

# 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.

## BUDGET HIGHLIGHTS

The Circuit Court Clerk's proposed budget of \$3,741,338 represents an increase of \$211,520 or 6.0% from the FY25 approved budget. This increase is driven by increases to the personnel component by \$131,520, or 4.0% for rising salary, healthcare, and employee benefit costs. It also includes an increase of \$80,000, or 35.1% to the operating component to account for an increase to jury service fees from \$30 to \$50 effective July 1, 2024, an increase in the number of jury trials, and an increase to Court appointed attorney fees effective January 1, 2025.

## ANNUAL FISCAL PLAN SUMMARY

Description	FY24 Actual	FY25 Original	FY26 Proposed	Change 25-26
Personnel	\$ 3,003,272	\$ 3,302,210	\$ 3,433,730	4.0%
Operation	420,425	227,608	307,608	35.1%
Capital	-	-	-	0.0%
Total	<u>\$ 3,423,697</u>	<u>\$ 3,529,818</u>	<u>\$ 3,741,338</u>	<u>6.0%</u>
Personnel Complement	39	39	39	-

## PERFORMANCE MEASURES

	<b>FY24</b>	<b>FY25</b>	<b>FY26</b>	<b>Change 25-26</b>
<b>Workload Measures</b>				
Civil Cases Commenced	5,078	5,083	5,100	17
Criminal Cases Commenced	6,023	6,335	6,300	(35)
Number of Wills & Administrations	1,311	1,267	1,294	27
Marriage Licenses Issued	2,308	2,519	2,555	36
Number of Judgments Docketed	18,190	18,775	18,560	(215)
Concealed Weapon Permits Issued	3,827	3,725	4,500	775
Land Recordings	30,530	33,156	35,124	1,968

## BUDGET HIGHLIGHTS (CONTINUED)

The table to the right reflects actuals for FY15 through FY24 as well as the budget forecast for FY25 and FY26 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 %
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	1,708,741	1,752,133	50.6%
FY25*	1,650,000	1,879,818	53.3%
FY26*	1,700,000	2,041,338	54.5%
*FY25 and FY26 are forecasted estimates.			

## DEPARTMENTAL HIGHLIGHTS

In 2024 the Circuit Court Clerk's Office began a comprehensive review of the jury system process in partnership with the Chief Judge and stakeholders with the goal of improving and modernizing jury pool selection, notification, and communication. The Clerk's Office also streamlined the expungement process; contested cases are immediately scheduled and active dockets are managed effectively and expediently. The Office received a clean audit from the Auditor of Public Accounts in addition to a letter of commendation from the Virginia Supreme Court. The Office performed two successful ballot recounts on November 21, 2024 and November 22, 2024 with all records retrieved and accounted for without complication.

The Circuit Court Clerk participated in a plethora of committees including the Virginia Workload Judicial Needs Assessment Committee, Court Performance Advisory Committee, Guardianship and Probate Management System

### *Circuit Court Clerk*

Committee, Domestic Violence Advisory Committee, Advisory Committee on Rules of the Supreme Court, and State Historical Records Advisory Board.

The Circuit Court Clerk's Office serves as an operational role model to neighboring localities and governmental entities. In 2024, the Office provided case management training to Chesterfield County's probate team in addition to employees from the Virginia Supreme Court Judicial Department. The Office has continued in community outreach initiatives to provide probate and general clerk's office information to inquisitive residents.



# Department Operating Budget Henrico County, Virginia FY2025-26 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	2,051,510	2,283,993	2,370,795	86,802	3.8%
50101	Full-Time Salaries and Wages - Overtime	3,744	5,000	5,000	0	0.0%
50104	Temporary Salaries and Wages - Regular	63,179	25,114	25,114	0	0.0%
50108	Hybrid Disability Prgm (Prev Wage Adj)	4,770	6,131	6,981	850	13.9%
50109	Vacancy Savings	0	-82,740	-86,436	-3,696	-4.5%
50110	FICA	153,986	174,785	181,363	6,578	3.8%
50111	Retirement VRS	335,772	399,698	414,889	15,191	3.8%
50112	Hospital/Medical Plans	356,012	432,276	453,258	20,982	4.9%
50113	Group Insurance - Life (VRS)	27,117	31,976	33,191	1,215	3.8%
50114	Unemployment Insurance	7,182	0	0	0	0.0%
50121	VRS Hybrid Deferred Contribution	0	25,977	29,575	3,598	13.9%
50201	Legal Services	156,832	115,000	195,000	80,000	69.6%
50202	Accounting And Auditing Services	0	4,300	4,300	0	0.0%
50210	Maintenance and Repairs	12	5,000	5,000	0	0.0%
50220	Lease/Rent Of Equipment	5,440	5,500	5,500	0	0.0%
50240	Printing and Binding	2,077	2,200	2,200	0	0.0%
50270	Other Contractual Services	167,503	0	0	0	0.0%
50410	Postal Services	21,658	25,107	25,107	0	0.0%
50412	Telecommunications	8,106	10,358	9,858	-500	-4.8%
50430	Mileage	0	600	600	0	0.0%
50431	Education and Training	1,115	2,000	2,000	0	0.0%
50450	Dues And Association Memberships	920	510	510	0	0.0%
50500	Office Supplies	56,534	55,535	56,035	500	0.9%
50501	Food Supplies and Food Service Supplies	228	494	494	0	0.0%
50512	Books and Subscriptions	0	1,004	1,004	0	0.0%
<b>Total Department</b>		<b>3,423,697</b>	<b>3,529,818</b>	<b>3,741,338</b>	<b>211,520</b>	<b>6.0%</b>