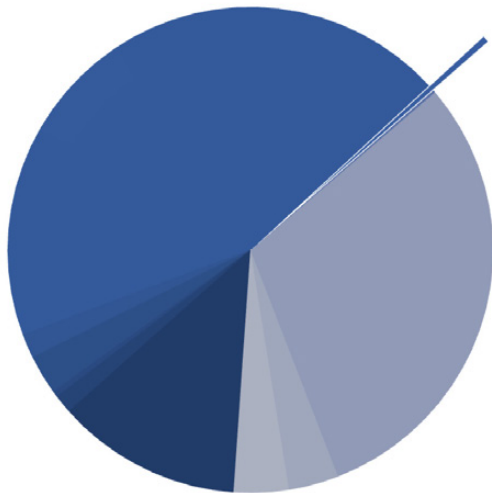


General District Court

Mission Statement

The mission of the General District Court is to assure that disputes are resolved justly, promptly, and economically through a court system unified in its structures and administration. Daily, General District Court strives to provide the most effective and efficient service in providing access to justice to the residents of Prince William County.



Safe & Secure Community
Expenditure Budget: \$504,030,146

Expenditure Budget:
\$2,080,517

0.4% of Safe & Secure Community

Programs:

- Local Support Program: \$2,080,517

Mandates

The Code of Virginia mandates that every county shall provide 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)

General District Court

Expenditure and Revenue Summary



Expenditure by Program	FY21 Actuals	FY22 Actuals	FY23 Actuals	FY24 Adopted	FY25 Adopted	% Change Budget FY24/ Budget FY25
Local Support Program	\$525,538	\$590,388	\$1,039,682	\$1,764,678	\$2,080,517	17.90%
Total Expenditures	\$525,538	\$590,388	\$1,039,682	\$1,764,678	\$2,080,517	17.90%

