

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.

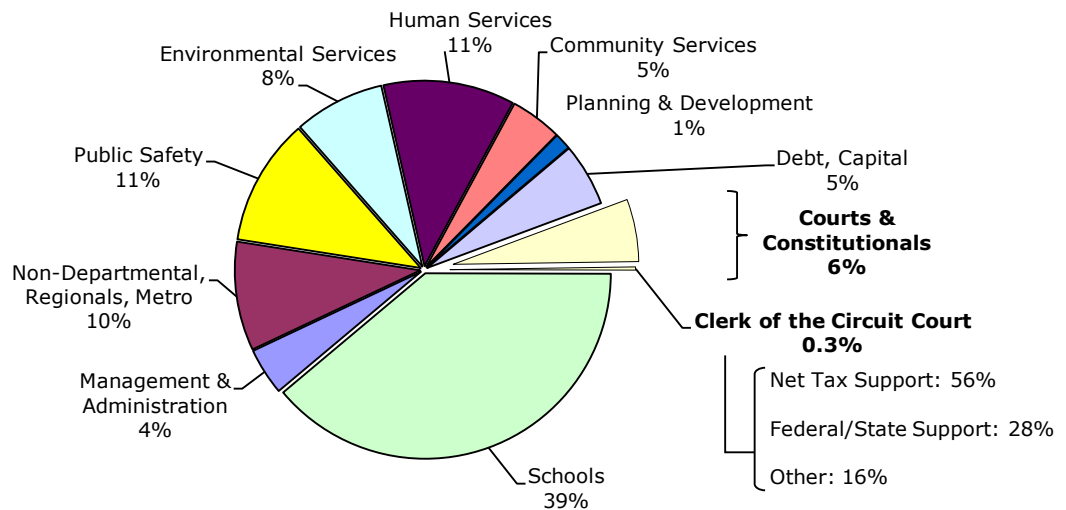
The Clerk of the Circuit Court (the Clerk) is an elected constitutional office in each county and large city in Virginia. The Clerk of Court handles a variety of functions necessary for the efficient administration of justice in the Circuit Court for Arlington County and the City of Falls Church.

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.

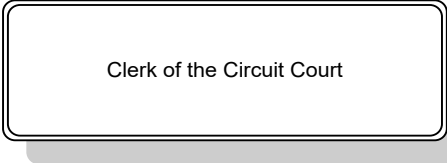
The Land Records Division of the Clerk’s Office is responsible for recording and maintaining deeds, judgments, and other documents affecting title to real property located in Arlington County and the City of Falls Church. In addition, the Land Records Division assesses and collects required recordation 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 2022 Proposed Budget - General Fund Expenditures



LINES OF BUSINESS



Clerk of the Circuit Court

Circuit Court Clerk's Office

SIGNIFICANT BUDGET CHANGES

The FY 2022 proposed expenditure budget for the Clerk of the Circuit Court is \$3,775,880, an eight percent increase from the FY 2021 adopted budget. The proposed budget reflects:

- ↑ Personnel increases due to the addition of a Technical Support Specialist to assist with the Body Worn Camera program in the Police Department (\$56,500, 0.5 FTE), the addition of 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, 1.0 FTE), and adjustments to salaries resulting from the proposed increase in the living wage from \$15 to \$17 per hour (\$1,105), partially offset by lower retirement contributions based on current actuarial projections.
- ↑ Non-personnel increases due to contractual increases for the land records contract (\$1,239).
- ↓ Fee revenues decrease 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).
- ↑ Grant revenues increase due to an expected increase in State Compensation Board reimbursements (\$83,199).
- In July 2020, the County Board added a Technical Support Specialist (\$113,000, 1.0 FTE) after the FY 2021 budget was adopted to assist with the Body Worn Camera program in the Police Department.

