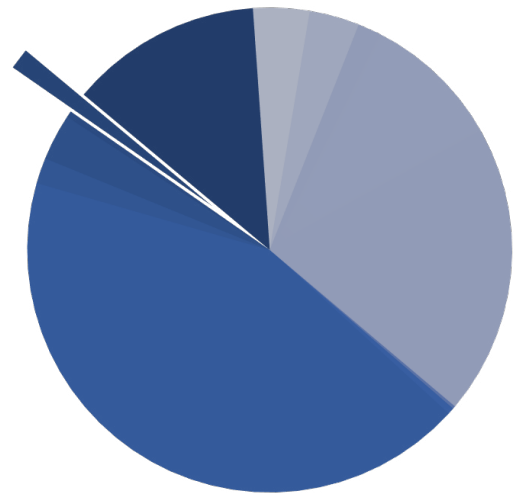
Executive Administration \$1,400,448

Court Administration \$3,488,405

Records Administration \$2,281,139

Law Library Services \$199,263

Agency Expenditure Budget: \$7,369,255



Mandates

The Circuit Court Clerk has more than 800 statutory mandates including, but not limited to, collecting revenues; acting as probate judge; issuing concealed handgun permits, creating and maintaining the court record; conducting criminal processing and procedures; facilitating the adjudication of appeals from the lower courts and Compensation Board; recording and maintaining real estate records and collections; maintaining the local repository of game, fish and marine law; appointing and overseeing the functions of fiduciaries and receivers; overseeing, collecting, and disbursing funds for persons under disability; overseeing, collecting, and disbursing bonds; administering and recording oaths of office; maintaining and protecting certain election records; creating and maintaining local referenda; creating and maintaining marriage records; providing public access to court records; and responding and otherwise assisting with 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)

Expenditure and Revenue Summary



Expenditure by Program	FY23 Actuals	FY24 Actuals	FY25 Actuals	FY26 Adopted	FY27 Adopted	% Change Budget FY26/ Budget FY27
Executive Administration	\$1,099,433	\$1,345,856	\$1,474,218	\$1,224,235	\$1,400,448	14.39%
Court Administration	\$2,692,429	\$3,000,432	\$3,122,459	\$3,506,025	\$3,488,405	(0.50%)
Records Administration	\$1,578,221	\$2,487,082	\$1,897,523	\$2,195,345	\$2,281,139	3.91%
Law Library Services	\$126,610	\$138,490	\$146,580	\$152,182	\$199,263	30.94%
Total Expenditures	\$5,496,693	\$6,971,859	\$6,640,780	\$7,077,787	\$7,369,255	4.12%

