

Circuit Court
 Clerk
 Services
 Resource
 Summary

	FY 2003-04 Actual	FY 2004-05 Amended	FY 2005-06 Proposed	FY 2005-06 Adopted	% Change
Expenditures	1,164,472	1,325,311	1,370,782	1,369,478	3.33
FTE	22	25	25	25	0.00

Department Mission

The Clerk of Circuit Court is a constitutional elected officer for a term of eight years. This office is responsible for assisting the four Circuit Court Judges as well as, maintaining and preserving all court documents. All pleadings and orders relating to civil claims, criminal cases and appeals are filed with the Clerk of Circuit Court. Land records, judgments, gun permits, UCC financial statements, fictitious names, bonds, marriage licenses, game licenses, military discharges, registration of ministers, oaths of office, notaries, elections and referenda are recorded in this office. The Clerk of Circuit Court is responsible for processing all probate and estate records as well as issues relating to the appointment of guardians and conservators.

Department Budget In Brief

The budget request reflects minimum increase attributed to a salary increase for employees. A deputy clerk's position has been requested from the Commonwealth of Virginia Compensation Board and if approved this staff person will assist the criminal division and courtrooms. The clerk's fees collected from operations will continue to be sufficient to reimburse the city for salary expenditures. The clerk's office has consistently generated excess fees annually. Two-thirds of these fees are returned by the state to the locality. This office generated \$188,829 in excess fees to the locality for FY04 and is projected to exceed \$200,000 for FY05.

- Recording and indexing deeds
- Executing bonds
- Probating Wills
- Recording charters and partnerships
- Issuing notaries
- Qualifying ministers to perform marriage ceremonies
- Administering oaths
- Issuing concealed weapon permits
- Recording and indexing judgments
- Issuing hunting and fishing licenses
- Issuing marriage licenses
- Processing all adoption proceedings

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- Preparing records for the Virginia Court of Appeals, Supreme Court of Virginia, United States District Court and United States Supreme Court
- Processing indictments and bench warrants in criminal cases
- Processing warrants in misdemeanor cases
- Keeping minutes and preparing court orders in court proceedings
- Processing payments for fines and cost in criminal cases

DEPARTMENTAL PERFORMANCE

	Actual 2004	Actual 2005	Approved 2006
Criminal Cases Commenced	5,350	5,386	5,709
Law Cases Commenced	3,273	2,651	3,177
Chancery Cases Commenced	1,077	1,139	1,205
Wills/Estates Initiated	906	790	689
Judgments/Admin. Liens	7,244	7,501	7,768
Deeds Recorded	24,200	25,269	26,385
Financing Statements	131	106	123
Fictitious Names	177	203	233
Marriage Licenses	1,043	1,050	1,057
Notary Qualified	401	447	498
Game Licenses	88	79	92
Total Instruments	43,890	44,621	46,936

Expenditures	FY 2003-04 Actual	FY 2004-05 Amended	FY 2005-06 Proposed	FY 2005-06 Adopted
<i>Salaries</i>	736,479	768,386	803,372	802,266
<i>Benefits</i>	180,018	234,930	257,152	256,953
<i>Contractual Services</i>	82,259	146,062	142,473	142,473
<i>Materials and Supplies</i>	88,395	65,513	48,359	48,359
<i>Other Operating Expenses</i>	16,443	23,537	23,651	23,651
<i>Internal Service Charges & Expenses</i>	54,878	68,045	95,776	95,776
<i>Capital Outlay</i>	6,000	18,838	-	-
Total Expenditures	1,164,472	1,325,311	1,370,782	1,369,478