DEPARTMENT FINANCIAL SUMMARY

	FY 2020 Actual	FY 2021 Adopted	FY 2022 Proposed	% Change '21 to '22
Personnel	\$2,867,567	\$2,781,460	\$3,063,698	10%
Non-Personnel	433,691	710,943	712,182	-
Total Expenditures	3,301,258	3,492,403	3,775,880	8%
Fees	675,600	618,285	611,997	-1%
Grants	1,081,305	981,468	1,064,667	8%
Total Revenues	1,756,905	1,599,753	1,676,664	5%
Net Tax Support	\$1,544,353	\$1,892,650	\$2,099,216	11%
Permanent FTEs	29.00	29.00	31.50	
Temporary FTEs	-	-	-	
Total Authorized FTEs	29.00	29.00	31.50	

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

FY 2020 Performance Measures reflect COVID-19 impacts to services in the final months of the fiscal year while FY 2021 and FY 2022 estimates are based on current conditions and anticipated impacts on the performance measures. Additionally, FY 2022 estimates do not incorporate the impact of proposed budget reductions; the impact of those reductions are included in the impact statements shown in the Department Budget Summary.

Critical Measures	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Estimate	FY 2022 Estimate
Land records documents recorded	34,307	28,520	22,649	34,527	58,262	60,000
Land records documents recorded electronically	15,605	11,901	13,863	26,860	54,010	54,000
Jurors (petit, special, and grand) summoned	11,169	16,864	16,681	13,951	8,224	13,000
Civil cases filed	2,579	4,455	4,097	3,611	4,432	5,000
Criminal cases filed	5,102	4,944	4,868	2,762	2,422	2,400
Court documents scanned	85,407	89,553	87,976	74,222	69,124	62,500
Court documents filed electronically	8,041	9,568	10,345	16,042	25,928	28,500
Court orders generated electronically	5,102	4,214	5,055	4,588	4,374	4,400

- The number of land records documents filed increased significantly in FY 2020. This change is attributed to historically low interest rates driving an increase in refinancing as well as an increase in land related transactions related to Amazon selecting Arlington for HQ2. There is no indication this growth will slow in FY 2021 or FY 2022.
- The number of land records documents that are recorded electronically has increased in FY 2020 due to COVID-19 as well as a statutory change that imposes an extra fee to file documents in paper. We anticipate the percentage of land records documents that are recorded electronically 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.
- Jury trials were drastically impacted by COVID-19. Consequently, the number of jurors that were summoned in FY 2020 declined significantly. We anticipate the number of jurors