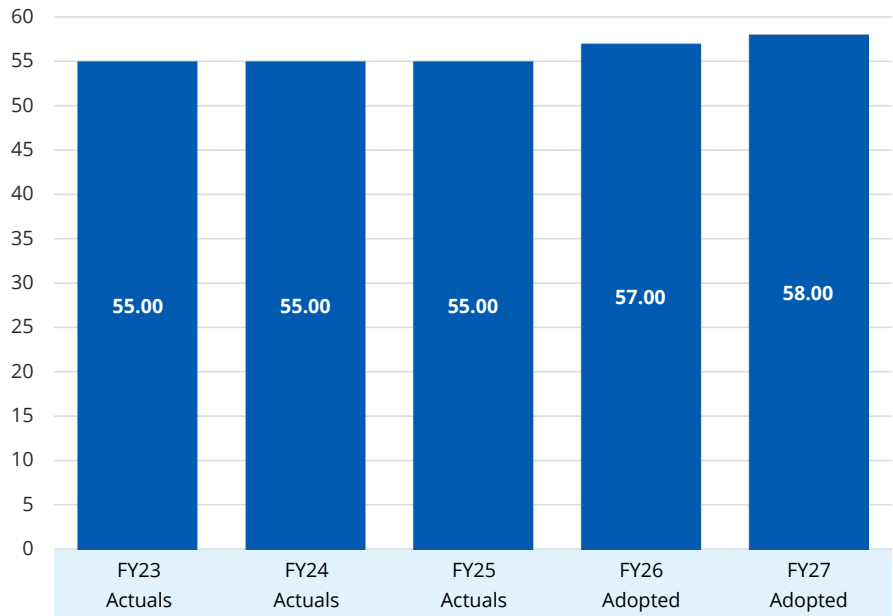
Expenditure by Classification

Salaries & Benefits	\$4,674,753	\$5,285,634	\$5,637,847	\$5,867,861	\$6,003,273	2.31%
Contractual Services	\$329,216	\$487,786	\$464,699	\$707,977	\$643,977	(9.04%)
Internal Services	\$282,394	\$282,268	\$283,636	\$274,912	\$348,968	26.94%
Purchase of Goods & Services	\$199,696	\$304,707	\$244,798	\$215,917	\$361,917	67.62%
Leases & Rentals	\$10,634	\$11,465	\$9,800	\$14,855	\$14,855	0.00%
Reserves & Contingencies	\$0	\$0	\$0	(\$3,735)	(\$3,735)	0.00%
Transfers Out	\$0	\$600,000	\$0	\$0	\$0	-
Total Expenditures	\$5,496,693	\$6,971,859	\$6,640,780	\$7,077,787	\$7,369,255	4.12%

Funding Sources

Fines & Forfeitures	\$1,982	\$4,694	\$5,017	\$24,500	\$24,500	0.00%
Use of Money & Property	\$7,524	\$5,491	\$5,639	\$2,800	\$2,800	0.00%
Revenue from Other Localities	\$737,203	\$736,788	\$810,443	\$836,650	\$856,729	2.40%
Miscellaneous Revenue	\$186	\$895	\$1,610	\$0	\$0	-
Charges for Services	\$750,677	\$656,777	\$785,745	\$1,087,800	\$1,134,800	4.32%
Revenue from Commonwealth	\$2,339,618	\$2,578,043	\$2,728,895	\$2,324,084	\$2,372,356	2.08%
Transfers In	\$0	\$0	\$0	\$0	\$0	-
Total Designated Funding Sources	\$3,837,189	\$3,982,688	\$4,337,348	\$4,275,834	\$4,391,185	2.70%
(Contribution to)/Use of Fund Balance	\$67,348	\$591,643	(\$64,687)	(\$81)	\$0	(99.86%)
Net General Tax Support	\$1,592,156	\$2,397,528	\$2,368,119	\$2,802,034	\$2,978,070	6.28%
Net General Tax Support	28.97%	34.39%	35.66%	39.59%	40.41%	

Staff History by Program



	FY23 Actuals	FY24 Actuals	FY25 Actuals	FY26 Adopted	FY27 Adopted
Executive Administration	5.00	6.00	6.00	6.00	7.00
Court Administration	37.00	32.00	32.00	34.00	32.00
Records Administration	12.00	16.00	16.00	16.00	18.00
Law Library Services	1.00	1.00	1.00	1.00	1.00
Full-Time Equivalent (FTE) Total	55.00	55.00	55.00	57.00	58.00

Future Outlook

Preservation of History – 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 re-digitized to enhance the historical collection both in-house and online.

Enhanced Efficiency through Technology – The Circuit Court Clerk continues to leverage technology to efficiently and effectively serve constituents. Internal automation of processes using artificial intelligence will further streamline the creation and processing of land recordings and court documents. By the end of FY26, every public record within the collection of the Circuit Court Clerk will be available digitally (from 1731 to the present day).

Growth in Probate Services – In FY25, the Circuit Court Clerk saw a 14% increase in the number of wills probated over the previous year. It is anticipated that this growth will continue due to the aging population, growth, increased property values, increased asset complexity, and increased popularity of estate planning.

Growth in Self-Represented Litigant Services – In FY25, the Circuit Court Clerk saw an increase in customers served in the Self-Represented Litigant Center of 30% over the previous year. It is anticipated this growth will continue as the number of self-represented litigants continues to increase and the population continues to grow.

Access to Services – 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 and after hours on weekdays. This initiative allows residents ease of access to exercise their constitutional rights and is funded through state technology grants. 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.

