

Clerk of the Circuit Court

DESCRIPTION

The Circuit Court Clerk's Office was created by the Virginia constitution and is headed by an elected Circuit Court Clerk. Its four primary responsibilities are maintenance of public records pertaining to real estate, probate, the court system, and collection of fines, costs, taxes, and fees. The Clerk's Office also performs many other duties such as administering oaths to law enforcement and government officials, qualifying ministers to perform weddings, storing election records, jury coordination, and issuing marriage licenses and concealed handgun permits.

Maintenance of public records: The Clerk's Office is a repository for copies of documents pertaining to real estate such as deeds, plats, and deeds of trust. The Clerk's Office also maintains judgments, financing statements, wills, and court orders. These records are indexed and are available to the public for examination.

Probate: The Clerk's Office has the responsibility for admitting wills to probate, qualifying executors and administrators, and maintaining copies of fiduciary accounting records.

Court system: The Clerk's Office maintains the official court records for civil and criminal cases and the Court's dockets. It issues subpoenas and summons and prepares records for cases that are appealed to appellate courts. Deputy clerks staff courtrooms while court is in session and draft over 1,500 criminal court orders annually.

Collection of fees, court costs, fines, and taxes: The Clerk's Office collects several million dollars annually that are transferred to state and local governments. It also collects clerk's fees on most transactions.

BUDGET SUMMARY

	FY07 Actual	FY08 Budget	FY09 Budget	FY08 to FY09	FY10 Plan
Expenditures					
Personnel	\$ 923,402	\$ 1,019,623	\$ 1,100,239	7.9%	\$ 1,145,500
Operating	213,831	236,334	225,654	(4.5%)	232,424
Total Expenditures	\$ 1,137,232	\$ 1,255,957	\$ 1,325,893	5.6%	\$ 1,377,924
Revenues					
Intergovernmental Revenue	\$ 588,043	\$ 605,000	\$ 610,000	0.8%	\$ 623,000
Other Revenue	478,016	516,000	499,000	(3.3%)	513,000
General Fund Revenue	71,174	134,957	216,893	60.7%	241,924
Total Revenue	\$ 1,137,232	\$ 1,255,957	\$ 1,325,893	5.6%	\$ 1,377,924
Generated Revenue Percent	93.7%	89.3%	83.6%		82.4%
General Fund Percent	6.3%	10.7%	16.4%		17.6%
Full-time Positions	15	16	16	0.0%	16
Part-time Positions	10	10	10	0.0%	10
Full-time Equivalents	15.6	16.6	16.6	0.0%	16.6

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Note: While the functions and services provided by the Circuit Court Clerk's Office generate more revenue than reported, only Excess Fee revenue and those revenues provided by the State to help fund the operations of the Office are reflected.

BUDGET HIGHLIGHTS

The decrease in the budget for FY09 operating expenses is a result of a decrease in expenses related to the Technology Trust Fund. The Technology Trust fund provides funds for projects to enhance the services of the Clerk's

Office and has allowed the Clerk's Office to complete a project to provide online access of land records beginning July 1, 2008. The increase in personnel is due to four positions being benchmarked and turnover.

GOALS AND OBJECTIVES

- Continue work on digital imaging system by implementing a system of long term support and maintenance;
- Continue process of verifying and correcting backfiled converted data in the digital imaging system; and
- Secure sufficient staff to fully process historically neglected tasks such as evidence destruction.

SERVICE LEVELS

	<u>FY07 Actual</u>	<u>FY08 Budget</u>	<u>FY08 Forecast</u>	<u>FY09 Budget</u>
Per capita cost of operating department	\$11.47	\$12.47	\$12.47	\$12.97
Land records recorded	24,967	32,000	24,000	28,000
Wills probated/Administrators appointed	318	360	360	360
Marriage Licenses issued	585	600	600	600
Notary public appointments processed	486	450	450	450
Judgments docketed	3,330	3,100	3,100	3,330
Criminal cases	2,044	2,150	2,150	2,150
Civil cases filed	1,079	1,200	1,200	1,200
Concealed weapon permits issued	470	430	430	430