

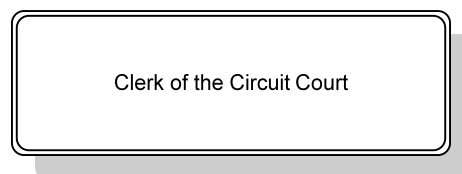
Our Mission: To ensure that Circuit Court records are easily accessible and maintained in an orderly and secure fashion; that the public is fully and fairly served; and that justice is administered promptly and without favor to any party.

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 2016 adopted expenditure budget for the Clerk of the Circuit Court is \$3,106,211, a two percent increase from the FY 2015 adopted budget. The adopted budget reflects:

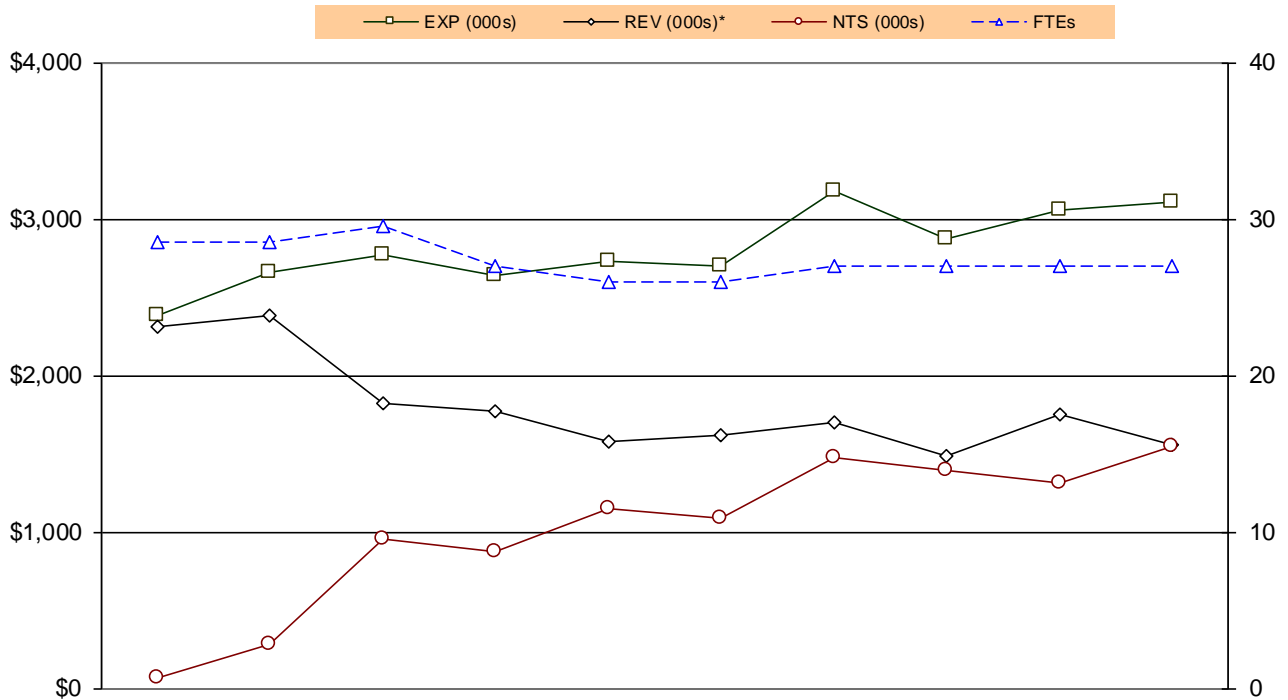
- ↑ Personnel increases due to employee step increases and an increase in the County's cost for employee health insurance, offset by adjustments to retirement contributions based on current actuarial projections.
- ↓ Fee revenue decreases due to decline in number of land records documents recorded related to the leveling of mortgage refinancing (\$200,000), which is offset by increases in excess copy fees and local fines and costs (\$10,500) and higher projections in Falls Church reimbursements based on the FY 2016 budget and reconciliation of prior year payments (\$1,546).

- ↓ Grant revenue decreases due to a reduction in technology reimbursements (\$42,000), partially offset by an increase in State Compensation Board reimbursements (\$33,739).
- The General Assembly restored the proposed cut in Aid to Localities (\$21,235), which had been included in the County's proposed budget.

DEPARTMENT FINANCIAL SUMMARY

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	% Change '15 to '16
Personnel	\$2,328,898	\$2,413,598	\$2,460,034	2%
Non-Personnel	542,260	646,177	646,177	-
Total Expenditures	2,871,158	3,059,775	3,106,211	2%
Fees	502,474	757,635	569,681	-25%
Grants	980,893	995,568	987,307	-1%
Total Revenues	1,483,367	1,753,203	1,556,988	-11%
Net Tax Support	\$1,387,791	\$1,306,572	\$1,549,223	19%
Permanent FTEs	27.00	27.00	27.00	
Temporary FTEs	-	-	-	
Total Authorized FTEs	27.00	27.00	27.00	

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



	FY 2007 Actual	FY 2008 Actual	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
EXP (000s)	\$2,384	\$2,663	\$2,767	\$2,641	\$2,726	\$2,703	\$3,179	\$2,871	\$3,060	\$3,106
REV (000s)*	\$2,316	\$2,381	\$1,818	\$1,773	\$1,573	\$1,618	\$1,702	\$1,483	\$1,753	\$1,557
NTS (000s)	\$68	\$282	\$949	\$868	\$1,153	\$1,085	\$1,477	\$1,388	\$1,307	\$1,549
FTEs	28.5	28.5	29.50	27.00	26.00	26.00	27.00	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. For FY 2015, the Clerk of the Circuit Court has been established as a separate department.

Fiscal Year*	Description	FTEs
	<p>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).</p> <ul style="list-style-type: none"> ▪ 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>
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). 	
FY 2016	<ul style="list-style-type: none"> ▪ Fee revenue decreases due to decline in number of land records documents recorded related to the leveling of mortgage refinancing 	

Fiscal Year*	Description	FTEs
	(\$200,000), offset by increased fines (\$10,500) and increased Falls Church reimbursements (\$1,546). <ul style="list-style-type: none">▪ Grant revenue decreased due to a reduction in technology reimbursements (\$42,000), partially offset by increased State Compensation Board reimbursements (\$33,739).	

**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.*