

Our Mission: To ensure that Circuit Court records are easily accessible and maintained in an orderly and secure fashion; that the public is fully and fairly served; and that justice is administered promptly and without favor to any party.

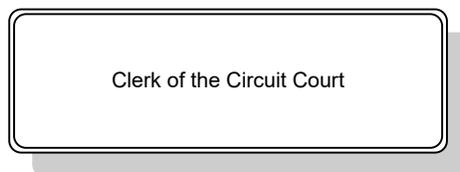
The Clerk of the Circuit Court (the Clerk) is an elected constitutional office in each county and large city in Virginia. The Clerk of Court handles a variety of functions necessary for the efficient administration of justice in the Circuit Court for Arlington County and the City of Falls Church.

The Clerk is the official recorder of Circuit Court civil and criminal court proceedings. The Clerk issues marriage licenses, notary certifications, concealed handgun permits, and similar documents and admits wills and other testamentary documents to probate. The Clerk creates and maintains all civil, criminal, and probate court files and records of proceedings; issues summons and court process; prepares court orders; and summons petit and grand jurors for jury service. The Clerk collects and disseminates criminal fines, costs, and restitution.

The Land Records Division of the Clerk's Office is responsible for recording and maintaining deeds, judgments, and other documents affecting title to real property located in Arlington County and the City of Falls Church. In addition, the Land Records Division assesses and collects required recordation taxes and fees and is responsible for filing and maintaining records of judgments and Uniform Commercial Code Financing Statements.

The Clerk's Office utilizes an electronic records management system for both its court and land records systems which provide users with the ability to e-file case documents and pleadings and e-record land records documents.

LINES OF BUSINESS



Circuit Court Clerk's Office

SIGNIFICANT BUDGET CHANGES

The FY 2022 adopted expenditure budget for the Clerk of the Circuit Court is \$3,924,565, a twelve percent increase from the FY 2021 adopted budget. The adopted budget reflects:

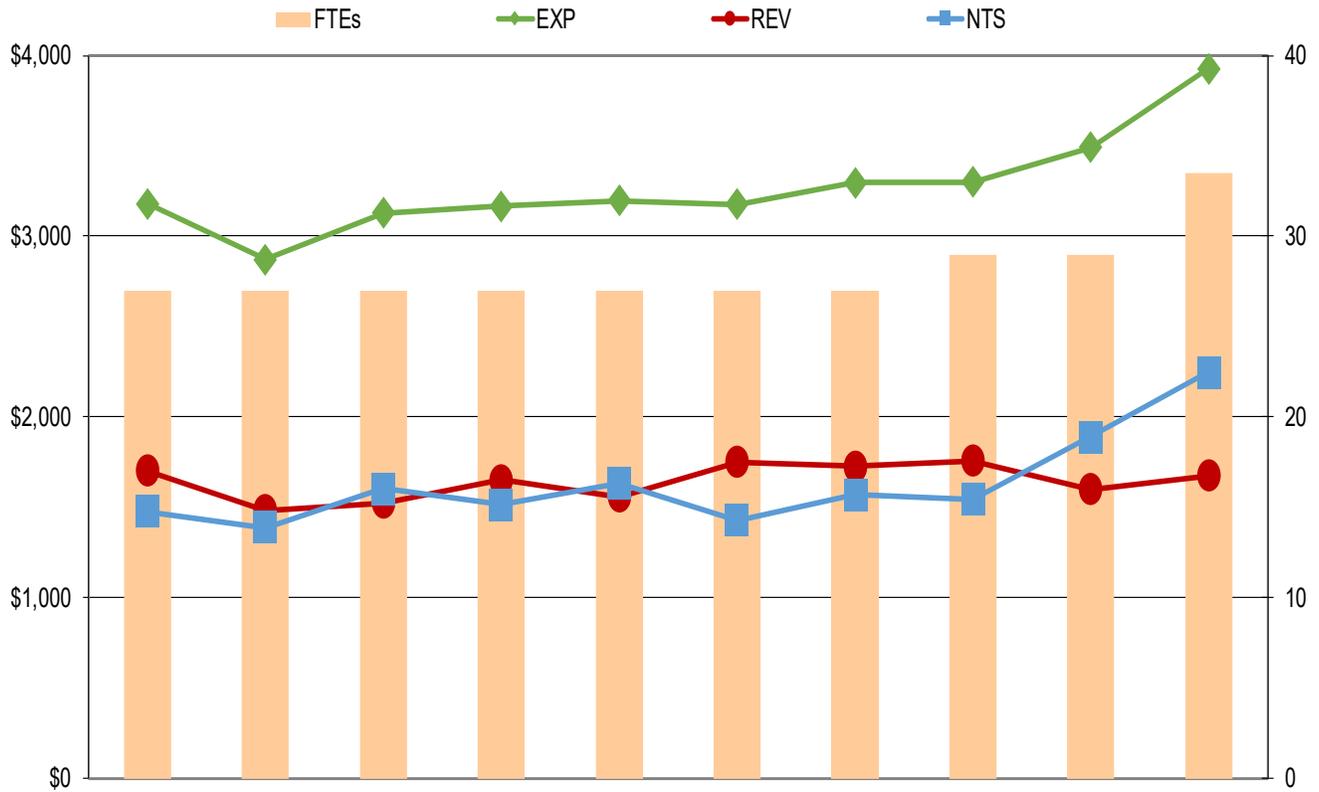
- The County Board added funding for a one percent merit pay adjustment, a five percent increase in the range, and an increase to the one-time bonus for staff from \$500 to approximately \$900.
- The County Board also added ongoing funding for the addition of a fifth Courtroom Clerk (\$87,146, 1.0 FTE) and converted a temporary, unfunded Court Assistant position in Land Records to permanent (1.0 FTE).

