

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 one to twenty-five thousand dollars, and original jurisdiction for claims over twenty-five thousand dollars. 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 and Henrico County.

OBJECTIVES

- To administer justice fairly, according to applicable laws, in a timely manner.
- To operate an efficient and effective court system in the administration of justice for the citizens of Henrico County.

FISCAL YEAR 2022 SUMMARY

Description	FY20 Actual	FY21 Original	FY22 Proposed	Change 21 to 22
Personnel	\$ 714,635	\$ 663,994	\$ 804,803	21.2%
Operation	62,241	49,444	64,344	30.1%
Capital	0	1,400	1,400	0.0%
Total	\$ 776,876	\$ 714,838	\$ 870,547	21.8%
Personnel Complement*	9	9	11	2

* One additional Law Clerk and one Management Technician were added to the personnel complement in FY2020-21 from the hold complement.

PERFORMANCE MEASURES

	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>	<u>Change 21 to 22</u>
Workload Measures				
Full Time Judges	5	5	5	0
Jury Commissioners	6	6	6	0
Citizens Eligible to Serve as Petit Jurors	7,750	7,600	7,600	0
Citizens Called to Serve as Petit Jurors	5,035	7,300	7,300	0
Jury Panels	120	800	800	0
Grand Jurors Called to Serve	108	108	108	0
Grand Jurors on Master Panel	88	120	120	0

BUDGET HIGHLIGHTS

There are five judges elected to the Circuit Court by the General Assembly of Virginia, each for a term of eight years. One Judge is elected Chief Judge every two years. The Chief Judge serves as the administrative judge of the support staff, which consists of one part-time and four full-time clerical positions one part-time management specialist, and five law clerks. The fifth and sixth law clerk positions were added from the hold complement during FY2020-21. The Judges' salaries are paid directly by the Commonwealth. Fines and costs against those found guilty in certain felony and misdemeanor cases from Henrico charges are assessed by the judges. These fines and costs are collected by the Circuit Court Clerk's Office.

The Circuit Court's budget for FY2021-22 is \$870,547. This represents an increase of \$55,709, or 21.8 percent, from the FY2020-21 budget. The personnel component shows an increase of two positions FY2020-21, which amounted to an increase in base salaries. Combined with the proposed compensation plan for FY2021-22 and the rising healthcare and retirement costs, the total personnel portion of the budget increased by \$140,809, or 21.2 percent. The total operating budget of \$63,344 reflects an increase of \$14,900, or 30.1 percent, in an effort to restore budgets reductions made in FY2020-21. The capital component remains flat 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 2020 Caseload Statistical Information, the caseload for the Fourteenth Circuit showed 14,314 cases (civil and criminal) commenced in 2020, with an average of 2,863 per judge. There were 5,234 total criminal cases commenced, with an average of 1,047 per judge. There were 9,080 civil cases (which includes the misc. and other category) commenced, with an average of 1,816 per judge. The total number of cases (civil and criminal) concluded was 12,701 in 2020, with an average of 2,540 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

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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 also 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
 FY2021-22
 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	496,045	486,662	606,484	119,822	24.6%
50102 Part-Time Salaries and Wages-Regular	24,761	17,869	18,659	790	4.4%
50104 Temporary Salaries and Wages - Regular	34,802	0	0	0	0.0%
50105 Temporary Salaries and Wages - Overtime	365	0	0	0	0.0%
50108 Hybrid Disability Prgm (Prev Wage Adj)	0	0	223	223	100.0%
50109 Vacancy Savings	0	-7,420	-21,222	-13,802	-186.0%
50110 FICA	40,539	38,597	47,824	9,227	23.9%
50111 Retirement VRS	37,361	39,357	47,949	8,592	21.8%
50112 Hospital/Medical Plans	77,079	85,050	100,160	15,110	17.8%
50113 Group Insurance - Life (VRS)	3,683	3,879	4,726	847	21.8%
50211 Maintenance Service Contracts	0	200	200	0	0.0%
50220 Lease/Rent Of Equipment	2,028	1,956	3,956	2,000	102.2%
50240 Printing and Binding	2,356	1,544	2,344	800	51.8%
50260 Laundry and Dry Cleaning	0	50	50	0	0.0%
50410 Postal Services	21,595	8,806	13,906	5,100	57.9%
50412 Telecommunications	5,673	7,988	7,988	0	0.0%
50431 Education and Training	256	3,550	3,550	0	0.0%
50500 Office Supplies	7,659	7,200	8,200	1,000	13.9%
50501 Food Supplies and Food Service Supplies	3,591	5,450	5,450	0	0.0%
50511 Uniforms/Wearing Apparel/ITEMS	0	700	700	0	0.0%
50512 Books and Subscriptions	19,046	12,000	18,000	6,000	50.0%
50514 Other Operating Supplies	37	0	0	0	0.0%
50812 Furniture and Fixtures-New Less Than \$5000	0	750	750	0	0.0%
50832 Furniture and Fixtures-Replacement Less Than \$5000	0	650	650	0	0.0%
Total Department	776,876	714,838	870,547	155,709	21.8%