

*Our Mission: To ensure that Circuit Court records are easily accessible and maintained in an orderly and secure fashion; that the public is fully and fairly served; and that justice is administered promptly and without favor to any party.*

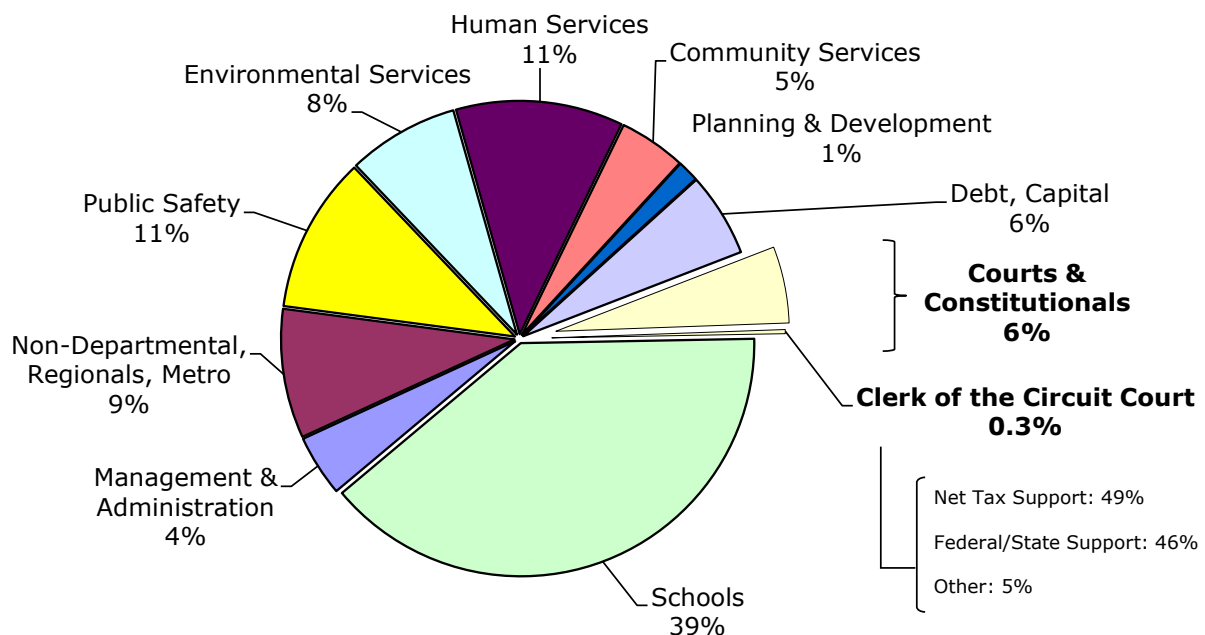
The Clerk of the Circuit Court (the Clerk) is an elected constitutional office in each county and large city in Virginia. The Clerk of Court handles a variety of functions necessary for the efficient administration of justice in the Circuit Court for Arlington County and the City of Falls Church.

The Clerk is the official recorder of Circuit Court civil and criminal court proceedings. The Clerk issues marriage licenses, notary certifications, concealed handgun permits, and similar documents and admits wills and other testamentary documents to probate. The Clerk creates and maintains all civil, criminal, and probate court files and records of proceedings; issues summons and court process; prepares court orders; and summons petit and grand jurors for jury service. The Clerk collects and disseminates criminal fines, costs, and restitution.

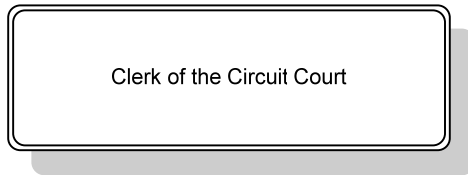
The Land Records Division of the Clerk’s Office is responsible for recording and maintaining deeds, judgments, and other documents affecting title to real property located in Arlington County and the City of Falls Church. In addition, the Land Records Division assesses and collects required recordation taxes and fees and is responsible for filing and maintaining records of judgments and Uniform Commercial Code Financing Statements.

The Clerk’s Office utilizes an electronic records management system for both its court and land records systems which provide users with the ability to e-file case documents and pleadings and e-record land records documents.