- ↑ Personnel increases due to the compensation adjustments noted above; the addition of a Technical Support Specialist to assist with the Body Worn Camera program in the Police Department (\$56,500, 0.5 FTE); the addition of an IT Support Specialist to support the expanding technology needs in the Circuit Court, Juvenile and Domestic Relations Court; and General District Court (\$120,876, 1.0 FTE); and adjustments to salaries resulting from the increase in the living wage from \$15 to \$17 per hour (\$1,105), partially offset by lower retirement contributions based on current actuarial projections and a 2.5 percent decrease in Kaiser health insurance premiums.
- ↑ Non-personnel increases due to contractual increases for the land records contract (\$1,239).
- ↓ Fee revenues decrease due to lower projections in Falls Church reimbursements based on the FY 2022 budget and reconciliation of prior year payments with actual expenditures (\$6,288).
- ↑ Grant revenues increase due to an expected increase in State Compensation Board reimbursements (\$83,199).
- In July 2020, the County Board added a Technical Support Specialist (\$113,000, 1.0 FTE) after the FY 2021 budget was adopted to assist with the Body Worn Camera program in the Police Department.

DEPARTMENT FINANCIAL SUMMARY

	FY 2020 Actual	FY 2021 Adopted	FY 2022 Adopted	% Change '21 to '22
Personnel	\$2,867,567	\$2,781,460	\$3,212,383	15%
Non-Personnel	433,691	710,943	712,182	-
Total Expenditures	3,301,258	3,492,403	3,924,565	12%
Fees	675,600	618,285	611,997	-1%
Grants	1,081,305	981,468	1,064,667	8%
Total Revenues	1,756,905	1,599,753	1,676,664	5%
Net Tax Support	\$1,544,353	\$1,892,650	\$2,247,901	19%
Permanent FTEs	29.00	29.00	33.50	
Temporary FTEs	-	-	-	
Total Authorized FTEs	29.00	29.00	33.50	

