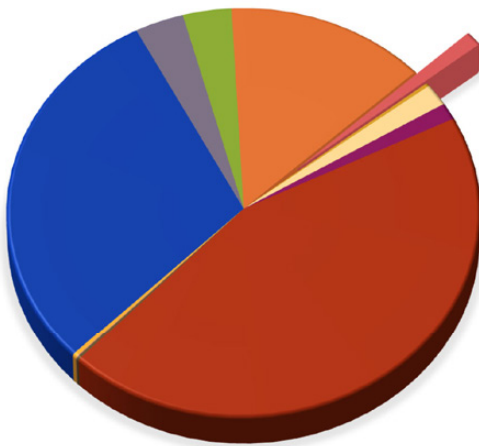


Circuit Court Clerk

Mission Statement

The Circuit Court Clerk's vision for the office is to perform our duties in a professional manner, inspiring confidence in our abilities and performance; and in a complete manner, resulting in a customer who feels their needs from us were met completely.

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:
\$381,017,218

Expenditure Budget:
\$4,495,168

1.2% of Public Safety

Programs:

- Executive Administration: \$691,816
- Court Administration: \$2,568,707
- Records Administration: \$1,086,436
- Law Library Services: \$148,209

Mandates

The Circuit Court Clerk performs more than 826 duties mandated by the statute.

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)

County Code: [Chapter 2, Article IV](#) (Law Library)

Circuit Court Clerk

Expenditure and Revenue Summary



Expenditure by Program	FY17 Actuals	FY18 Actuals	FY19 Actuals	FY20 Adopted	FY21 Adopted	% Change Budget FY20/ Budget FY21
Executive Administration	\$741,440	\$636,204	\$678,231	\$635,765	\$691,816	8.82%
Court Administration	\$2,169,298	\$2,203,649	\$2,414,973	\$2,442,537	\$2,568,707	5.17%
Records Administration	\$1,412,149	\$941,045	\$958,460	\$1,064,106	\$1,086,436	2.10%
Law Library Services	\$0	\$0	\$131,784	\$142,846	\$148,209	3.75%
Total Expenditures	\$4,322,887	\$3,780,897	\$4,183,448	\$4,285,254	\$4,495,168	4.90%