### FY 2023 Proposed Budget - General Fund Expenditures



**LINES OF BUSINESS**



**Circuit Court Clerk's Office**

**SIGNIFICANT BUDGET CHANGES**

The FY 2023 proposed expenditure budget for the Clerk of the Circuit Court is \$4,093,296, a four percent increase from the FY 2022 adopted budget. The proposed budget reflects:

- ↑ Personnel increases due to employee salary increases and slightly higher retirement contributions based on current actuarial projections.
- ↑ Non-personnel increases due to contractual increases (\$7,843).
- ↓ Fee revenues decrease due to the transfer out of revenue budget to the grant revenue line (\$408,535), partially offset by higher projections in Falls Church reimbursements based on the FY 2023 budget and reconciliation of prior year payments with actual expenditures (\$7,965).
- ↑ Grant revenues increase due to the transfer in of revenue budget from the fee revenue line (\$408,535) and an increase in State Compensation Board reimbursements primarily due to the State's five percent increase for state employees (\$408,306).

**DEPARTMENT FINANCIAL SUMMARY**

	FY 2021 Actual	FY 2022 Adopted	FY 2023 Proposed	% Change '22 to '23
Personnel	\$3,075,566	\$3,212,383	\$3,373,271	5%
Non-Personnel	540,148	712,182	720,025	1%
<b>Total Expenditures</b>	<b>3,615,714</b>	<b>3,924,565</b>	<b>4,093,296</b>	<b>4%</b>
Fees	451,175	611,997	211,427	-65%
Grants	1,511,391	1,064,667	1,881,508	77%
<b>Total Revenues</b>	<b>1,962,566</b>	<b>1,676,664</b>	<b>2,092,935</b>	<b>25%</b>
<b>Net Tax Support</b>	<b>\$1,653,148</b>	<b>\$2,247,901</b>	<b>\$2,000,361</b>	<b>-11%</b>
Permanent FTEs	30.00	33.50	33.50	
Temporary FTEs	-	-	-	
<b>Total Authorized FTEs</b>	<b>30.00</b>	<b>33.50</b>	<b>33.50</b>	

**PROGRAM MISSION**

To ensure that Circuit Court records are accessible and maintained in an orderly and secure fashion; that the public is fully and fairly served; and that justice is administered promptly and without favor to any party or litigant.

- Process civil and criminal filings properly before the Court.
- Collect and disburse statutory fees, fines, penalties, and restitution payments.
- Summon jurors for civil and criminal trials and grand juries.
- Process marriage license applications, name change applications, business trade names, concealed handgun permits, and other matters specified in the Code of Virginia.
- Handle probate and related matters.
- Maintain records of court proceedings, land transactions, judgments, and all other matters for which public records must be retained by the Clerk of the Circuit Court.

**PERFORMANCE MEASURES**

Critical Measures	CY 2018 Actual	CY 2019 Actual	CY 2020 Actual	CY 2021 Actual	CY 2022 Estimate
Land records documents recorded	28,530	22,649	46,662	53,084	55,700
Land records documents recorded electronically	11,833	13,863	18,402	47,144	49,500
Jurors (petit, special, and grand) summoned	14,753	16,681	10,489	18,810	19,751
Civil cases filed	3,246	4,204	3,820	5,073	6,300
Criminal cases filed	3,832	4,760	4,050	2,923	3,000
Court documents scanned	89,553	87,976	74,222	65,731	55,000
Court documents filed electronically	9,568	13,863	16,042	32,190	40,000
Court orders generated electronically	4,214	5,055	4,588	3,058	3,000

- Land transactions in Arlington County have been steadily increasing in the last several years. While proposed interest rate increases and inflation concerns may dampen this growth in transactions somewhat, real estate professionals anticipate the number of transactions to continue to increase modestly. In CY 2021, the Land Records division processed an average of 4,800 transactions monthly. This trend is expected to continue in CY 2022, commensurate with real estate market forecasts and reflecting the interest in the area after Amazon selected Arlington for HQ2.
- The number of land records documents that are recorded electronically increased in CY 2020 and CY 2021 due to COVID-19 as well as a statutory change that imposes an extra fee to file documents in paper. The percentage of land records documents that are recorded electronically is expected to remain high even after the impact of COVID-19 abates because users have become familiar with the electronic process and appreciate its ease of use.
- Jury trials were dramatically impacted by COVID-19. Consequently, the number of jurors that were summoned in CY 2020 declined significantly. These numbers increased in CY 2021 and are expected to increase again in CY 2022 as jury trials resume in volume.

