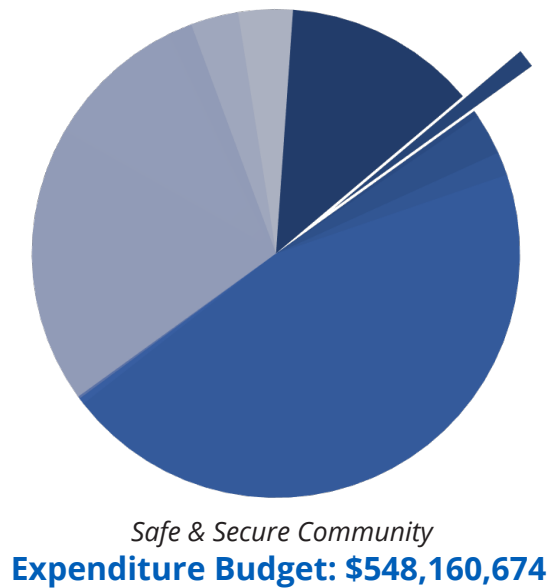


Circuit Court Clerk

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.



Expenditure Budget: \$6,677,787

1.2% of Safe & Secure Community

Programs:

- Executive Administration: \$1,224,235
- Court Administration: \$3,506,025
- Records Administration: \$1,795,345
- Law Library Services: \$152,182

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)

Circuit Court Clerk

Expenditure and Revenue Summary



Expenditure by Program	FY22 Actuals	FY23 Actuals	FY24 Actuals	FY25 Adopted	FY26 Proposed	% Change Budget FY25/ Budget FY26
Executive Administration	\$931,462	\$1,099,433	\$1,345,856	\$1,209,472	\$1,224,235	1.22%
Court Administration	\$2,635,413	\$2,692,429	\$3,000,432	\$3,217,830	\$3,506,025	8.96%
Records Administration	\$1,321,360	\$1,578,221	\$2,487,082	\$1,713,647	\$1,795,345	4.77%
Law Library Services	\$119,500	\$126,610	\$138,490	\$152,263	\$152,182	(0.05%)
Total Expenditures	\$5,007,734	\$5,496,693	\$6,971,859	\$6,293,212	\$6,677,787	6.11%

Expenditure by Classification

Salaries & Benefits	\$4,188,049	\$4,674,753	\$5,285,634	\$5,502,358	\$5,867,861	6.64%
Contractual Services	\$343,661	\$329,216	\$487,786	\$307,977	\$307,977	0.00%
Internal Services	\$196,102	\$282,394	\$282,268	\$255,840	\$274,912	7.45%
Purchase of Goods & Services	\$266,782	\$199,696	\$304,707	\$215,917	\$215,917	0.00%
Leases & Rentals	\$13,140	\$10,634	\$11,465	\$14,855	\$14,855	0.00%
Reserves & Contingencies	\$0	\$0	\$0	(\$3,735)	(\$3,735)	0.00%
Transfers Out	\$0	\$0	\$600,000	\$0	\$0	-
Total Expenditures	\$5,007,734	\$5,496,693	\$6,971,859	\$6,293,212	\$6,677,787	6.11%

