

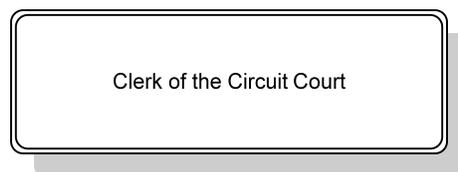
Our Mission: To ensure that Circuit Court records are easily accessible and maintained in an orderly and secure fashion; that the public is fully and fairly served; and that justice is administered promptly and without favor to any party.

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. In FY 2014, the Clerk of the Circuit Court initiated *Project Paperless*, an electronic filing and records management system designed to streamline and automate Circuit Court filings and public access to Court files. The goal of this initiative is to eliminate to the greatest extent possible the processing and tracking of paper records.

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 U.C.C. Financing Statements.

LINES OF BUSINESS



Circuit Court Clerk's Office

SIGNIFICANT BUDGET CHANGES

The FY 2015 adopted expenditure budget for the Clerk of the Circuit Court is \$3,059,775, a three percent increase from the FY 2014 adopted budget. The budget reflects:

- ↑ Personnel increases include the County Board's approval of a one percent increase for employees at Step 19. Additionally, increases are due to employee step increases, a 7.5 percent increase in the County's cost for employee health insurance, adjustments to retirement contributions based on current actuarial projections, and increases due to reclassification of positions identified to be substantially below comparative pay studies.
- ↑ Non-personnel increases due to operating system upgrades necessary to maintain system functionality of the web-based jury management system (\$12,000).

- ↑ Fee revenue increases due to higher projections in Falls Church reimbursements based on the FY 2015 budget and reconciliation of prior year payments with actual expenditures (\$32,443).
- ↑ Grant revenue increases due to an increase in State Compensation Board reimbursements as a result of an increased funding for constitutional officers and estimated fringe benefits reimbursements (\$9,008).
- The Clerk of the Circuit Court is being established as a separate department for FY 2015 and is no longer part of the Circuit Court.

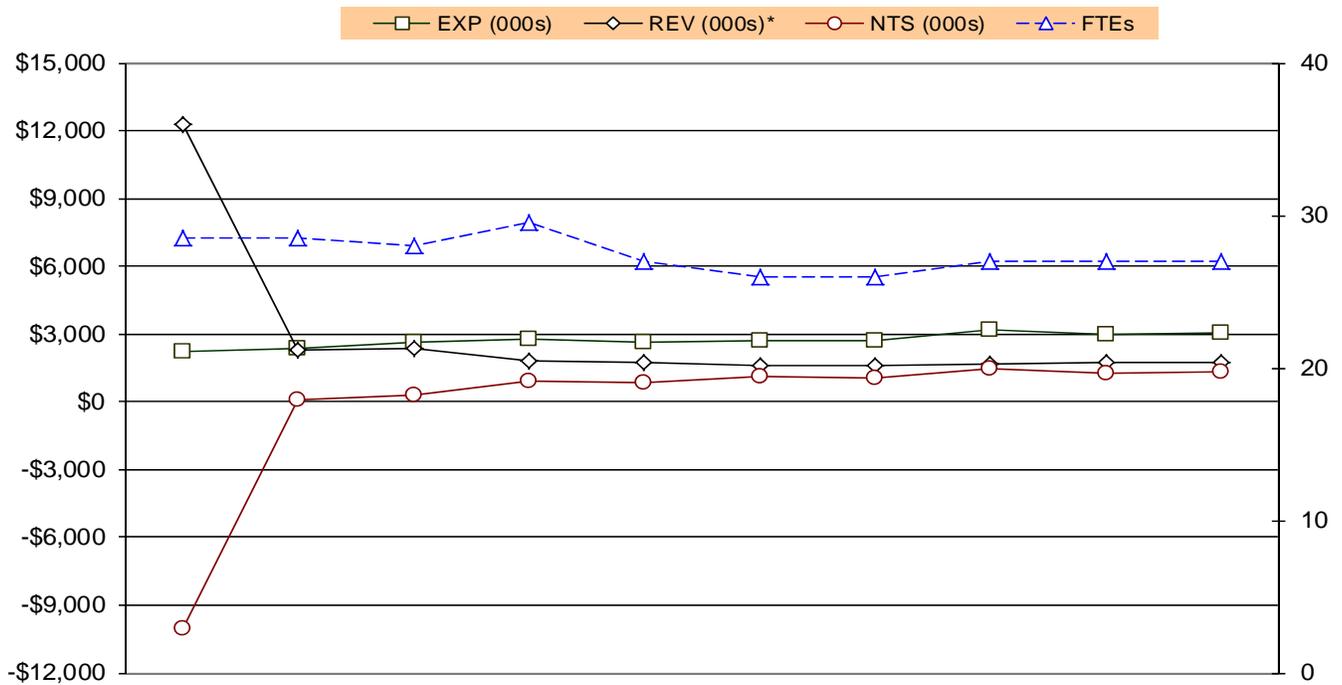
DEPARTMENT FINANCIAL SUMMARY

	FY 2013 Actual	FY 2014 Adopted	FY 2015 Adopted	% Change '14 to '15
Personnel	\$2,333,260	\$2,344,844	\$2,413,598	3%
Non-Personnel	845,395	634,177	646,177	2%
Total Expenditures	3,178,655	2,979,021	3,059,775	3%
Fees	733,510	725,192	757,635	4%
Grants	968,320	986,560	995,568	1%
Total Revenues	1,701,830	1,711,752	1,753,203	2%
Net Tax Support	\$1,476,825	\$1,267,269	\$1,306,572	3%
Permanent FTEs	27.00	27.00	27.00	
Temporary FTEs	-	-	-	
Total Authorized FTEs	27.00	27.00	27.00	

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

**CLERK OF THE CIRCUIT COURT
TEN-YEAR HISTORY**

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



	FY 2006 Actual	FY 2007 Actual	FY 2008 Actual	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Actual	FY 2014 Adopted Budget	FY 2015 Adopted Budget
EXP (000s)	\$2,212	\$2,384	\$2,663	\$2,767	\$2,641	\$2,726	\$2,703	\$3,179	\$2,979	\$3,060
REV (000s)*	\$12,262	\$2,316	\$2,381	\$1,818	\$1,773	\$1,573	\$1,618	\$1,702	\$1,712	\$1,753
NTS (000s)	(\$10,050)	\$68	\$282	\$949	\$868	\$1,153	\$1,085	\$1,477	\$1,267	\$1,307
FTEs	28.5	28.5	28.05	29.50	27.00	26.00	26.00	27.00	27.00	27.00

*Revenues from Recordation Tax and Grantors' Tax are no longer reflected as Clerk of the Circuit Court revenue beginning in FY 2007 in the table and chart above.

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
	partially offset by a decrease in State grant reimbursements for technology (\$40,000).	
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> <p>(1.0)</p>

CLERK OF THE CIRCUIT COURT
TEN-YEAR HISTORY

Fiscal Year*	Description	FTEs
FY 2015	<ul style="list-style-type: none">▪ Non-personnel increased due to operating system upgrades related to the jury management system (\$12,000).▪ Fee revenues increased for Falls Church reimbursements (\$32,443).▪ Grant revenues increased for State Compensation Board reimbursements (\$9,008).	

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