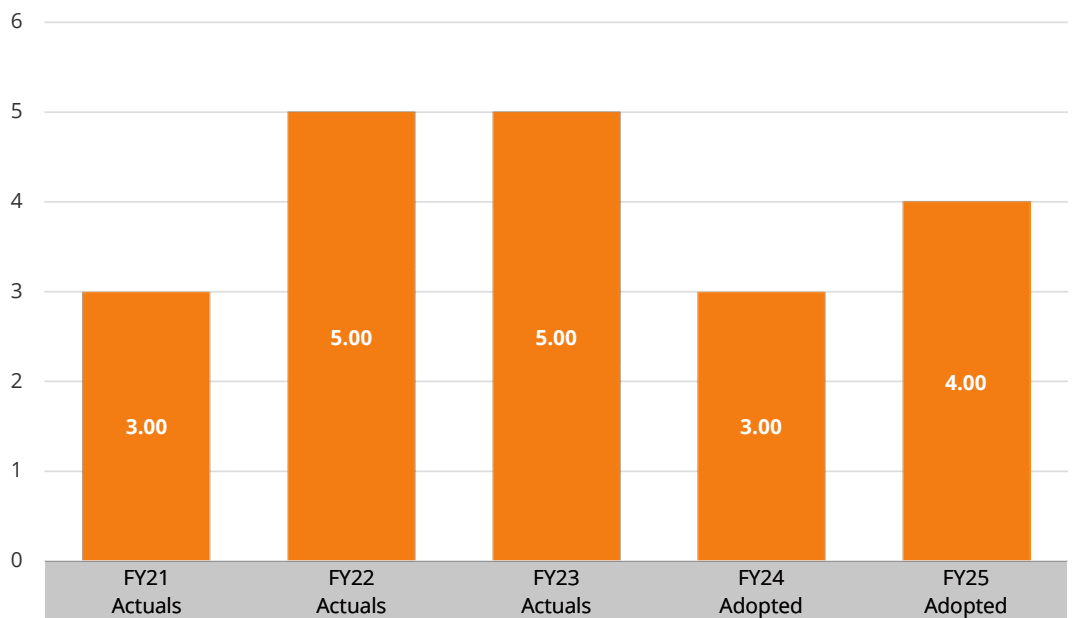
Expenditure by Classification

Salaries & Benefits	\$405,590	\$473,101	\$818,470	\$1,554,167	\$1,764,006	13.50%
Contractual Services	\$26,962	\$14,866	\$43,930	\$112,688	\$112,688	0.00%
Internal Services	\$36,157	\$48,597	\$36,856	\$23,105	\$23,105	0.00%
Purchase of Goods & Services	\$49,324	\$45,542	\$134,055	\$61,912	\$167,912	171.21%
Leases & Rentals	\$7,504	\$8,282	\$6,372	\$14,552	\$14,552	0.00%
Reserves & Contingencies	\$0	\$0	\$0	(\$1,746)	(\$1,746)	0.00%
Total Expenditures	\$525,538	\$590,388	\$1,039,682	\$1,764,678	\$2,080,517	17.90%

Funding Sources

Fines & Forfeitures	\$1,206,400	\$927,337	\$1,066,697	\$2,327,430	\$1,500,000	(35.55%)
Use of Money & Property	\$39,703	\$27,824	\$32,777	\$17,000	\$17,000	0.00%
Miscellaneous Revenue	\$101	\$1	\$5	\$0	\$0	-
Charges for Services	\$22,446	\$11,055	\$14,249	\$25,500	\$25,500	0.00%
Revenue from Commonwealth	\$18,385	\$18,268	\$21,621	\$23,000	\$23,000	0.00%
Total Designated Funding Sources	\$1,287,036	\$984,485	\$1,135,350	\$2,392,930	\$1,565,500	(34.58%)
Net General Tax Support	(\$761,498)	(\$394,097)	(\$95,668)	(\$628,252)	\$515,017	(181.98%)
Net General Tax Support	(144.90%)	(66.75%)	(9.20%)	(35.60%)	24.75%	

Staff History by Program



Local Support Program	3.00	5.00	5.00	3.00	4.00
Full-Time Equivalent (FTE) Total	3.00	5.00	5.00	3.00	4.00

General District Court

Future Outlook

Staffing Needs – The General District Court (GDC) staffing needs have been improving. GDC has no vacancies funded by Prince William County (PWC) and vacant, unfilled state clerk positions are in the process of being hired. This brings GDC closer to being fully staffed and will assist the court tremendously in addressing the increasing workload demands. This helps serve the residents of PWC by providing services in a more prompt and efficient manner. GDC is still in dire need of language services to assist with the ever-growing diverse population.

Judicial Center Space Issues – Space at the Judicial Center continues to be an issue as the Court has outgrown the current facility. Plans are still currently being implemented to provide GDC with additional workspace for new and current employees. This will provide a temporary solution, as GDC is increasingly growing and a 6th judge will likely occur within the next two or three years. The most recent proposals for constructing additional Judicial Center facilities are in the design stage. Any new facility will need to consider the increasingly large numbers of cases that GDC handles daily, as well as the increasing population of PWC.

Additional Judges – Currently, GDC has five full-time judges to handle its traffic, criminal, and civil dockets daily. COVID-19 caused the court to revise its dockets to consider social distancing and other safety precautions to protect the public. GDC is starting to return pre-Covid docket numbers, which will allow the court to handle cases in a more expeditious and efficient manner. Civil case filings continue to rise, and with the growing population of the county, traffic/criminal matters are on the rise as well. It will be necessary soon to acquire additional judges, as determined by the Commonwealth based on caseloads.

General Overview

- A. **Reduction in Revenue due to Changes State Code Changes** – Based on an annual revenue review of actual revenue, GDC's court fine revenue is reduced by \$827,430, from \$2,327,430 to \$1,500,000. The revenue reduction is driven by changes in state code regarding the elimination of suspension of a driver's license if the driver fails or refuses to pay the fines and costs associated with the violation, as well as the decriminalization of marijuana.
- B. **Local Salary Supplement for GDC State Employees** – Beginning in FY23, GDC state employees received a 15% local salary supplement, and the supplement continues in the FY2025 Budget for 52 state employees. The local salary supplement is \$437,825 which is a \$12,825 increase from FY24 based on an anticipated state salary increase. The County's 15% local salary supplement remains unchanged. The intent of the local salary supplement is to assist GDC with retention and recruitment in the Northern Virginia labor market.
- C. **Local Salary Supplement for Office of the Public Defender Employees** – Beginning in FY21, Public Defender state employees received a 15% local salary supplement, in FY24 the local salary supplement was increased to 25%. The supplement continues in the FY2025 Budget for 42 state employees. The local salary supplement is \$949,030 which is a \$51,030 increase from FY24 based on an anticipated state salary increase. The County's 25% local salary supplement remains unchanged. The intent of the local salary supplement is to assist Public Defender with retention and recruitment in the Northern Virginia labor market.

