

CIRCUIT COURT SERVICES

DESCRIPTION

The Circuit Court of Henrico County (Fourteenth Judicial Circuit) is the trial court of general jurisdiction with the authority to try a full range of civil, chancery/equity, and criminal cases.

In civil cases, the Circuit Court exercises concurrent jurisdiction with the General District Court in money claims of \$1 to \$25,000, and original jurisdiction for claims over \$25,000. Also included on the civil docket are condemnation trials.

In criminal cases, the Circuit Court has jurisdiction over the trials of misdemeanor and felony cases – offenses punishable by confinement in jails or other correctional institutions. Court costs and fines are assessed in court against those charged.

The Circuit Court also exercises jurisdiction in domestic and other chancery/equity cases. This includes all divorce matters, as well as disputes concerning wills and estates, guardianships, and partition suits.

The Circuit Court exercises appellate jurisdiction over appeals of civil and criminal matters from the Henrico Juvenile and Domestic Relations District Court and the Henrico General District Court. Circuit Court judges also hear appeals from certain administrative agencies in the Commonwealth of Virginia and Henrico County.

OBJECTIVES

- To administer justice fairly and expeditiously, in accordance with the law.
- To operate an efficient and effective court system for all citizens and stakeholders of Henrico County.

BUDGET HIGHLIGHTS

The Circuit Court Service's budget for FY26 is \$1,101,090. This represents an increase of \$122,511 or 12.5% from the previous fiscal year. The increase is entirely reflected in personnel for rising employee salaries, the associated healthcare and benefit costs, and a new full time position of Management Technician.

ANNUAL FISCAL PLAN SUMMARY

| Description | FY24 Actual | FY25 Original | FY26 Proposed | Change 25-26 |
|-------------|---------------------|-------------------|---------------------|-----------------|
| Personnel | \$ 956,917 | \$ 908,985 | \$ 1,031,496 | 13.5% |
| Operation | 65,187 | 68,194 | 68,194 | 0.0% |
| Capital | 3,168 | 1,400 | 1,400 | 0.0% |
| Total | <u>\$ 1,025,272</u> | <u>\$ 978,579</u> | <u>\$ 1,101,090</u> | <u>12.5%</u> |

Personnel Complement* 11 11 12 1

**Increased to account for new Management Technician Position approved in December 2024 budget amendment.*

PERFORMANCE MEASURES

| | <u>FY24</u> | <u>FY25</u> | <u>FY26</u> | <u>Change 25-26</u> |
|--|-------------|-------------|-------------|-------------------------|
| Workload Measures | | | | |
| Full Time Judges | 5 | 5 | 5 | - |
| Jury Commisioners | 6 | 6 | 6 | - |
| Citizens Eligible to Serve as Petit Jurors | 7,600 | 7,845 | 7,845 | - |
| Citizens Called to Serve as Petit Jurors | 7,300 | 7,500 | 7,500 | - |
| Jury Panels | 800 | 950 | 950 | - |
| Grand Jurors Called to Served | 108 | 84 | 84 | - |
| Grand Jurors on Master Panel | 120 | 101 | 101 | - |

BUDGET HIGHLIGHTS (CONT.)

The new Management Technician will be for the jury office and will assist with increased workload, as the number of jury trials being set has increased to ease pressure on the Sheriff's Office. The capital and operating budgets remain unchanged from the previous fiscal year.

DEPARTMENTAL HIGHLIGHTS

Service levels of this court can be measured by the number of cases adjudicated in the Circuit Court each year. This includes criminal, civil, domestic, and appeals from the General District and Juvenile and Domestic Relations District Courts, along with those carried over from the past year, and requests for juries. According to 2024 Caseload Statistical Information, the caseload for the Fourteenth Circuit showed 13,789 cases (Civil, Criminal, Concealed Handgun Permit, and Miscellaneous/Other) commenced in 2024, with an average of 2,757 per judge. There were 4,745 total criminal cases commenced, with an average of 949 per judge. There were 9,044 civil cases commenced, with an average of 1,808 per judge. The total number of cases concluded was 11,057 in 2024, with an average of 2,211 per judge.

