



Clerk of the Circuit Court

The Clerk of the Circuit Court is a Constitutional Officer. The Clerk's Office performs multiple services for residents, business professionals, and judges. The Clerk's Office works to facilitate the orderly conduct of governmental, judicial, commercial, and quasi-legal affairs for the residents of Loudoun County by collecting the appropriate taxes and fees; processing legal documents; retaining permanent court records, land records, judgment records, and legal documents; providing public inspection of permanent records; and providing efficient administration of court cases and Clerk's Office services. The Code of Virginia mandates more than 800 duties for the Clerk of the Circuit Court meaning this entity offers a wide variety of services to the residents of Loudoun County.

Clerk of the Circuit Court's Program

Clerk of the Circuit Court

Provides services including issuance of marriage licenses, recording of deeds and land documents, coordinating juror services for jury trials, probate of wills and estates, assisting judges with courtroom proceedings, managing court files and legal documents, preserving historic court papers and many other services. The Clerk of the Circuit Court is organized into nine activities: Criminal Case Management, Civil Case Management, Deed and Judgment Recording, Probate, Judicial Services, Jury Management, Historic Records and Deed Research, Administrative, and Public Services.

**Clerk of the Circuit Court****Budget Analysis****Department Financial and FTE Summary¹**

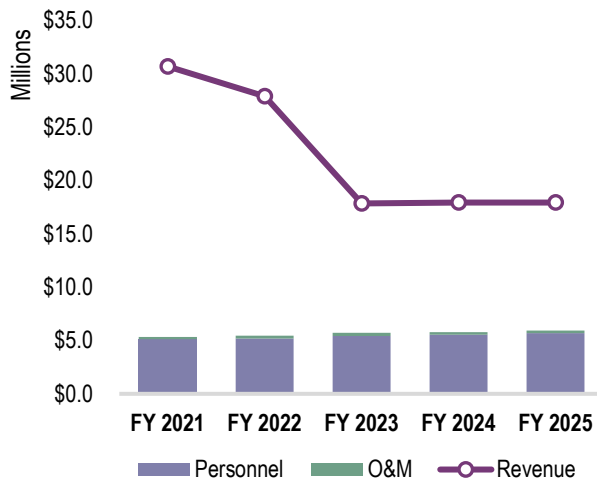
	FY 2021 Actual	FY 2022 Actual	FY 2023 Adopted	FY 2024 Proposed	FY 2025 Projected
Expenditures					
Personnel	\$5,110,309	\$5,189,129	\$5,433,415	\$5,529,062	\$5,694,934
Operating and Maintenance	235,613	276,071	286,344	247,291	249,764
Total – Expenditures	\$5,345,921	\$5,465,200	\$5,719,759	\$5,776,353	\$5,944,698
Revenues					
Other Local Taxes	\$23,082,167	\$19,812,140	\$12,050,000	\$12,050,000	\$12,050,000
Permits, Fees, and Licenses	\$15,784	\$13,297	\$10,000	\$10,000	\$10,000
Charges for Services	1,855,750	1,606,797	995,000	995,000	995,000
Miscellaneous Revenue	1	0	0	0	0
Recovered Costs	115,603	127,546	39,513	39,513	39,513
Intergovernmental – Commonwealth	5,625,794	6,333,429	4,758,095	4,827,200	4,827,200
Total – Revenues	\$30,695,100	\$27,893,210	\$17,852,608	\$17,921,713	\$17,921,713
Local Tax Funding	\$(25,349,178)	\$(22,428,011)	\$(12,132,849)	\$(12,145,360)	\$(11,977,015)
FTE	51.00	52.00	52.00	52.00	52.00

¹ Sums may not equal due to rounding.



Clerk of the Circuit Court

Revenue and Expenditure History



Revenue/Local Tax Funding

As shown, the Office of the Clerk of the Circuit Court is funded by program-generated revenue (100 percent). Program-generated revenue consists primarily of recordation taxes.