EXPENDITURE, REVENUE, NET TAX SUPPORT AND FULL-TIME EQUIVALENT TRENDS



	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
\$ in 000s	Actual	Adopted Budget	Adopted Budget							
EXP	\$3,179	\$2,871	\$3,129	\$3,167	\$3,195	\$3,177	\$3,296	\$3,301	\$3,492	\$3,925
REV	\$1,702	\$1,483	\$1,524	\$1,653	\$1,560	\$1,749	\$1,727	\$1,757	\$1,600	\$1,677
NTS	\$1,477	\$1,388	\$1,605	\$1,514	\$1,635	\$1,427	\$1,569	\$1,544	\$1,892	\$2,248
FTEs	27.00	27.00	27.00	27.00	27.00	27.00	27.00	29.00	29.00	33.50

NOTE: For comparative purposes, prior to FY 2015 the expense and revenue associated with the Circuit Court Judiciary has been excluded. For FY 2015, the Clerk of the Circuit Court has been established as a separate department.

Fiscal Year	Description	FTEs
FY 2013	<ul style="list-style-type: none"> ▪ The County Board added funding for replacement of the land records system (\$450,000; one-time funding, \$70,000; ongoing funding), partially offset with \$70,000 in anticipated new fee revenue. ▪ The County Board added funding for an electronic court records system (\$326,000; one-time funding, \$95,000; ongoing funding), partially offset with \$40,000 in anticipated new fee revenue. ▪ The County Board added one-time funding for a Jury Coordinator position (\$79,000; one-time funding). ▪ A limited term position was eliminated. ▪ Falls Church revenue decreased (\$13,068). ▪ Decreased State Compensation Board reimbursements (\$4,900) and Technology Trust Fund grant funding (\$6,000). 	<p>1.00</p> <p>(1.00)</p>
FY 2014	<ul style="list-style-type: none"> ▪ The County Board added ongoing funding for a Jury Coordinator / Information Clerk position (\$80,378). ▪ Eliminated FY 2013 one-time funding for replacement of the land records system (\$450,000) and electronic courts records system (\$326,000). ▪ Fee revenues decreased for the land records (\$70,000). ▪ Fee revenues increased for reimbursement to the locality for excess copy fees (\$14,000) and interest on criminal fees (\$3,000). ▪ Fee revenues increased for Falls Church reimbursements (\$4,131). ▪ Grant revenues increased for State Compensation Board reimbursements (\$66,460). ▪ Reduced contractual maintenance for microfilm equipment. Eliminated non-personnel funding in the Clerk’s Office for equipment purchases (\$15,104). 	<p>1.00</p>
FY 2015	<ul style="list-style-type: none"> Fee revenues increased for Falls Church reimbursements (\$32,443). ▪ Grant revenues increased for State Compensation Board reimbursements (\$9,008). ▪ Non-personnel increased due to operating system upgrades related to the jury management system (\$12,000). ▪ Fee revenue decreased in the land records due to reduced activity in re-financings; partially offset by excess copy fees and local fines and interest (\$189,500). ▪ Grant revenue decreased due to lower projections in State Compensation Board reimbursements (\$21,235) and technology reimbursements based on state formula (\$26,306). 	
FY 2016	<ul style="list-style-type: none"> ▪ Fee revenue decreased due to decline in number of land records documents recorded related to the leveling of mortgage refinancing (\$200,000), offset by increased fines (\$10,500) and increased Falls Church reimbursements 	