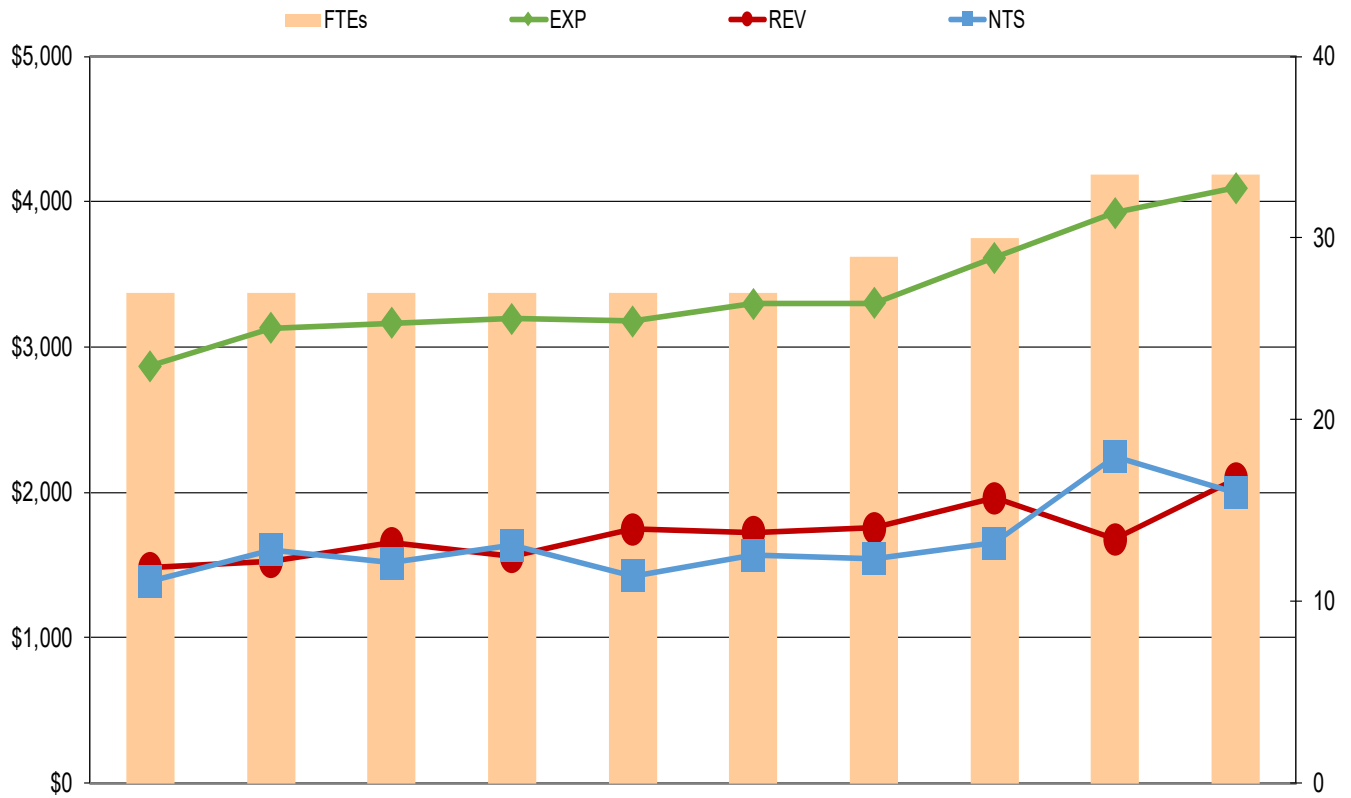
CIRCUIT COURT CLERK'S OFFICE

- Civil cases filed in CY 2021 increased by more than 30 percent compared to the previous year. Garnishment filings and expungements increased the most significantly, 206 percent and 86 percent respectively. Both types of cases are complex and require significant staff time to process. The increase in overall civil filings is anticipated to continue in CY 2022 as well.
- The number of criminal cases declined in CY 2020. This decline is attributed to COVID-19 and the change in administration in the Commonwealth Attorney's Office in the handling of certain types of cases. It is anticipated that the number of criminal cases filed will continue at this lower level.
- The number of court documents filed electronically has increased in CY 2020 and CY 2021 due to COVID-19. The number of court documents filed electronically is expected to stay high even after the impact of COVID-19 abates because users have become familiar with the electronic process and appreciate its ease of use.

