

CIRCUIT COURT CLERK

DESCRIPTION

The Circuit Court Clerk is a Constitutional Officer elected for a term of eight years, who serves as the administrative officer of the Circuit Court, oversees the registry of deeds, and adjudicates all probate matters. The Circuit Court Clerk is responsible for maintaining and administering the files in felony cases, claims over \$25,000, matters including adoptions and divorces, disputes concerning wills and estates, controversies involving property, misdemeanors, and civil appeals from the General District and Juvenile Courts. The Clerk is responsible for collecting fines, costs in criminal cases, recordation fees and taxes, and maintains a financial system to track the collections and remittances for reporting to the State and local governments.

The Clerk issues and maintains marriage licenses entered by the office and issues concealed handgun permits. Land records are retained permanently by the Clerk and include deeds, surveys, wills, the indices for judgments, financing statements, and assumed names (or partnership names). The land records section of the Clerk's office contains a portion of the history of the County of Henrico and preserves this history for future generations.

OBJECTIVES

- To provide fair and equal access to all public records using modern technology.
- To protect and preserve records of the courts and county.
- To professionally and efficiently assist the general public and attorneys using the office.

ANNUAL FISCAL PLAN SUMMARY

Description	FY25 Actual	FY26 Original	FY27 Approved	% Change
Personnel	\$3,203,598	\$3,433,730	\$3,948,069	15.0%
Operation	460,558	307,608	307,608	0.0%
Capital	4,392	0	0	0.0%
Subtotal	<u>\$3,668,548</u>	<u>\$3,741,338</u>	<u>\$4,255,677</u>	<u>13.7%</u>
Recommended Adjustment	0	0	-112,240	100.0%
Total	<u>\$3,668,548</u>	<u>\$3,741,338</u>	<u>\$4,143,437</u>	<u>10.7%</u>
Personnel Complement	39	39	40 *	1

** Reflects the addition of a Management Technician position.*

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PERFORMANCE MEASURES

	<u>FY25</u>	<u>FY26</u>	<u>FY27</u>	<u>26-27 Change</u>
Workload Measures				
Civil Cases Commenced	5,083	4,998	5,050	52
Criminal Cases Commenced	6,335	6,576	6,480	-96
Number of Wills & Administrations	1,267	1,202	1,250	48
Marriage Licenses	2,519	2,440	2,500	60
Number of Judgements Docketed	18,775	20,902	19,000	-1,902
Concealed Weapon Permits Issued	3,725	4,990	4,000	-990
Land Recordings	33,156	35,214	35,800	586

BUDGET HIGHLIGHTS

The Circuit Court Clerk's approved budget of \$4,143,437 represents an increase of \$402,099 or 10.7% from the FY26 approved budget. This increase is driven by the personnel component due to market-rate salary adjustments, rising employee healthcare, and salary-related benefit costs. It also includes the addition of a Deputy Clerk II position approved through the State Compensation Board. As part of an exercise in fiscal prudence, this budget includes an operating decrease equivalent to 3% of the department's FY26 approved budget.

DEPARTMENTAL HIGHLIGHTS

In 2025, The Clerk's Office maintained high customer service levels, cross-trained employees, and enhanced internal systems. A focus on workforce development enabled employees to participate in Human Resource's Emerging Leaders and Leadership Henrico programs.

The Clerk's Office continued to work with Henrico IT on the acquisition of an improved jury management system. With input from neighboring Clerks' Offices, an RFP was finalized in December. The Clerk's Office continued in its unwavering quest to improve online information accessibility. The Department is currently focused on the back scanning of juvenile criminal appeals and adoption files.

The Office is currently preparing for the changes caused by the new sealing laws, which will take effect on July 1, 2026.