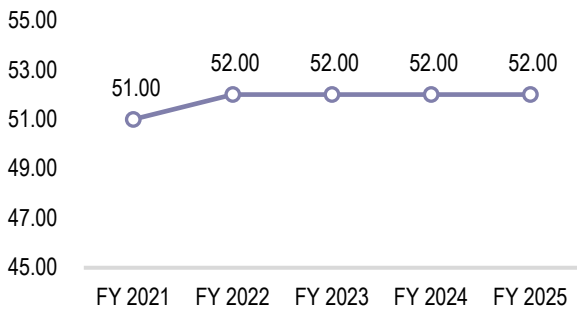
Expenditure

The majority of the Office’s expenditure budget is dedicated to personnel costs (96 percent). Major drivers of personnel increases are additional staffing as outlined in the Staffing/FTE History section and compensation increases, including merit increases for the general workforce in each fiscal year.

Staffing/FTE History

FY 2021: 1.00 FTE courtroom clerk supervisor

FY 2022: 1.00 FTE recording clerk



The Office’s expenditure increases are almost entirely attributed to personnel costs. Personnel costs have grown with the merit increases approved each fiscal year and additional positions, as indicated in the Staffing/FTE History graph above.¹

The Office has experienced a significant influx in garnishment filings. A private law firm was contracted to perform collections for outstanding costs, fines, and restitution for the Clerk’s Office, General District Court, and Juvenile and Domestic Relations Court in January 2021, with a contract termination date of June 30, 2023, unless otherwise extended. Previously, this contract had been maintained with the Loudoun County Treasurer’s Office. The private collection agent began to file garnishments as of September 2021 in the Clerk’s Office as part of their collection efforts. The influx of garnishment filings required the Office to address this major shift in workload with a temporary employee. The workload is expected to continue at an increased rate, with a 230 percent increase in garnishment filings in FY 2022 from FY 2021. Given the ongoing need, the Office has identified the need for an additional civil case management clerk (1.00 FTE) to address garnishment filing increases. An additional civil case management clerk will maintain current service level by allowing the Office to maintain current processing times of court orders, concealed handgun permits, exhibit retention, and other civil division mandated duties.

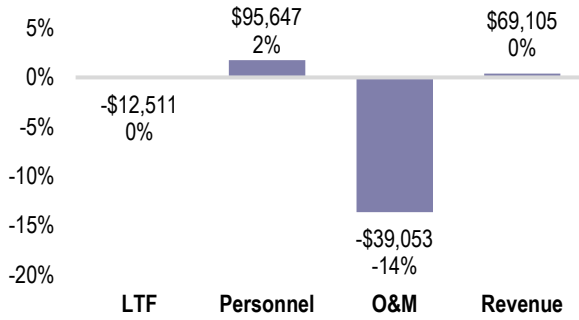
While not included in the FY 2024 Proposed Budget, the Department has one resource request, focusing on the thematic area of internal support, described in an increased option in the executive summary.

¹ See summary of merit increases in Non-Departmental Expenditures section 6-2.



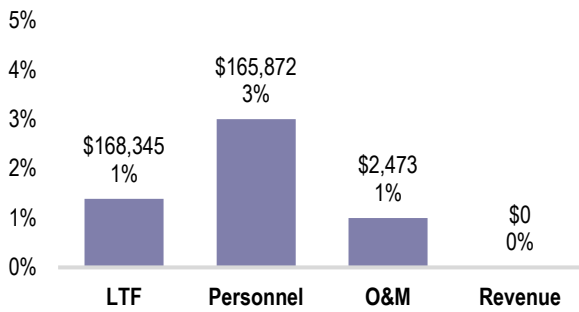
Clerk of the Circuit Court

Percent Change from Adopted FY 2023 to Proposed FY 2024



Reasons for Change:
Personnel: ↑ general pay changes || **O&M:** ↓ internal services || **Revenue:** ↑ reimbursements from Virginia Compensation Board