General Overview

- A. Compensation Board Additional Revenue for Deputy Clerk Position** – On June 24, 2025, the Board of County Supervisors (BOCS), through [BOCS Resolution 25-348](#), accepted, budgeted and appropriated \$48,272 of additional ongoing revenue from the Commonwealth of Virginia's Compensation Board. This funding supports the creation of a Deputy Clerk position (1.00 FTE) in the Circuit Court Clerk's Office to implement House Bill 2733 / Senate Bill 1466, which mandates the automatic sealing and expungement of specific criminal records. All required information technology and system-related costs necessary to support this position have been incorporated into the agency's FY27 budget.
- B. Redistribution of Internal Service Fund (ISF) Technology Budget** – The County allocates information technology (IT) costs to agencies through an ISF for all technology activities including 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 radios.
- In FY26, funding was allocated in Non-Departmental to support the FY26 internal services fund billings for the Department of Information Technology, and in FY27 this funding is being reallocated to specific agencies to better represent the functional areas supported by these initiatives. In FY27, Circuit Court Clerk's office technology bill increases by \$69,359. No technology service levels are changed, and there is no impact to the technology services individual agencies currently receive.
- C. Removal of One-Time Costs** – A total of \$93,840 has been removed from Circuit Court Clerk's Office FY27 budget for one-time costs added in FY26:
- \$89,000 for one-time costs associated with Land Record Management System (LRMS). A total of \$400,000 was included in FY26 for implementing a new LRMS and \$311,000 is included in the FY27 budget for ongoing subscription and/or licensing costs.
 - \$4,840 for one-time supplies and equipment costs related to two Deputy Court Clerk positions (2.00 FTEs).

Budget Initiatives

A. Budget Initiatives

1. Jury Pool Expansion and Return Questionnaire Postage Increases – Court Administration

Expenditure	\$99,000
Revenue	\$0
General Fund Impact	\$99,000
FTE Positions	0.00

- a. Description** – This initiative provides funding to address increased costs associated with jury pool expansion and jury questionnaire return postage resulting from substantial growth in jury pool orders issued by the Circuit Court. In FY25, jury pool orders increased by 39% over the prior year (from 10,517 to 17,342 citizens), followed by an additional 28% increase in FY26 (from 17,342 to 24,000). The requested funding will enable the Clerk's Office to meet court-ordered jury pool requirements and provide return postage for citizens, supporting efficient jury administration and enhanced customer service.
- b. Service Level Impacts** – This initiative supports the Service Delivery strategic goal area of the County's [2025-2028 Strategic Plan](#): Enhance opportunities for engagement and communication between the public and the County government, fostering dialogue, feedback, and follow-up to promote the shared goals of trust, understanding, and transparency (Objective 4). This is accomplished by implementing real-time communication pathways and processes to gain consistent feedback from the community (Strategy B).

2. E-Filing System Enhancement – Court Administration

Expenditure	\$25,000
Revenue	\$0
General Fund Impact	\$25,000
FTE Positions	0.00

Circuit Court Clerk

- a. **Description** – This initiative provides funding to implement a compliant e-filing system for the Circuit Court Clerk’s Office in response to a mandate issued by the Supreme Court of Virginia. The Rules of the Supreme Court of Virginia, which govern all state courts including Circuit Courts, have been amended to require that e-filing be made available to self-represented litigants – individuals who file and manage their cases without legal representation. The requested funding will allow the Clerk to integrate a compliant e-filing service through an existing vendor, ensuring timely compliance with the state mandate and prevent potential legal and operational risks.
- b. **Service Level Impacts** – This initiative supports the Safe and Secure Community strategic goal area of the County’s [2025-2028 Strategic Plan](#): Cultivate a safe and secure community that advances stakeholder engagement, collaboration with residents, businesses, and stakeholders, and resolve safety concerns. This is accomplished by developing coordinated community responses that improve constituent access to programs and services, strengthen collaboration with residents, businesses, stakeholders and resolve safety concerns (Objective 1). Additionally, the initiative ensures compliance with the Supreme Court of Virginia’s e-filing mandate by enabling electronic filing access for self-represented litigants, maintaining public access to court services, improving filing efficiency, and mitigating legal and operational risks associated with noncompliance.