In addition, the Circuit Court responds to telephone inquiries from citizens and other courts, coordinates with the Sheriff on courthouse security, provides internships (unpaid) to law students, and contributes to educational programs to improve the administration of justice. Individual judges also actively participate in organizations, committees, and programs outside of their everyday duties in the courtroom, including but not limited to the Virginia Criminal Sentencing Commission, the Benchbook Committee, the Drug Court Program, Virginia Continuing Legal Education, and Bench Bar Conference. The judges make themselves available for Three Judge Panels at the request of the Chief Justice and any other committee or panel the Chief Justice may request of them. In addition to these activities, judges participate in mock trials conducted by the University of Richmond School of Law, local high school students, and for police officer training.



Department Operating Budget Henrico County, Virginia FY2025-26 CIRCUIT COURT SERVICES

| Account Description | | Prior Year Actual | Approved Budget | Proposed Budget | Dollar Inc/Dec | Percent Inc/Dec |
|-------------------------|---|----------------------|--------------------|--------------------|-------------------|--------------------|
| 50100 | Full-Time Salaries and Wages - Regular | 659,556 | 679,329 | 765,553 | 86,224 | 12.7% |
| 50101 | Full-Time Salaries and Wages - Overtime | 30 | 0 | 0 | 0 | 0.0% |
| 50102 | Part-Time Salaries and Wages- Regular | 30,100 | 22,229 | 23,429 | 1,200 | 5.4% |
| 50104 | Temporary Salaries and Wages - Regular | 53,403 | 0 | 0 | 0 | 0.0% |
| 50108 | Hybrid Disability Prgm (Prev Wage Adj) | 0 | 0 | 258 | 258 | 100.0% |
| 50109 | Vacancy Savings | 0 | -24,609 | -27,575 | -2,966 | -12.1% |
| 50110 | FICA | 54,301 | 53,669 | 60,357 | 6,688 | 12.5% |
| 50111 | Retirement VRS | 56,498 | 62,525 | 74,572 | 12,047 | 19.3% |
| 50112 | Hospital/Medical Plans | 98,449 | 110,840 | 127,842 | 17,002 | 15.3% |
| 50113 | Group Insurance - Life (VRS) | 4,580 | 5,002 | 5,966 | 964 | 19.3% |
| 50121 | VRS Hybrid Deferred Contribution | 0 | 0 | 1,094 | 1,094 | 100.0% |
| 50211 | Maintenance Service Contracts | 0 | 200 | 200 | 0 | 0.0% |
| 50220 | Lease/Rent Of Equipment | 1,648 | 2,197 | 2,197 | 0 | 0.0% |
| 50240 | Printing and Binding | 1,423 | 2,344 | 2,344 | 0 | 0.0% |
| 50250 | Advertising | 654 | 0 | 0 | 0 | 0.0% |
| 50260 | Laundry and Dry Cleaning | 0 | 50 | 50 | 0 | 0.0% |
| 50410 | Postal Services | 12,740 | 13,906 | 13,906 | 0 | 0.0% |
| 50412 | Telecommunications | 6,947 | 7,988 | 7,988 | 0 | 0.0% |
| 50431 | Education and Training | 1,621 | 4,550 | 4,550 | 0 | 0.0% |
| 50500 | Office Supplies | 6,037 | 9,959 | 9,959 | 0 | 0.0% |
| 50501 | Food Supplies and Food Service Supplies | 11,268 | 8,300 | 8,300 | 0 | 0.0% |
| 50511 | Uniforms/Wearing Apparel/ITEMS | 426 | 700 | 700 | 0 | 0.0% |
| 50512 | Books and Subscriptions | 22,423 | 18,000 | 18,000 | 0 | 0.0% |
| 50812 | Furniture and Fixtures-New Less Than \$10,000 | 3,168 | 750 | 750 | 0 | 0.0% |
| 50832 | Furniture and Fixtures-Replacement Less Than \$10,000 | 0 | 650 | 650 | 0 | 0.0% |
| Total Department | | 1,025,272 | 978,579 | 1,101,090 | 122,511 | 12.5% |