Percent Change from Proposed FY 2024 to Projected FY 2025

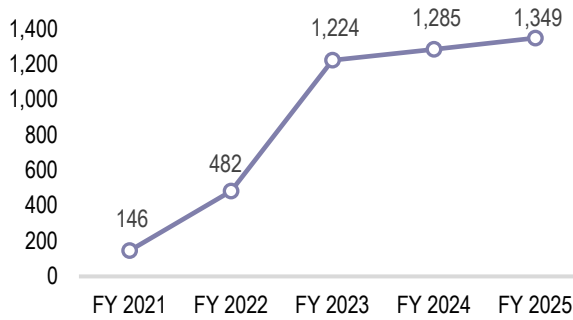


Reasons for Change:
Personnel: ↑ 3 percent || **O&M:** ↑ 1 percent || **Revenue:** ↔



Clerk of the Circuit Court

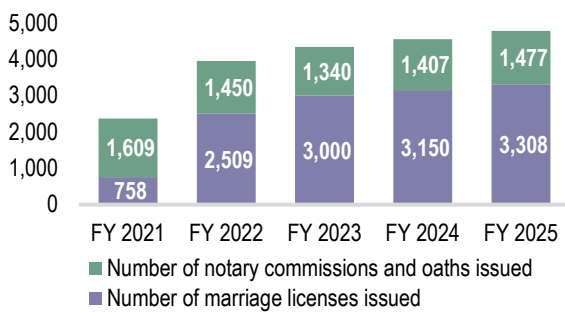
Key Measures



Objective: Process all garnishment filings.

Measure: Number of garnishments filed.

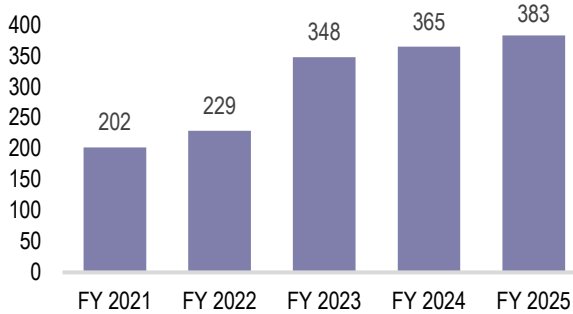
Garnishment filings are anticipated to steadily rise, resulting in increased garnishment workload. This workload can affect the processing of time-sensitive mandated duties such as concealed handgun permits and court orders.



Objective: Issue marriage licenses and notary commissions and oaths.

Measure: Number of marriage licenses and notary oaths issued.

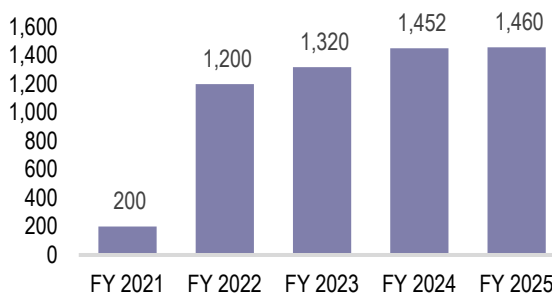
Issuance of notary oaths and marriage licenses are anticipated to steadily increase over the following fiscal years.



Objective: Provide jury management services to support criminal and civil jury trials.

Measure: Jury trials set.

Due to COVID-19 social distancing guidelines, jury trials were not held from March 4, 2020 to January 5, 2021, which reduced the number of jury trials set. As shown, the number of jury trials set continues to rise post COVID-19.



Objective: Support preservation and public access to historic court records of Loudoun through the use of the latest conservation, storage, and electronic technology.

Measure: Number of visitors to historic records division’s public outreach and education programs.

In October 2020, the division opened to the public by appointment only. The division has been open to the public since March 2021 and has seen an increase in foot traffic post COVID-19.