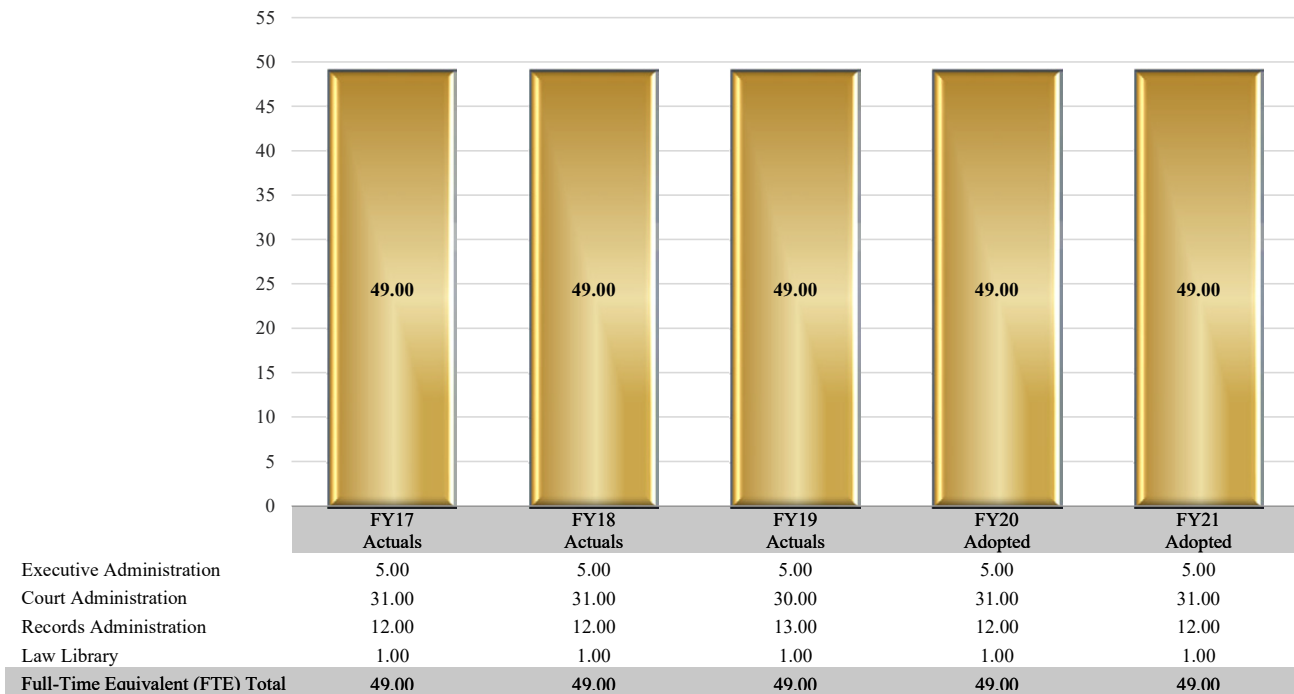
Expenditure by Classification

Salaries and Benefits	\$3,455,670	\$3,289,128	\$3,624,825	\$3,603,144	\$3,801,058	5.49%
Contractual Services	\$342,883	\$160,427	\$253,947	\$307,977	\$307,977	0.00%
Internal Services	\$148,621	\$168,237	\$176,579	\$157,861	\$157,861	0.00%
Purchase of Goods & Services	\$88,660	\$159,382	\$115,457	\$201,417	\$213,417	5.96%
Capital Outlay	\$276,029	\$0	\$0	\$0	\$0	-
Leases & Rentals	\$7,938	\$3,723	\$12,639	\$14,855	\$14,855	0.00%
Reserves & Contingencies	\$3,086	\$0	\$0	\$0	\$0	-
Total Expenditures	\$4,322,887	\$3,780,897	\$4,183,448	\$4,285,254	\$4,495,168	4.90%

Funding Sources

Fines & Forfeitures	\$16,297	\$20,205	\$33,939	\$24,500	\$24,500	0.00%
Use of Money & Property	\$3,882	\$4,262	\$5,100	\$2,800	\$2,800	0.00%
Revenue from Other Localities	\$618,048	\$690,216	\$690,215	\$711,938	\$855,574	20.18%
Charges for Services	\$1,073,361	\$826,632	\$1,062,319	\$1,080,264	\$1,088,021	0.72%
Revenue from Commonwealth	\$1,817,978	\$1,886,531	\$1,900,237	\$1,788,303	\$1,788,303	0.00%
Transfers In	\$0	\$0	\$0	\$0	\$0	-
Total Designated Funding Sources	\$3,529,566	\$3,427,846	\$3,691,811	\$3,607,805	\$3,759,198	4.20%
(Contribution to)/Use of Fund Balance	\$301,819	(\$104,988)	(\$101,137)	\$2,394	\$0	(100.00%)
Net General Tax Support	\$622,670	\$589,206	\$592,774	\$675,055	\$735,970	9.02%
Net General Tax Support	14.40%	15.58%	14.17%	15.75%	16.37%	

Staff History by Program



Future Outlook

Technology – The Circuit Court Clerk is currently working to improve accuracy and consistency of digital land records. It was discovered certain data files were corrupted during a technology update in 2015. Using current resources, the office is working to ensure the integrity of all images in the system. A future goal is to make over 200 years of digitized historic records available online. To accomplish this goal the office will need to expand its technological program to make these documents easily accessible to the public. To help offset technological expenses the Clerk continually seeks out and secures grant opportunities from the state.

Training and Development – The Circuit Court Clerk continues to put an emphasis on staff training, development, and retention. Training in leadership, management, effective communication, professionalism, and team building ensures emerging leaders are prepared to serve the community at large in a professional, effective and efficient manner in support of the office’s vision statement.

Security Challenges – The Circuit Court Clerk has determined that several security measures need to be taken to ensure the safety of the staff and public in the Clerk’s portion of the courthouse. These measures include safety glass with pass throughs at service windows, equipping doors with keycard access, and panic buttons that will allow immediate communication with the Sheriff’s Office in an emergency. The Clerk’s Office continues to enhance their emergency preparedness plan. Staff participate regularly in active shooter, toxic substance exposure, and natural disaster trainings and drills.

General Overview

- A. Compensation Studies Implementation** – Prince William County (PWC) implemented the findings of two compensation studies during the past three years. The Public Safety Retention and Recruitment Study findings for public safety sworn personnel were completed in FY20. Findings from the Classification and Compensation Study for general, non-sworn employees began implementation in FY20 and funding is included in the FY2021 Budget for completion in FY21. Salary and benefits increases in the FY2021 Budget are due to implementation of both studies. Please refer to the Compensation section of this document for more information.
- B. Revenue Increase for Shared Services (City) Billings** – The billings represent reimbursement from the City of Manassas and Manassas Park for services rendered in the previous year. Services rendered include activities within public safety, community development, and human services functional areas. Amounts are calculated using an annual cost allocation report. As a result of the annual report, the Circuit Court Clerk allocation increased \$143,636.

Budget Initiatives

A. Budget Initiatives

1. Presidential Election Ballot Destruction – Records Administration

Expenditure	\$12,000
Revenue	\$0
General Fund Impact	\$12,000
FTE Positions	0.00

- a. Description** – This initiative provides \$12,000 for election storage and paper ballot destruction. The Circuit Court Clerk is mandated by the state to protect and destroy used and unused election ballots. When the state used electronic voting equipment the office was able to absorb the storage and shredding costs of the smaller amount of paper ballots. With the conversion from electronic voting to paper ballots and higher voter turnout, storage and shredding costs have grown past budget capacity.
- b. Service Level Impacts** – Existing service levels are maintained.