CIRCUIT COURT CLERK'S OFFICE

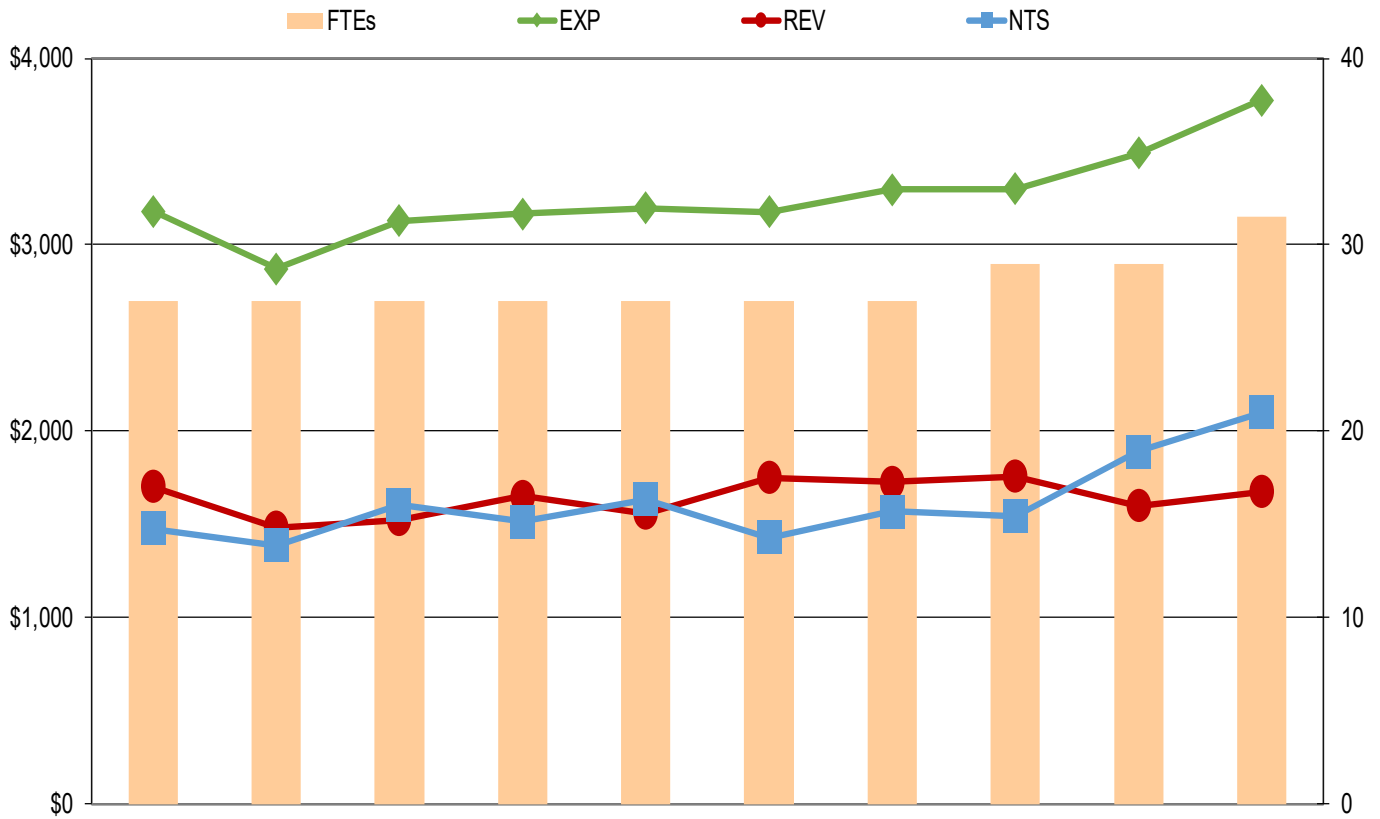
summoned will increase when the impact of COVID-19 abates and jury trials resume in volume.

- Concealed Handgun Permit (CHP) cases were removed from the overall civil case count in FY 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 FY 2019 which included CHPs. We anticipate the number of civil cases filed to continue to increase due to growth in contract, garnishment and uncontested divorce cases.
- The number of criminal cases declined in FY 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.

Supporting Measures	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Estimate	FY 2022 Estimate
Concealed handgun permits issued	1,231	1,244	992	1,270	2,120	1,200
Judgments docketed	4,588	4,701	5,199	3,840	4,298	4,200
Financing statements filed	383	362	329	346	380	375
Marriage licenses issued	3,736	3,398	3,263	2,582	1,232	2,500
Notaries sworn	988	957	916	817	884	875
Wills probated	709	706	684	682	700	700

- The number of Concealed Handgun Permits issued increased in FY 2020 and it is expected to increase further in FY 2021. This increase is attributed to a change in statutory requirements associated with training. We expect this number to return closer to previous years' levels in FY 2022.

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



	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
\$ in 000s	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Adopted Budget	Proposed Budget
EXP	\$3,179	\$2,871	\$3,129	\$3,167	\$3,195	\$3,177	\$3,296	\$3,301	\$3,492	\$3,776
REV	\$1,702	\$1,483	\$1,524	\$1,653	\$1,560	\$1,749	\$1,727	\$1,757	\$1,600	\$1,677
NTS	1,477	1,388	1,605	1,514	1,635	1,427	1,569	1,544	1,892	2,099
FTEs	27.00	27.00	27.00	27.00	27.00	27.00	27.00	29.00	29.00	31.50

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.