Budget Initiatives

A. Budget Initiatives

1. Language Interpreter – Local Support Program

Expenditure	\$98,968
Revenue	\$0
General Fund Impact	\$98,968
FTE Positions	1.00

- a. **Description** – The GDC serves an extremely diverse population. The County has become more diverse in the last decade, and as a result the need for language translation skills has increased. In FY23, GDC converted a long-time vacancy into an Interpreter position during FY23. Unfortunately, the converted position is not meeting the increasing demand. One full-time Interpreter position is funded to provide language support and to effectively assist in court processes and procedures. The total ongoing funds is \$98,968 for salary and benefit costs and all one-time costs, including technology, will be provided by the state.

General District Court

b. **Service Level Impact** – With the population growth and increased language diversity in the County, this initiative will address needed language translations skills at the GDC. This initiative supports the Safe and Secure Community Objective SS-1 and action strategy SS1:A in the [2021-2024 Strategic Plan](#) by providing appropriate staffing, equipment, and resources to public safety departments to ensure the highest quality of service.

2. Language Interpreter Funding Support for Office Public Defender (OPD) – Local Support Program

Expenditure	\$106,000
Revenue	\$0
General Fund Impact	\$106,000
FTE Positions	0.00

a. **Description** – Funding is included in the FY2025 Budget for language interpreter services for the OPD. The County has become more diverse in the last decade, and as a result the need for language translation skills has become a need. The OPD repurposed a part-time hourly wage position but has been unable to attract qualified candidates due to high demand for qualified language interpreters. Spanish speaking clients represent 10% of OPD’s clients. Court-provided interpreters work only within the courthouse complex and are unavailable to translate in the OPD office. Other translation needs include interpretation of body-worn camera footage, audio recordings, and translation of documents.

b. **Service Level Impact** – This initiative enables non-English speakers to access the judicial process. The ongoing funding will help the OPD to attract and retain language interpreter services.

Program Summary

Local Support Program

GDC is in each city and county in Virginia. The GDC handles traffic violations, hears minor criminal cases known as misdemeanors, and conducts preliminary hearings for more serious criminal cases called felonies. GDC have exclusive authority to hear civil cases with claims of \$4,500 or less and share authority with the circuit courts to hear cases with claims between \$4,500 and \$50,000. Examples of civil cases are landlord and tenant disputes, contract disputes, and personal injury actions. All GDC personnel are state employees except for three locally funded positions.

Key Measures	FY21 Actuals	FY22 Actuals	FY23 Actuals	FY24 Adopted	FY25 Adopted
Traffic, criminal, and civil cases	75,812	83,970	101,282	91,708	102,000
Final judgments	51,151	49,735	65,003	55,327	65,468
Cases Waived	27,997	27,055	31,587	29,473	31,296
Cases concluded	86,680	83,955	100,863	91,570	102,000
Cases concluded - %	114%	100%	100%	100%	100%

Program Activities & Workload Measures <i>(Dollar amounts expressed in thousands)</i>	FY21 Actuals	FY22 Actuals	FY23 Actuals	FY24 Adopted	FY25 Adopted
Traffic and Criminal Case Management	\$297	\$240	\$562	\$867	\$1,025
Traffic and criminal cases processed	53,897	61,307	75,244	68,298	82,191
Civil Case Management	\$229	\$14	\$0	\$0	\$0
Civil cases processed	29,140	21,577	25,064	23,410	24,809
Office of the Public Defender Local Salary Supplement	\$0	\$337	\$478	\$898	\$1,055