

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

	FY06 Actual	FY07 Budget	FY08 Budget	FY07 to FY08	FY09 Plan
Expenditures					
Personnel	\$ 849,750	\$ 930,407	\$ 1,019,623	9.6%	\$ 1,057,247
Operating	188,118	246,153	236,334	(4.0%)	245,401
Capital	-	12,000	-	(100.0%)	-
Total Expenditures	\$ 1,037,868	\$ 1,188,560	\$ 1,255,957	5.7%	\$ 1,302,648
Revenues					
Intergovernmental Revenue	\$ 502,641	\$ 572,000	\$ 605,000	5.8%	\$ 620,000
Other Revenue	474,063	448,000	451,000	0.7%	465,000
General Fund Revenue	61,164	168,560	199,957	18.6%	217,648
Total Revenue	\$ 1,037,868	\$ 1,188,560	\$ 1,255,957	5.7%	\$ 1,302,648
Generated Revenue Percent	94.1%	85.8%	84.1%		83.3%
General Fund Percent	5.9%	14.2%	15.9%		16.7%
Full-time Positions	15	15	16	6.7%	16
Part-time Positions	10	10	10	0.0%	10
Full-time Equivalents	15.6	15.6	16.6	6.4%	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 above, only Excess Fee revenue and those revenues provided by the State to help fund the operations of the Office are reflected.

BUDGET HIGHLIGHTS

The Circuit Court Clerk's Office will continue to spend its State Technology Trust Funds to enhance the services of the Clerk's Office in FY08. It is anticipated that state law will mandate redaction of information from documents that are offered through an online service. Planning for this project will occur in FY08 if the legislature acts as expected. The deadline for offering access to clerk's office land records online is likely to be July 1, 2008, and the Clerk's Office will take the action needed to meet this deadline. In FY08, the Clerk's Office will continue verifying the

accuracy of over one million pages of digital records that were converted from paper. This multi-year project will be performed by permanent employees.

The FY08 budget increase is the result of the addition of a locally funded Deputy Clerk III position and the reclassification of a part-time clerk to a part-time deputy clerk to meet increased customer service level demands. The FY09 Plan provides for fire proof storage for tapes.

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

	FY06 <u>Actual</u>	FY07 <u>Budget</u>	FY07 <u>Forecast</u>	FY08 <u>Budget</u>
Per capita cost of operating department	\$10.64	\$11.98	\$11.98	\$12.48
Land records recorded	27,051	32,000	26,000	32,000
Wills probated/Administrators appointed	339	360	360	360
Marriage Licenses issued	595	600	600	600
Notary public appointments processed	433	450	450	450
Judgments docketed	3,104	2,600	3,100	3,100
Criminal cases	2,121	2,000	2,120	2,150
Civil cases filed	1,108	1,210	1,150	1,200
Concealed weapon permits issued	424	400	430	430