3. Self-Represented Litigant Center and Law Library – Law Library Services

Expenditure	\$47,000
Revenue	\$47,000
General Fund Impact	\$0
FTE Positions	0.00

- a. **Description** – This initiative provides funding for the Self-Represented Litigant Center and Law Library to maintain State Library Board accreditation and meet the growing demand for access to justice. Prince William County (PWC) operates the Commonwealth’s first public Self-Represented Litigant Center, where the number of customers assisted has increased by 30% in FY25 (from 7,103 to 10,152). The Clerk’s Office has expanded services to include legal forms and templates for Circuit Court, General District Court, and Juvenile and Domestic Relations Courts, increasing reliance on required legal resources. The funding request supports rising costs for books, print materials, electronic legal resources, and research tools, including LexisNexis and other subscriptions. The request is fully supported by law library revenue and court fees at no additional cost to the general fund.
- b. **Service Level Impacts** – This initiative supports the Service Delivery strategic goal area of the County’s [2025-2028 Strategic Plan](#): Provide transparent, exceptional, and accessible County services to residents, businesses, and partners. This is accomplished by ensuring timely, effective, and accessible County services to residents, businesses, and partners by improving coordination and collaboration amongst County agencies and using high-quality data to achieve positive outcomes (Objective 1).

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	FY23 Actuals	FY24 Actuals	FY25 Actuals	FY26 Adopted	FY27 Adopted
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%

Circuit Court Clerk

Program Activities & Workload Measures (Dollar amounts expressed in thousands)	FY23 Actuals	FY24 Actuals	FY25 Actuals	FY26 Adopted	FY27 Adopted
Administration Services	\$1,099	\$1,346	\$1,474	\$1,224	\$1,400
Restitution cases active	3,589	3,615	3,569	3,700	3,600
Restitution payments processed	2,336	2,192	1,933	2,200	1,500
Trust and condemnation cases active	259	282	280	290	285
Oaths administered	5,126	6,898	7,620	6,000	6,000
Financial management	1,300	1,350	1,420	1,350	1,350
Order payments processed	\$77M	\$75M	\$87M	\$90M	\$88M
Community outreach and access	91,901	220,923	420,033	200,000	400,000

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	FY23 Actuals	FY24 Actuals	FY25 Actuals	FY26 Adopted	FY27 Adopted
Court Administration respond to calls within 1 business day	99%	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	99%	99%	99%	99%	99%
Circuit Court cases commenced	17,078	17,430	18,165	17,500	18,000

Program Activities & Workload Measures (Dollar amounts expressed in thousands)	FY23 Actuals	FY24 Actuals	FY25 Actuals	FY26 Adopted	FY27 Adopted
Court Case Management	\$2,692	\$3,000	\$3,122	\$3,506	\$3,488
Concealed Handgun Permit applications	7,351	6,524	5,759	7,000	6,000
Expungements, garnishments, divorces, adoptions & name changes	3,320	3,246	3,979	3,300	4,000
Hours in court	4,626	4,323	4,571	4,500	4,500
Court orders drafted and prepared	11,189	13,893	14,595	13,000	13,500
Total pages researched, written & recorded	2.0M	2.5M	2.7M	2.0M	2.2M

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	FY23 Actuals	FY24 Actuals	FY25 Actuals	FY26 Adopted	FY27 Adopted
Records Division respond to calls within 1 business day	99%	99%	99%	99%	99%
Records Division respond to emails within 1 business day	99%	99%	99%	99%	99%
Complete research requests within 2 business days	99%	99%	99%	99%	99%

Program Activities & Workload Measures (Dollar amounts expressed in thousands)	FY23 Actuals	FY24 Actuals	FY25 Actuals	FY26 Adopted	FY27 Adopted
Land Records and Public Service Center	\$1,578	\$2,487	\$1,898	\$2,195	\$2,281
Deeds, mortgages, and other records processed, indexed & recorded	60,609	56,270	61,011	60,000	55,000
Marriage licenses, notary commissions, processed, indexed & recorded	4,537	4,649	4,374	4,750	4,500
Wills, trusts, and estates documents adjudicated	5,409	5,112	5,934	5,500	5,500

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	FY23 Actuals	FY24 Actuals	FY25 Actuals	FY26 Adopted	FY27 Adopted
Online collection meeting American Association of Law Librarian Standards	100%	100%	100%	100%	100%
Users satisfied with Law Library services	99%	99%	99%	99%	99%

Program Activities & Workload Measures (Dollar amounts expressed in thousands)	FY23 Actuals	FY24 Actuals	FY25 Actuals	FY26 Adopted	FY27 Adopted
Law Library Services	\$127	\$138	\$147	\$152	\$199
Patron inquiries completed within three days	100%	100%	100%	100%	100%
Patron assistance requests	4,632	7,103	10,152	7,250	10,000