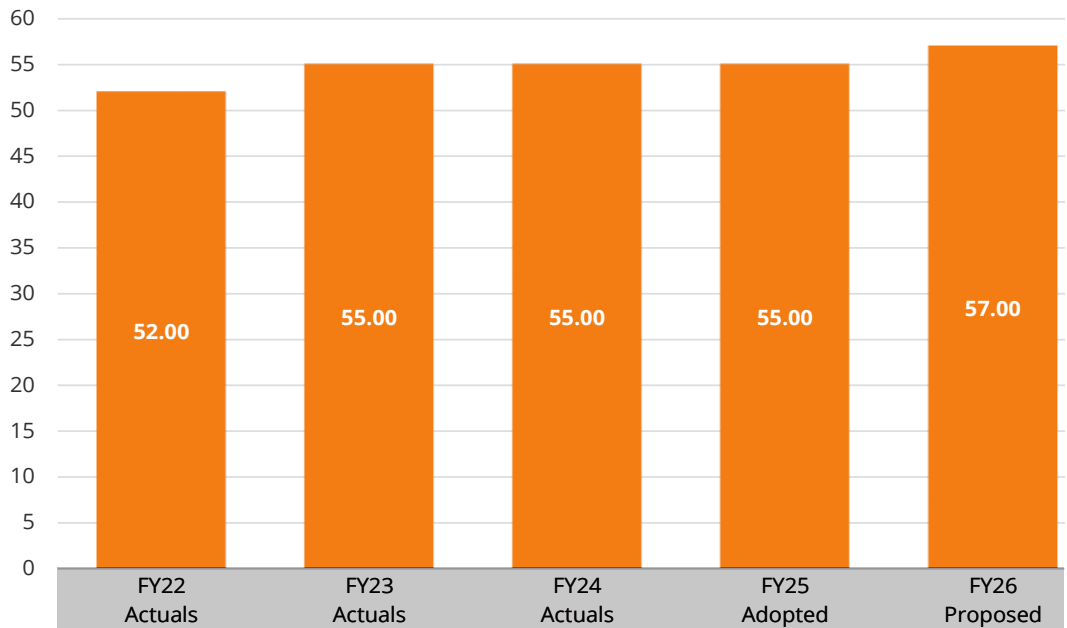
Funding Sources

Fines & Forfeitures	\$6,611	\$1,982	\$4,694	\$24,500	\$24,500	0.00%
Use of Money & Property	\$6,190	\$7,524	\$5,491	\$2,800	\$2,800	0.00%
Revenue from Other Localities	\$840,353	\$737,203	\$736,788	\$810,456	\$810,456	0.00%
Miscellaneous Revenue	\$361	\$186	\$895	\$0	\$0	-
Charges for Services	\$1,360,739	\$750,677	\$656,777	\$1,087,800	\$1,087,800	0.00%
Revenue from Commonwealth	\$2,237,448	\$2,339,618	\$2,578,043	\$2,238,930	\$2,306,098	3.00%
Transfers In	\$0	\$0	\$0	\$0	\$0	-
Total Designated Funding Sources	\$4,451,702	\$3,837,189	\$3,982,688	\$4,164,486	\$4,231,654	1.61%
(Contribution to)/Use of Fund Balance	\$336,422	\$67,348	\$591,643	\$0	(\$81)	-
Net General Tax Support	\$219,611	\$1,592,156	\$2,397,528	\$2,128,726	\$2,446,214	14.91%
Net General Tax Support	4.39%	28.97%	34.39%	33.83%	36.63%	

Circuit Court Clerk



Staff History by Program



	FY22 Actuals	FY23 Actuals	FY24 Actuals	FY25 Adopted	FY26 Proposed
Executive Administration	5.00	5.00	6.00	6.00	6.00
Court Administration	34.00	37.00	32.00	32.00	34.00
Records Administration	12.00	12.00	16.00	16.00	16.00
Law Library Services	1.00	1.00	1.00	1.00	1.00
Full-Time Equivalent (FTE) Total	52.00	55.00	55.00	55.00	57.00

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. In FY26, the Circuit Court Clerk will roll out a Property Notification System, to allow residents to effortlessly monitor the status of their real estate, providing a notification any time an attempt has been made to modify a land record. Additional internal automation of processes using artificial intelligence will further streamline the creation and processing of land records recordings and court documents. By the end of FY27, every public record within the collection of the Circuit Court Clerk will be available digitally and online (from 1731 to the present day).

Access to Justice – 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. This initiative allows residents ease of access to exercise their constitutional rights and is funded through state technology grants. This program will continue to be expanded over the coming year to include the addition of after-hours weekday services. 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.

Circuit Court Clerk

Strategic Partnerships – The Circuit Court Clerk has successfully developed several ongoing partnerships within the County and city governments in order to promote fairness and efficiency in operations. One example of these partnerships at work is the Circuit Court Clerk’s self-service kiosks. Over the past several years, the Circuit Court Clerk has deployed a number of grant-funded self-service kiosks throughout the jurisdiction including in government buildings and libraries. While these kiosks allow citizens to perform any Circuit Court Clerk related business outside of court hours, they also provide the opportunity to conveniently complete other government business, including, but not limited to, local tax services, fish and game services, Department of Motor Vehicle services, General District Court services, parking services and more. The Circuit Court Clerk plans to roll out six (6) more kiosks in FY26.