Program Summary

Executive Administration

Provides administrative support to the office including budget, bookkeeping, financial reporting to the state, County, cities, and other localities, payroll, purchasing, receiving, information technology, human resources, and staff management. Processes collection of delinquent accounts, processes and issues 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, protects elections materials including paper ballots, administers oaths to public safety officials, political appointees, and elected officials.

Key Measures	FY17 Actuals	FY18 Actuals	FY19 Actuals	FY20 Adopted	FY21 Adopted
Executive Administration respond to calls within 4 business hours	-	-	99%	99%	99%
Executive Administration respond to emails within 4 business hours	-	-	99%	99%	99%

Program Activities & Workload Measures (Dollar amounts expressed in thousands)	FY17 Actuals	FY18 Actuals	FY19 Actuals	FY20 Adopted	FY21 Adopted
Administration Services	\$741	\$636	\$678	\$636	\$692
Restitution cases active	-	4,200	4,165	4,200	4,200
Restitution payments processed	-	1,150	1,817	1,500	1,825
Trust and condemnation cases active	-	268	271	275	280
Oaths administered	-	2,800	4,593	2,800	4,700

Circuit Court Clerk

Court Administration

Manages, maintains, and protects court records, elections records, and historic documents for PWC, 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 courtroom support for Circuit Court Judges; provides administrative support for Circuit Court Judges; provides paralegal service 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	FY17 Actuals	FY18 Actuals	FY19 Actuals	FY20 Adopted	FY21 Adopted
Court Administration respond to calls within 1 business day	-	-	98%	98%	98%
Court Administration respond to emails within 1 business day	-	-	99%	99%	99%
Complete research requests within 1 business day	-	-	98%	98%	98%

Program Activities & Workload Measures (Dollar amounts expressed in thousands)	FY17 Actuals	FY18 Actuals	FY19 Actuals	FY20 Adopted	FY21 Adopted
Court Case Management	\$2,169	\$2,204	\$2,415	\$2,443	\$2,569
Circuit Court cases commenced	17,412	18,433	18,796	18,000	19,000
Hours in court	4,377	4,227	3,230	4,500	3,600
Court orders drafted and prepared	7,217	7,196	7,996	7,400	8,200
Total pages researched, written & recorded	-	1.6M	2.0M	1.6M	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, and notary commissions. Provides probate services including the appointment of personal representatives and dispositions of estates; 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	FY17 Actuals	FY18 Actuals	FY19 Actuals	FY20 Adopted	FY21 Adopted
Records Division respond to calls within 4 business hours	-	-	98%	98%	98%
Records Division respond to emails within 4 business hours	-	-	98%	98%	98%
Complete research requests within 2 business days	-	-	98%	98%	98%
Respond to calls and emails within one and letters within 3 business days	96%	99%	99%	-	-

Circuit Court Clerk

Program Activities & Workload Measures (Dollar amounts expressed in thousands)	FY17 Actuals	FY18 Actuals	FY19 Actuals	FY20 Adopted	FY21 Adopted
Land Records and Public Service Center	\$1,412	\$941	\$958	\$1,064	\$1,086
Deeds, mortgages, and other records processed, indexed & recorded	93,321	95,657	78,898	96,500	80,000
Marriage licenses, notary commissions, processed, indexed & recorded*	10,129	10,025	6,583	10,000	6,000
Wills, trusts, and estates pages adjudicated	4,132	4,234	4,688	4,300	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

Provides and facilitates access to law library services including information services, non-advisory reference assistance, materials circulation, and instructions in accessing legal information and resources for court personnel, the public, bar associations, students, law clerks, law firms, judges and law librarians. Access is provided through integrated systems, resource selection, acquisition, inter-library loan, cataloguing, processing, and collection preservation.

Key Measures	FY17 Actuals	FY18 Actuals	FY19 Actuals	FY20 Adopted	FY21 Adopted
Print collection meeting American Association of Law Librarian Standards	50%	50%	50%	50%	60%
Online collection meeting American Association of Law Librarian Standards	50%	50%	50%	50%	90%
Users satisfied with Law Library services	NR	90%	95%	90%	95%

Program Activities & Workload Measures (Dollar amounts expressed in thousands)	FY17 Actuals	FY18 Actuals	FY19 Actuals	FY20 Adopted	FY21 Adopted
Law Library Services*	\$0	\$0	\$132	\$143	\$148
Patron inquiries completed within three days	NR	99%	99%	99%	99%
Patron assistance requests	NR	6,240	6,709	6,240	6,710

*Law Library was a stand alone department prior to FY20. FY17-18 information is reported in the Expenditure Summary located in the "Budget Summary" section of the FY2021 Budget.