Fiscal Year	Description	FTEs
	(\$1,546).	
FY 2017	<ul style="list-style-type: none"> ▪ The County Board added one-time funding to upgrade jury phone and questionnaire scanning systems (\$55,000). ▪ Decreased fee revenue due to a reduction in miscellaneous fees (\$40,000). ▪ Increased fee revenue due to higher projections in excess copy fees (\$10,000). ▪ Increased fee revenue due to higher projections in Falls Church reimbursements based on the FY 2017 budget and reconciliation of prior year payments with actual expenditures (\$6,170). ▪ Increased revenue due to higher projections in e-ticket fees (\$2,200). ▪ Increased grant revenue due to an expected increase in Compensation Board reimbursements (\$18,406), offset by a decrease in state technology reimbursements (\$4,000). 	
FY 2018	<ul style="list-style-type: none"> ▪ The County Board added funding for postage and printing expenses associated with the one-day, one-trial jury program that began in January 2017 (\$45,000). ▪ Removed the one-time funding for the upgrade jury phone and application scanning systems (\$55,000). ▪ Increased fee revenue due to expected state excess fees reimbursement (\$50,000), e-ticket fees (\$1,800), and copy fees (\$15,000). ▪ Decreased fee revenue due to lower projections in Falls Church reimbursements based on the FY 2018 budget and reconciliation of prior year payments with actual expenses (\$14,864). ▪ Increased grant revenue due to adjustments in State Compensation Board reimbursements (\$10,650). 	
FY 2019	<ul style="list-style-type: none"> ▪ No significant changes. 	
FY 2020	<ul style="list-style-type: none"> ▪ Eliminated a Business Systems Analyst I position (\$129,341). A portion of these savings were apportioned to temporary staffing (\$69,340). ▪ Added a Courtroom Clerk to support the fourth judge which was added by the Commonwealth of Virginia due to the caseload of the Circuit Court (\$88,546). ▪ Added funding for one-time operating equipment (\$8,000) and on-going training and operating expenses (\$17,000) for the addition of the fourth judge. 	<p>(1.00)</p> <p>1.00</p>

Fiscal Year	Description	FTEs
	<ul style="list-style-type: none"> ▪ Increased fee revenue due to expected interest income on criminal fees (\$15,500), e-ticket fines (\$200), and court costs (\$3,535), offset by fee revenue decreases due to decreased projections in Falls Church reimbursements based on the FY 2020 budget and reconciliation of prior year payments with actual expenses (\$7,820). ▪ Increased grant revenue due to an increase in State Compensation Board reimbursements as a result of the State’s two percent increase for state employees (\$32,216) and miscellaneous state grants (\$14,049). ▪ <i>In FY 2019 Closeout, the County Board reallocated temporary personnel funds for the creation of two permanent Court Assistant positions.</i> 	2.00
FY 2021	<ul style="list-style-type: none"> ▪ Non-personnel decreased due to the removal of one-time funding for operating equipment for the addition of a fourth judge in FY 2020 (\$8,000), partially offset by contractual increases (\$1,602). ▪ Fee revenues increased primarily due to higher projections in Falls Church reimbursements based on the FY 2021 budget and reconciliation of prior year payments with actual expenditures (\$8,036). ▪ Grant revenues decreased due to a decrease in miscellaneous State grants (\$56,838) to align budget with prior year actuals, partially offset by an expected increase in State Compensation Board reimbursements (\$14,211). ▪ <i>In July 2020, the County Board took action to add a Technical Support Specialist to assist with the Body Worn Camera program (\$113,000).</i> 	1.00
FY 2022	<ul style="list-style-type: none"> ▪ The County Board added funding for a one percent merit pay adjustment, a five percent increase in the range, and an increase to the one-time bonus for staff from \$500 to approximately \$900. ▪ The County Board also added ongoing funding for the addition of a fifth Courtroom Clerk (\$87,146) and converted a temporary, unfunded Court Assistant position in Land Records to permanent. ▪ Added a Technical Support Specialist to assist with the Body Worn Camera program in the Police Department (\$56,500). ▪ Added an IT Support Specialist to support the expanding technology needs in the Circuit Court, Juvenile and Domestic Relations Court, and General District Court (\$120,876). ▪ Fee revenues decreased due to lower projections in Falls Church reimbursements based on the FY 2022 budget and reconciliation of prior year payments with actual expenditures (\$6,288). ▪ Grant revenues increased due to an expected increase in State Compensation Board reimbursements (\$83,199). 	2.00 0.50 1.00

Note: The ten-year history through FY 2014 includes the Circuit Court Judicial Chambers. Since FY 2015, the Clerk of the Circuit Court has been established as a separate department.