Budget Initiatives

A. Budget Initiatives

1. Deputy Clerk Court Services Staffing – Court Administration

Expenditure	\$150,761
Revenue (Fire Levy)	\$0
General Fund Impact	\$150,761
FTE Positions	2.00

- a. **Description** – This initiative funds two Deputy Court Clerk positions (2.00 FTEs) totaling \$145,921 in on-going costs and \$4,840 in one-time costs for equipment and supplies. These positions will provide operational support for executive and judicial demands related to an increase workload in jury selection operations.
- b. **Service Level Impacts** – Additional staffing will allow the Circuit Court Clerk to maintain courtroom and jury operations, in compliance with executive and judicial mandates.

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	FY22 Actuals	FY23 Actuals	FY24 Actuals	FY25 Adopted	FY26 Proposed
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 <i>(Dollar amounts expressed in thousands)</i>	FY22 Actuals	FY23 Actuals	FY24 Actuals	FY25 Adopted	FY26 Proposed
Administration Services	\$931	\$1,099	\$1,346	\$1,209	\$1,224
Restitution cases active	3,904	3,589	3,615	3,750	3,700
Restitution payments processed	2,328	2,336	2,192	2,300	2,200
Trust and condemnation cases active	270	259	282	280	290
Oaths administered	4,473	5,126	6,898	5,000	6,000
Financial management	1,300	1,300	1,350	1,300	1,350
Order payments processed	\$137M	\$77M	\$75M	\$100M	\$90M
Community outreach and access	47,724	91,901	220,923	75,000	200,000

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	FY22 Actuals	FY23 Actuals	FY24 Actuals	FY25 Adopted	FY26 Proposed
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	15,441	17,078	17,430	18,000	17,500

Program Activities & Workload Measures <i>(Dollar amounts expressed in thousands)</i>	FY22 Actuals	FY23 Actuals	FY24 Actuals	FY25 Adopted	FY26 Proposed
Court Case Management	\$2,635	\$2,692	\$3,000	\$3,218	\$3,506
Concealed Handgun Permit applications	5,021	7,351	6,524	7,000	7,000
Expungements, garnishments, divorces, adoptions & name changes	3,004	3,320	3,246	3,500	3,300
Hours in court	3,162	4,626	4,323	4,000	4,500
Court orders drafted and prepared	10,262	11,189	13,893	10,500	13,000
Total pages researched, written & recorded	1.5M	2.0M	2.5M	2.0M	2.0M

Circuit Court Clerk

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	FY22 Actuals	FY23 Actuals	FY24 Actuals	FY25 Adopted	FY26 Proposed
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 <i>(Dollar amounts expressed in thousands)</i>	FY22 Actuals	FY23 Actuals	FY24 Actuals	FY25 Adopted	FY26 Proposed
Land Records and Public Service Center	\$1,321	\$1,578	\$2,487	\$1,714	\$1,795
Deeds, mortgages, and other records processed, indexed & recorded	103,971	60,609	56,270	70,000	60,000
Marriage licenses, notary commissions, processed, indexed & recorded	4,692	4,537	4,649	5,000	4,750
Wills, trusts, and estates documents adjudicated	5,343	5,409	5,112	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, cataloguing, processing, and collection preservation.

Key Measures	FY22 Actuals	FY23 Actuals	FY24 Actuals	FY25 Adopted	FY26 Proposed
Online collection meeting American Association of Law Librarian Standards	100%	100%	100%	100%	100%
Users satisfied with Law Library services	98%	99%	99%	99%	99%

Program Activities & Workload Measures <i>(Dollar amounts expressed in thousands)</i>	FY22 Actuals	FY23 Actuals	FY24 Actuals	FY25 Adopted	FY26 Proposed
Law Library Services	\$120	\$127	\$138	\$152	\$152
Patron inquiries completed within three days	100%	100%	100%	100%	100%
Patron assistance requests	5,199	4,632	7,103	5,250	7,250