

# Judicial Services Program Summary

## **Appropriation Summary**

	<b>FY 2002-03 Actual</b>	<b>FY 2003-04 Amended</b>	<b>FY 2004-05 Proposed</b>	<b>FY 2004-05 Adopted</b>	<b>% Change</b>
Expenditures	\$ 2,764,893	2,770,625	2,837,898	2,827,067	2.04%
FTE	29	29	30	30	3.45%

### **Mission**

The Circuit Court Judges are primarily responsible for providing a judicial procedure applicable to State law and City ordinance enforcement. Circuit Court Judges are elected by the General Assembly for 8-year terms. The Circuit Court is the trial court with the broadest Virginia powers. The Circuit Court tries civil cases with claims of more than \$15,000 and has authority to hear serious criminal cases. The Circuit Court is the only Virginia general jurisdiction trial court. This Court has jurisdiction over various civil claims, criminal cases and appeals.

The Clerk of Court is a Constitutional Official and is elected, by municipal citizens, to an eight-year term. The Virginia Code mandates the Clerk's Office. This Office is responsible for assisting the four Circuit Court Judges, and they maintain and preserve all Court documents. This Office is also responsible for all land records, judgments, gun permits, UCC financial statements, fictitious names, bonds, marriage licenses, game licenses, military records, registration of ministers, oaths of office, notaries, elections and referenda recordation. The Clerk of the Circuit Court is responsible for processing all probate and estate records as well as issues relating to the appointment of guardians and conservators.

Through centuries of English and American history, the Office of the Magistrate can trace its development to the Commonwealth of Virginia. The Magistrates are part of the judicial system and are liaisons between law-enforcement and society. The Magistrates provide independent and unbiased citizen complaint reviews.

Within Virginia's Third Judicial District, the Portsmouth General District Court has the primary responsibility of hearing criminal, traffic and civil cases. The General District Court does not conduct jury trials. Judges hear all cases. City ordinance violation fine collections are paid into the Portsmouth treasury. All State law violation fines are paid into the State Treasury. The State Legislature sets court costs; moreover the Court does not have the authority to suspend or waive costs.

The Juvenile and Domestic Relations District Court purpose is to protect child and family well-being. In accordance with Virginia Code, this Court provides, to litigants, impartial and timely services. Of paramount concern is the protection of victims rights and liberties.

While providing the opportunity for delinquent youth to develop into responsible and productive citizens, the mission of the Virginia Department of Juvenile Justice is to protect the public through a balanced comprehensive services approach. The approach includes juvenile delinquency prevention and reduction in conjunction with family, school, community, law enforcement and other state agency partnerships.

### **Department Budget in Brief**

The 2.43% budget increase is attributable to rising retirement and health insurance rates within two departments. They are the Circuit Court Judges and Clerk of Court's. They are the only two departments with City funded employees.

# Judicial Services Resource Summary

<b>Circuit Court Judges</b>	<b>FY 2002-03 Actual</b>	<b>FY 2003-04 Amended</b>	<b>FY 2004-05 Proposed</b>	<b>FY 2004-05 Adopted</b>
<i>Expenditures</i>				
Salaries	\$ 231,891	243,609	243,609	243,609
Other Salary Expenditures	2,609	-	-	-
Benefits	51,567	58,243	72,696	69,919
Contractual Services	7,166	11,500	11,500	11,500
Materials and Supplies	31,741	20,000	20,000	20,000
Other Operating Expenses	9,183	38,825	22,825	22,825
Internal Service Charges and Expenses	9,000	8,703	10,376	10,376
<b>Total Expenditures</b>	<b>\$ 343,157</b>	<b>380,880</b>	<b>381,006</b>	<b>378,229</b>

<i>Personnel Summary</i>				
Law Clerk	1	1	1	1
Circuit Court Administrator	1	1	1	1
Secretary to the Circuit Court Judges	4	4	4	4
Docket Control Clerk	1	1	1	1
<b>Total Positions</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>

