

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.

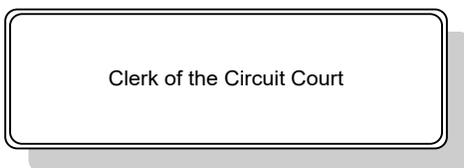
The Clerk of the Circuit Court (the Clerk) is an elected constitutional office in each county and large city in Virginia. The Clerk of Court handles a variety of functions necessary for the efficient administration of justice in the Circuit Court for Arlington County and the City of Falls Church.

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 2021 adopted expenditure budget for the Clerk of the Circuit Court is \$3,492,403, a one percent increase from the FY 2020 adopted budget. The adopted budget reflects:

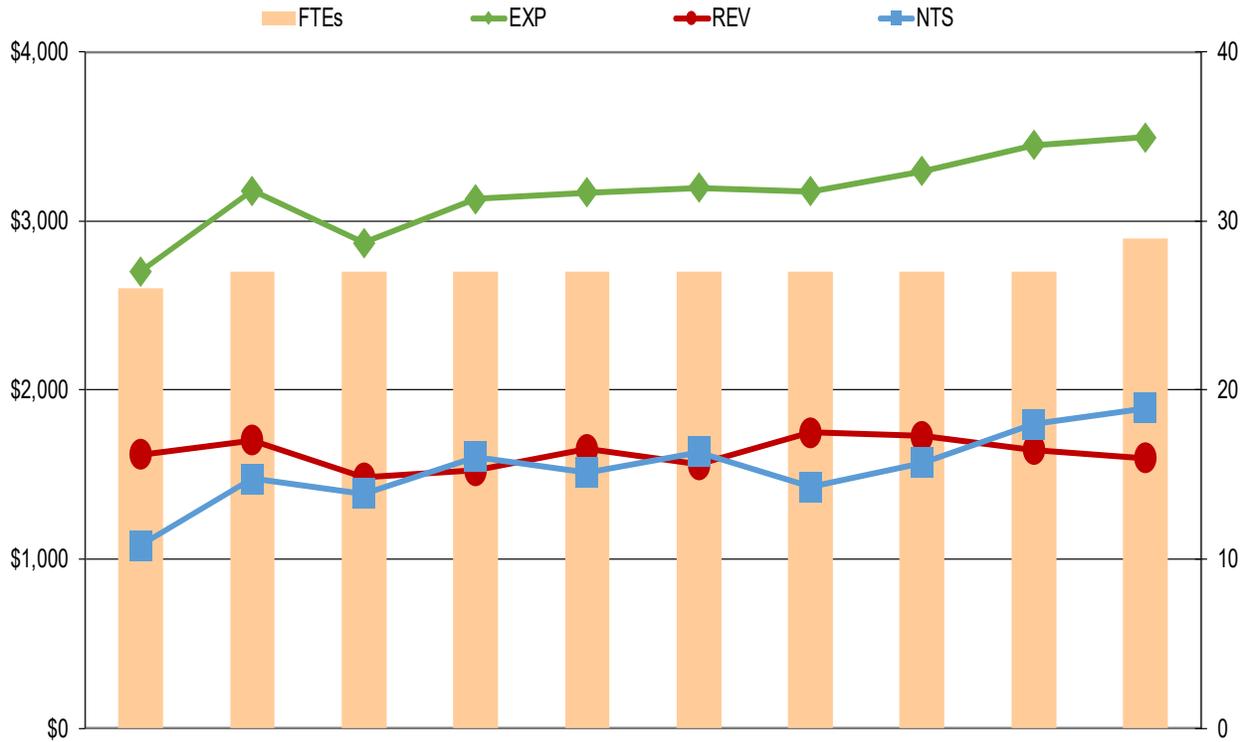
- Personnel changes due to the reclassification of two full-time, temporary Court Assistant positions during FY 2019 Closeout and an increase in the County's cost for employee health insurance, partially offset by lower retirement contributions based on current actuarial projections.

- ↓ Non-personnel decreases due to the removal of one-time operating equipment for the addition of a fourth judge in FY 2020 (\$8,000), partially offset by contractual increases (\$1,602).
- ↑ Fee revenues increase 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 decrease 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).

DEPARTMENT FINANCIAL SUMMARY

	FY 2019 Actual	FY 2020 Adopted	FY 2021 Adopted	% Change '20 to '21
Personnel	\$2,800,925	\$2,730,984	\$2,781,460	2%
Non-Personnel	494,869	717,341	710,943	-1%
Total Expenditures	3,295,794	3,448,325	3,492,403	1%
Fees	356,977	610,449	618,285	1%
Grants	1,369,682	1,038,306	981,468	-5%
Total Revenues	1,726,659	1,648,755	1,599,753	-3%
Net Tax Support	\$1,569,135	\$1,799,570	\$1,892,650	5%
Permanent FTEs	27.00	27.00	29.00	
Temporary FTEs	-	-	-	
Total Authorized FTEs	27.00	27.00	29.00	

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



	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
\$ in 000s	Actual	Adopted Budget	Adopted Budget							
EXP	\$2,703	\$3,179	\$2,871	\$3,129	\$3,167	\$3,195	\$3,177	\$3,296	\$3,448	\$3,493
REV	\$1,618	\$1,702	\$1,483	\$1,524	\$1,653	\$1,560	\$1,749	\$1,727	\$1,649	\$1,600
NTS	\$1,085	\$1,477	\$1,388	\$1,605	\$1,514	\$1,635	\$1,427	\$1,569	\$1,799	\$1,893
FTEs	26.00	27.00	27.00	27.00	27.00	27.00	27.00	27.00	27.00	29.00

NOTE: For comparative purposes, prior to FY2015 the expense and revenue associated with the Circuit Court Judiciary has been excluded. For FY2015, the Clerk of the Circuit Court has been established as a separate department.

Fiscal Year	Description	FTEs
FY 2012	<ul style="list-style-type: none"> ▪ The County Board added funding for a one percent one-time lump sum payment for employees at the top step. ▪ Added funding for maintenance and support fees for the audio/video recording system installed in the courts (\$45,000) and for day forward redaction of social security and other sensitive information from court records (\$57,000). ▪ Increased revenues in Falls Church reimbursements (\$57,227) and State reimbursements for technology (\$55,000), partially offset by a decrease in the State Compensation Board reimbursements (\$19,710) and court fines (\$3,000). 	
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). ▪ Decreases are included for State Compensation Board reimbursements (\$4,900) and Technology Trust Fund grant funding (\$6,000). 	<p>1.0</p> <p>(1.0)</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>1.0</p>

Fiscal Year	Description	FTEs
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 (\$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). 	

Fiscal Year	Description	FTEs
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. ▪ 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> 	<p>(1.0)</p> <p>1.0</p> <p>2.0</p>
FY 2021	<ul style="list-style-type: none"> ▪ Non-personnel decreases 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 increase 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 decrease 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). 	

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.