Fiscal Year	Description	FTEs
FY 2013	<ul style="list-style-type: none"> ▪ The County Board added funding for replacement of the land records system (\$450,000; one-time funding, \$70,000; ongoing funding), partially offset with \$70,000 in anticipated new fee revenue. ▪ The County Board added funding for an electronic court records system (\$326,000; one-time funding, \$95,000; ongoing funding), partially offset with \$40,000 in anticipated new fee revenue. ▪ The County Board added one-time funding for a Jury Coordinator position (\$79,000; one-time funding). ▪ A limited term position was eliminated. ▪ Falls Church revenue decreased (\$13,068). ▪ Decreases are included for State Compensation Board reimbursements (\$4,900) and Technology Trust Fund grant funding (\$6,000). 	<p>1.0</p> <p>(1.0)</p>
FY 2014	<ul style="list-style-type: none"> ▪ The County Board added ongoing funding for a Jury Coordinator / Information Clerk position (\$80,378). ▪ Eliminated FY 2013 one-time funding for replacement of the land records system (\$450,000) and electronic courts records system (\$326,000). ▪ Fee revenues decreased for the land records (\$70,000). ▪ Fee revenues increased for reimbursement to the locality for excess copy fees (\$14,000) and interest on criminal fees (\$3,000). ▪ Fee revenues increased for Falls Church reimbursements (\$4,131). ▪ Grant revenues increased for State Compensation Board reimbursements (\$66,460). ▪ Reduced contractual maintenance for microfilm equipment. ▪ Eliminated non-personnel funding in the Clerk’s Office for equipment purchases (\$15,104). 	<p>1.0</p>
FY 2015	<ul style="list-style-type: none"> ▪ Fee revenues increased for Falls Church reimbursements (\$32,443). ▪ Grant revenues increased for State Compensation Board reimbursements (\$9,008). ▪ Non-personnel increased due to operating system upgrades related to the jury management system (\$12,000). ▪ 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). ▪ Grant revenue decreased due to lower projections in State Compensation Board reimbursements (\$21,235) and technology reimbursements based on state formula (\$26,306). 	

Fiscal Year	Description	FTEs
FY 2016	<ul style="list-style-type: none"> ▪ 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). 	
FY 2017	<ul style="list-style-type: none"> ▪ The County Board added one-time funding to upgrade jury phone and questionnaire scanning systems (\$55,000). ▪ Decreased fee revenue due to a reduction in miscellaneous fees (\$40,000). ▪ Increased fee revenue due to higher projections in excess copy fees (\$10,000). ▪ 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). ▪ Increased revenue due to higher projections in e-ticket fees (\$2,200). ▪ Increased grant revenue due to an expected increase in Compensation Board reimbursements (\$18,406), offset by a decrease in state technology reimbursements (\$4,000). 	
FY 2018	<ul style="list-style-type: none"> ▪ 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). ▪ Removed the one-time funding for the upgrade jury phone and application scanning systems (\$55,000). ▪ Increased fee revenue due to expected state excess fees reimbursement (\$50,000), e-ticket fees (\$1,800), and copy fees (\$15,000). ▪ 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). ▪ Increased grant revenue due to adjustments in State Compensation Board reimbursements (\$10,650). 	
FY 2019	<ul style="list-style-type: none"> ▪ No significant changes. 	
FY 2020	<ul style="list-style-type: none"> ▪ Eliminated a Business Systems Analyst I position (\$129,341). A portion of these savings were apportioned to temporary staffing (\$69,340). ▪ 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). ▪ 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. 	<p style="text-align: right;">(1.0)</p> <p style="text-align: right;">1.0</p>

Fiscal Year	Description	FTEs
	<ul style="list-style-type: none"> ▪ 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). ▪ 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). ▪ <i>In FY 2019 Closeout, the County Board reallocated temporary personnel funds for the creation of two permanent Court Assistant positions.</i> 	2.0
FY 2021	<ul style="list-style-type: none"> ▪ Non-personnel decreases 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). ▪ Fee revenues increase 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). ▪ Grant revenues decrease 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). ▪ <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> 	1.0

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.