<b>Circuit Court Clerk</b>	<b>FY 2002-03 Actual</b>	<b>FY 2003-04 Amended</b>	<b>FY 2004-05 Proposed</b>	<b>FY 2004-05 Adopted</b>
<i>Expenditures</i>				
Salaries	\$ 704,610	679,534	706,387	706,386
Other Salary Expenditures	32,265	30,000	30,000	30,000
Benefits	171,766	181,785	242,983	234,930
Contractual Services	100,766	148,487	141,062	141,062
Materials and Supplies	72,895	50,400	47,880	47,880
Other Operating Expenses	19,214	24,650	23,417	23,417
Internal Service Charges and Expenses	59,742	33,123	68,045	68,045
Capital Outlay	-	6,000	6,000	6,000
<b>Total Expenditures</b>	<b>\$ 1,161,258</b>	<b>1,153,979</b>	<b>1,265,774</b>	<b>1,257,720</b>

<i>Personnel Summary</i>				
Accountant	1	1	-	2
Accounting Technician	-	-	-	1
Chief Deputy Clerk II	1	1	1	1
Deputy Clerk III (Circuit Court)	4	4	4	4
Deputy Clerk II (Circuit Court)	4	4	4	3
Deputy Clerk I (Circuit Court)	3	3	6	3
General Office Clerk (Circuit Court)	-	-	1	1
Deputy Clerk IV	2	2	2	7
Administrative Assistant	3	3	3	-
Senior Clerk Typist	1	1	1	-
Deputy Clerk (CI Funds)	2	2	-	-
Clerk Of Court	1	1	1	1
<b>Total Positions</b>	<b>22</b>	<b>22</b>	<b>23</b>	<b>23</b>

<b>Magistrate</b>	<b>FY 2002-03 Actual</b>	<b>FY 2003-04 Amended</b>	<b>FY 2004-05 Proposed</b>	<b>FY 2004-05 Adopted</b>
<i>Expenditures</i>				
Contractual Services	\$ 1,525	2,242	2,542	2,542
Materials and Supplies	1,798	2,400	2,400	2,400
Other Operating Expenses	919	1,490	1,190	1,190
Internal Service Charges and Expenses	1,829	2,032	2,365	2,365
<b>Total Expenditures</b>	<b>\$ 6,071</b>	<b>8,164</b>	<b>8,497</b>	<b>8,497</b>

# Judicial Services Resource Summary

<b>General District Court</b>	<b>FY 2002-03 Actual</b>	<b>FY 2003-04 Amended</b>	<b>FY 2004-05 Proposed</b>	<b>FY 2004-05 Adopted</b>
<i>Expenditures</i>				
Contractual Services	\$ 19,916	18,725	18,925	18,925
Materials and Supplies	6,515	5,800	5,600	5,600
Other Operating Expenses	8,379	7,897	7,897	7,897
Internal Service Charges and Expenses	4,140	8,621	8,614	8,614
<b>Total Expenditures</b>	<b>\$ 38,950</b>	<b>41,043</b>	<b>41,036</b>	<b>41,036</b>

  

<b>J &amp; D Relations Court</b>	<b>FY 2002-03 Actual</b>	<b>FY 2003-04 Amended</b>	<b>FY 2004-05 Proposed</b>	<b>FY 2004-05 Adopted</b>
<i>Expenditures</i>				
Contractual Services	\$ 886,688	841,550	798,635	798,635
Materials and Supplies	1,197	2,381	1,481	1,481
Other Operating Expenses	8,906	8,585	8,585	8,585
Internal Service Charges and Expenses	-	3,786	4,245	4,245
<b>Total Expenditures</b>	<b>\$ 896,791</b>	<b>856,302</b>	<b>812,946</b>	<b>812,946</b>

  

<b>Juvenile Court Services</b>	<b>FY 2002-03 Actual</b>	<b>FY 2003-04 Amended</b>	<b>FY 2004-05 Proposed</b>	<b>FY 2004-05 Adopted</b>
<i>Expenditures</i>				
Contractual Services	\$ 316,751	318,482	317,000	317,000
Materials and Supplies	503	400	400	400
Other Operating Expenses	110	200	200	200
Internal Service Charges and Expenses	1,302	11,175	11,039	11,039
<b>Total Expenditures</b>	<b>\$ 318,666</b>	<b>330,257</b>	<b>328,639</b>	<b>328,639</b>