Supporting Measures	CY 2018 Actual	CY 2019 Actual	CY 2020 Actual	CY 2021 Actual	CY 2022 Estimate
Concealed handgun permits issued	1,042	1,052	1,966	1,209	1,269
Judgments docketed	4,707	4,668	3,864	4,800	5,040
Financing statements filed	362	340	360	484	508
Financing statements filed electronically	55	68	196	284	298
Marriage licenses issued	3,259	3,263	1,358	1,516	1,592
Notaries sworn	957	916	822	1,014	1,065
Wills probated	670	684	702	736	773

- Concealed Handgun Permit (CHP) cases were removed from the overall civil case count in CY 2020 to be consistent with state reporting guidelines. The removal of CHPs caused the number of civil cases filed to appear lower when compared to CY 2019 which included CHPs.
- The number of Concealed Handgun Permits issued increased in CY 2020 due to a change in statutory requirements associated with training.
- In CY 2020 and CY 2021, the number of marriage licenses issued decreased due to the COVID-19 pandemic. Starting in CY 2021, marriage license appointments are scheduled rather than walk in. This change improves the allocation of staff time and ensures that applicants are assisted quickly and efficiently.

**EXPENDITURE, REVENUE, NET TAX SUPPORT AND FULL-TIME EQUIVALENT TRENDS**



	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
\$ in 000s	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Adopted Budget	Proposed Budget
<b>EXP</b>	\$2,871	\$3,129	\$3,167	\$3,195	\$3,177	\$3,296	\$3,301	\$3,616	\$3,925	\$4,093
<b>REV</b>	\$1,483	\$1,524	\$1,653	\$1,560	\$1,749	\$1,727	\$1,757	\$1,963	\$1,677	\$2,093
<b>NTS</b>	\$1,388	\$1,605	\$1,514	\$1,635	\$1,427	\$1,569	\$1,544	\$1,653	\$2,248	\$2,000
<b>FTEs</b>	27.00	27.00	27.00	27.00	27.00	27.00	29.00	30.00	33.50	33.50

NOTE: For comparative purposes, prior to FY 2015 the expense and revenue associated with the Circuit Court Judiciary has been excluded. For FY 2015, the Clerk of the Circuit Court has been established as a separate department.

<b>Fiscal Year</b>	<b>Description</b>	<b>FTEs</b>
FY 2014	<ul style="list-style-type: none"> <li>▪ The County Board added ongoing funding for a Jury Coordinator / Information Clerk position (\$80,378).</li> <li>▪ Eliminated FY 2013 one-time funding for replacement of the land records system (\$450,000) and electronic courts records system (\$326,000).</li> <li>▪ Fee revenues decreased for the land records (\$70,000).</li> <li>▪ Fee revenues increased for reimbursement to the locality for excess copy fees (\$14,000) and interest on criminal fees (\$3,000).</li> <li>▪ Fee revenues increased for Falls Church reimbursements (\$4,131).</li> <li>▪ Grant revenues increased for State Compensation Board reimbursements (\$66,460).</li> <li>▪ Reduced contractual maintenance for microfilm equipment. Eliminated non-personnel funding in the Clerk’s Office for equipment purchases (\$15,104).</li> </ul>	1.00
FY 2015	<ul style="list-style-type: none"> <li>▪ Fee revenues increased for Falls Church reimbursements (\$32,443).</li> <li>▪ Grant revenues increased for State Compensation Board reimbursements (\$9,008).</li> <li>▪ Non-personnel increased due to operating system upgrades related to the jury management system (\$12,000).</li> <li>▪ Fee revenue decreased in the land records due to reduced activity in re-financings; partially offset by excess copy fees and local fines and interest (\$189,500).</li> <li>▪ Grant revenue decreased due to lower projections in State Compensation Board reimbursements (\$21,235) and technology reimbursements based on state formula (\$26,306).</li> </ul>	
FY 2016	<ul style="list-style-type: none"> <li>▪ Fee revenue decreased due to decline in number of land records documents recorded related to the leveling of mortgage refinancing (\$200,000), offset by increased fines (\$10,500) and increased Falls Church reimbursements (\$1,546).</li> </ul>	
FY 2017	<ul style="list-style-type: none"> <li>▪ The County Board added one-time funding to upgrade jury phone and questionnaire scanning systems (\$55,000).</li> <li>▪ Decreased fee revenue due to a reduction in miscellaneous fees (\$40,000).</li> <li>▪ Increased fee revenue due to higher projections in excess copy fees (\$10,000).</li> <li>▪ Increased fee revenue due to higher projections in Falls Church reimbursements based on the FY 2017 budget and reconciliation of prior year payments with actual expenditures (\$6,170).</li> <li>▪ Increased revenue due to higher projections in e-ticket fees (\$2,200).</li> </ul>	

