

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 to 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.

FISCAL YEAR 2025 SUMMARY

Annual Fiscal Plan

Description	FY23	FY24	FY25	Change
	Actual	Original	Proposed	24 to 25
Personnel	\$ 2,790,754	\$ 3,044,016	\$ 3,302,210	8.5%
Operation	424,931	227,608	227,608	0.0%
Capital	0	0	0	0.0%
Total	<u>\$ 3,215,685</u>	<u>\$ 3,271,624</u>	<u>\$ 3,529,818</u>	<u>7.9%</u>
Personnel Complement*	39	39	39	0

*Note: All Budget years reflect 1 Complement II position, 37 Complement III positions and 1 Complement IV position.

PERFORMANCE MEASURES

	FY23	FY24	FY25	Change 24 to 25
Workload Measures				
Civil Cases Commenced	4,971	5,078	5,065	(13)
Criminal Cases Commenced	6,075	6,023	6,040	17
Number of Wills and Administrations Recorded	1,274	1,311	1,345	34
Marriage License Issued	2,326	2,308	2,310	2
Number of Judgments Docketed	18,881	18,190	18,400	210
Concealed Weapon Permits Issued	3,722	3,827	3,860	33
Land Recordings	41,520	30,530	33,850	3,320

BUDGET HIGHLIGHTS

The Circuit Court Clerk's budget of \$3,529,818 represents an increase of \$258,194 or 7.9% from the FY24 approved budget. This increase is driven by increases to the personnel component by \$258,194, or 8.5% for rising salary, healthcare, and employee benefit costs. The operating component remains unchanged from that of FY24.

The table to the right reflects actuals for FY14 through FY23 as well as the budget forecast for FY24 and FY25 for both State and County funding. State funding represents only those salary reimbursements provided by the Compensation Board and excludes Clerk Excess Fees, State Recordation Taxes, and the Clerk's Technology Trust Fund. Following a 2020 legislative session, State Recordation Taxes were redistributed to fund the Hampton Roads Regional Transit Fund. In addition, the County portion represents the difference between the Compensation Board revenues and actuals or budget for the Circuit Court Clerk's Office.

Fiscal Year	State Funding	County Funding	County %
FY14	1,226,908	1,255,521	50.6%
FY15	1,185,219	1,394,247	54.1%
FY16	1,258,458	1,330,081	51.4%
FY17	1,274,703	1,405,108	52.4%
FY18	1,304,033	1,468,495	53.0%
FY19	1,296,933	1,378,163	51.5%
FY20	1,334,481	1,309,374	50.5%
FY21	1,372,624	1,297,682	48.6%
FY22	1,455,394	1,300,961	47.2%
FY23	1,586,874	1,628,811	50.7%
FY24*	1,475,000	1,692,554	53.4%
FY25*	1,650,000	1,879,818	53.3%
*FY24 and FY25 forecasted estimates.			

DEPARTMENTAL HIGHLIGHTS

From 2014 through 2021, the Circuit Court Clerk's Office worked hard to digitalize office records and make them available online. The Office began by scanning State and County Highway Plat Books, military discharge documents, and Board of Supervisors minutes. The Office then started accepting e-recorded land documents for the 4 basic document types and then extended it to all document types. The Office accepts digital vouchers from court appointed attorneys, submits appeals to the Court of Appeals digitally, and accepts appeals from the District Court and the Juvenile and Domestic Relations Court digitally. The Office used digital certifications with DocuSign for many of its civil and criminal appeals, saving time and money on postage and paper fees. The Office also accepts e-filed documents from attorneys in civil cases, who register through the Office of the Executive Secretary.

Circuit Court Clerk

In 2023, the Clerk's Office continued and expanded its community outreach efforts in probate and the other services given to over 30 organizations, including independent living facilities, neighborhood associations, banks, churches, men's and women's groups, and senior networking organizations. Working with other county agencies and private businesses has enabled the Office to share its resources with a wider audience, which has benefited County residents. The release of a land record index and new email notification system reduced resident's fears about fraudulent activity on their home titles. The Clerk's Office continues to apply each year for restoration grants with the Library of Virginia and is now looking to restore deed, will, and order books dating back to 1678-1697. In 2024, the Office will provide out-of-state pastor certifications and probate appointments via Zoom.



**Department Operating Budget
Henrico County, Virginia
FY2024-25
CIRCUIT COURT CLERK**

Account Description	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50100 Full-Time Salaries and Wages - Regular	1,895,146	2,130,774	2,283,993	153,219	7.2%
50101 Full-Time Salaries and Wages - Overtime	2,160	5,000	5,000	0	0.0%
50104 Temporary Salaries and Wages - Regular	73,477	25,114	25,114	0	0.0%
50105 Temporary Salaries and Wages - Overtime	-922	0	0	0	0.0%
50108 Hybrid Disability Prgm (Prev Wage Adj)	6,428	5,514	6,131	617	11.2%
50109 Vacancy Savings	0	-74,562	-82,740	-8,178	-11.0%
50110 FICA	142,820	151,569	174,785	23,216	15.3%
50111 Retirement VRS	311,723	351,688	399,698	48,010	13.7%
50112 Hospital/Medical Plans	334,670	419,133	432,276	13,143	3.1%
50113 Group Insurance - Life (VRS)	25,252	29,786	31,976	2,190	7.4%
50121 VRS Hybrid Deferred Contribution	0	0	25,977	25,977	100.0%
50201 Legal Services	113,522	120,000	115,000	-5,000	-4.2%
50202 Accounting And Auditing Services	3,000	4,300	4,300	0	0.0%
50210 Maintenance and Repairs	0	5,000	5,000	0	0.0%
50220 Lease/Rent Of Equipment	5,251	6,000	5,500	-500	-8.3%
50240 Printing and Binding	2,006	2,500	2,200	-300	-12.0%
50270 Other Contractual Services	208,164	0	0	0	0.0%
50410 Postal Services	25,107	22,500	25,107	2,607	11.6%
50412 Telecommunications	10,358	8,343	10,358	2,015	24.2%
50430 Mileage	0	600	600	0	0.0%
50431 Education and Training	467	2,000	2,000	0	0.0%
50450 Dues And Association Memberships	460	510	510	0	0.0%
50500 Office Supplies	55,535	53,905	55,535	1,630	3.0%
50501 Food Supplies and Food Service Supplies	57	1,000	494	-506	-50.6%
50512 Books and Subscriptions	1,004	950	1,004	54	5.7%
Total Department	3,215,685	3,271,624	3,529,818	258,194	7.9%