Fiscal Year	Description	FTEs
	<ul style="list-style-type: none"> <li>▪ Increased grant revenue due to an expected increase in Compensation Board reimbursements (\$18,406), offset by a decrease in state technology reimbursements (\$4,000).</li> </ul>	
FY 2018	<ul style="list-style-type: none"> <li>▪ The County Board added funding for postage and printing expenses associated with the one-day, one-trial jury program that began in January 2017 (\$45,000).</li> <li>▪ Removed the one-time funding for the upgrade jury phone and application scanning systems (\$55,000).</li> <li>▪ Increased fee revenue due to expected state excess fees reimbursement (\$50,000), e-ticket fees (\$1,800), and copy fees (\$15,000).</li> <li>▪ Decreased fee revenue due to lower projections in Falls Church reimbursements based on the FY 2018 budget and reconciliation of prior year payments with actual expenses (\$14,864).</li> <li>▪ Increased grant revenue due to adjustments in State Compensation Board reimbursements (\$10,650).</li> </ul>	
FY 2019	<ul style="list-style-type: none"> <li>▪ No significant changes.</li> </ul>	
FY 2020	<ul style="list-style-type: none"> <li>▪ Eliminated a Business Systems Analyst I position (\$129,341). A portion of these savings were apportioned to temporary staffing (\$69,340).</li> <li>▪ Added a Courtroom Clerk to support the fourth judge which was added by the Commonwealth of Virginia due to the caseload of the Circuit Court (\$88,546).</li> <li>▪ Added funding for one-time operating equipment (\$8,000) and on-going training and operating expenses (\$17,000) for the addition of the fourth judge.</li> <li>▪ Increased fee revenue due to expected interest income on criminal fees (\$15,500), e-ticket fines (\$200), and court costs (\$3,535), offset by fee revenue decreases due to decreased projections in Falls Church reimbursements based on the FY 2020 budget and reconciliation of prior year payments with actual expenses (\$7,820).</li> <li>▪ Increased grant revenue due to an increase in State Compensation Board reimbursements as a result of the State's two percent increase for state employees (\$32,216) and miscellaneous state grants (\$14,049).</li> <li>▪ <i>In FY 2019 Closeout, the County Board reallocated temporary personnel funds for the creation of two permanent Court Assistant positions.</i></li> </ul>	<p>(1.00)</p> <p>1.00</p> <p>2.00</p>
FY 2021	<ul style="list-style-type: none"> <li>▪ Non-personnel decreased due to the removal of one-time funding for operating equipment for the addition of a fourth judge in FY 2020 (\$8,000), partially offset by contractual increases (\$1,602).</li> </ul>	

Fiscal Year	Description	FTEs
	<ul style="list-style-type: none"> <li>▪ Fee revenues increased primarily due to higher projections in Falls Church reimbursements based on the FY 2021 budget and reconciliation of prior year payments with actual expenditures (\$8,036).</li> <li>▪ Grant revenues decreased due to a decrease in miscellaneous State grants (\$56,838) to align budget with prior year actuals, partially offset by an expected increase in State Compensation Board reimbursements (\$14,211).</li> <li>▪ <i>In July 2020, the County Board took action to add a Technical Support Specialist to assist with the Body Worn Camera program (\$113,000).</i></li> </ul>	1.00
FY 2022	<ul style="list-style-type: none"> <li>▪ The County Board added funding for a one percent merit pay adjustment, a five percent increase in the range, and an increase to the one-time bonus for staff from \$500 to approximately \$900.</li> <li>▪ The County Board also added ongoing funding for the addition of a fifth Courtroom Clerk (\$87,146) and converted a temporary, unfunded Court Assistant position in Land Records to permanent.</li> <li>▪ Added a Technical Support Specialist to assist with the Body Worn Camera program in the Police Department (\$56,500).</li> <li>▪ Added an IT Support Specialist to support the expanding technology needs in the Circuit Court, Juvenile and Domestic Relations Court, and General District Court (\$120,876).</li> <li>▪ Fee revenues decreased due to lower projections in Falls Church reimbursements based on the FY 2022 budget and reconciliation of prior year payments with actual expenditures (\$6,288).</li> <li>▪ Grant revenues increased due to an expected increase in State Compensation Board reimbursements (\$83,199).</li> <li>▪ <i>In FY 2021 closeout, funding was added for a one percent merit pay adjustment (\$13,056) and a one-time bonus for staff of \$450 (\$19,936).</i></li> </ul>	2.00 0.50 1.00

*Note: The ten-year history through FY 2014 includes the Circuit Court Judicial Chambers. Since FY 2015, the Clerk of the Circuit Court has been established as a separate department.*