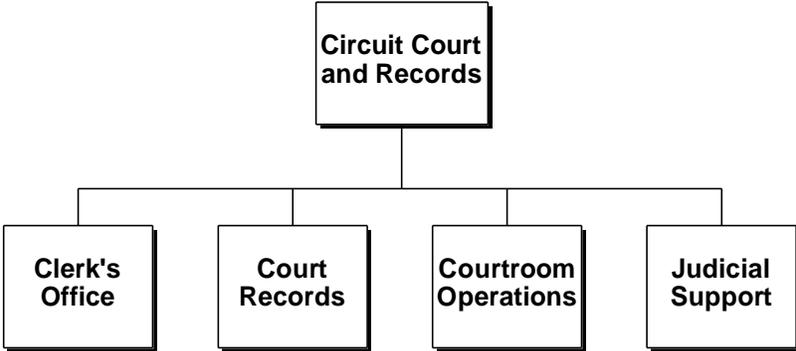


CIRCUIT COURT AND RECORDS



CIRCUIT COURT AND RECORDS

Agency Position Summary

138	Regular Positions (1)	/	138.0	Regular Staff Years (1.0)
15	State Positions	/	15.0	State Staff Years
23	Exempt Positions	/	23.0	Exempt Staff Years
<u>1</u>	Grant Position	/	<u>1.0</u>	Grant Staff Year
177	Total Positions (1)	/	177.0	Total Staff Years (1.0)

Position Detail Information

CLERK'S OFFICE (Exempt Positions)

1	County Clerk (Elected) E
1	Deputy County Clerk E
1	Chief of Administrative Services E
1	Management Analyst III E
1	Secretary III E
1	Secretary II E
<u>1</u>	Administrative Assistant E
7	Positions
7.0	Staff Years

COURTROOM OPERATIONS

3	Administrative Assistants
2	Legal Records/Services Managers
16	Court Clerks II
4	Court Clerks I
1	Office Service Managers I
12	Clerical Specialists
<u>4</u>	Account Clerks II
42	Positions
42.0	Staff Years

CLERK'S OFFICE (Regular Merit Positions)

1	Management Analyst II
1	Management Analyst I
1	Legal Records/Services Manager
1	Administrative Assistant
1	Programmer Analyst IV
1	Programmer Analyst III
2	Programmer Analysts II
1	Network/Telecom. Analyst II
1	Accountant II
1	Accounting Technician
2	Account Clerks II
2	Office Service Managers I
5	Court Clerks II
1	Court Clerk I
12	Clerical Specialists
1	Clerk Typist II
<u>1</u>	Public Information Clerk
35	Positions
35.0	Staff Years

JUDICIAL SUPPORT

1	Chief Judge S
14	Judges S
15	Law Clerks E
1	Management Analyst III E
4	Legal Secretaries II
1	Administrative Aide
1	Administrative Assistant
1	Administrative Secretary
<u>1</u>	Management Analyst II
39	Positions
39.0	Staff Years

E Denotes Exempt Positions
 () Denotes New Positions
 S Denotes State Positions

The details for the agency's 1/1.0 SYE grant position in Fund 102, Federal/State Grant Fund are included in the Summary of Grant Positions in Volume 1.

COURT RECORDS

2	Legal Records/Services Managers
5	Office Service Managers I
2	Supervisory Clerks
9	Court Clerks I
29	Clerical Specialists (1)
3	Clerks II
1	Archives Technician
<u>2</u>	Microphotographers
53	Positions (1)
53.0	Staff Years (1.0)

CIRCUIT COURT AND RECORDS

AGENCY MISSION

To provide an efficient system of judicial administration and to maintain a reliable public records system for the citizens of Fairfax County.

AGENCY SUMMARY

Category	FY 1999 Actual	FY 2000 Adopted Budget Plan	FY 2000 Revised Budget Plan	FY 2001 Advertised Budget Plan	FY 2001 Adopted Budget Plan
Authorized Positions/Staff Years					
Regular	131/ 131	135/ 135	137/ 137	138/ 138	138/ 138
Exempt	23/ 23	23/ 23	23/ 23	23/ 23	23/ 23
State	15/ 15	15/ 15	15/ 15	15/ 15	15/ 15
Expenditures:					
Personnel Services	\$5,280,624	\$5,617,946	\$5,692,621	\$6,034,510	\$6,184,806
Operating Expenses	1,594,417	1,767,728	2,027,687	1,912,246	1,925,332
Capital Equipment	22,630	102,300	151,370	151,212	151,212
Total Expenditures	\$6,897,671	\$7,487,974	\$7,871,678	\$8,097,968	\$8,261,350
Income:					
Land Transfer Fees	\$33,209	\$37,266	\$37,266	\$37,266	\$37,266
County Clerk Fees	6,446,613	6,120,924	6,285,902	6,474,479	6,474,479
Fines and Penalties	137,437	172,714	139,697	142,491	142,491
City/County Contract	53,055	54,155	52,960	54,019	54,019
Recovered Court Costs	7,186	7,806	7,806	7,962	7,962
Circuit Court Storage Fees	0	0	40	40	40
Courthouse Maintenance	5,836	6,914	6,089	6,211	6,211
State Shared Retirement					
Circuit Court	85,720	89,681	86,193	106,521	108,456
Court Public Access Network (CPAN)	53,931	56,351	56,351	58,042	58,042
Total Income	\$6,822,987	\$6,545,811	\$6,672,304	\$6,887,031	\$6,888,966
Net Cost to the County	\$74,684	\$942,163	\$1,199,374	\$1,210,937	\$1,372,384

SUMMARY BY COST CENTER

Category	FY 1999 Actual	FY 2000 Adopted Budget Plan	FY 2000 Revised Budget Plan	FY 2001 Advertised Budget Plan	FY 2001 Adopted Budget Plan
Court Records	\$1,599,692	\$1,871,556	\$2,216,435	\$2,266,616	\$2,310,449
Courtroom Operations	1,702,513	1,823,979	1,728,247	1,888,705	1,939,960
Clerk's Office	2,647,807	2,829,856	2,930,799	2,853,431	2,896,761
Judicial Support	947,659	962,583	996,197	1,089,216	1,114,180
Total Expenditures	\$6,897,671	\$7,487,974	\$7,871,678	\$8,097,968	\$8,261,350

CIRCUIT COURT AND RECORDS

Board of Supervisors' Adjustments

The following funding adjustments reflect all changes to the FY 2001 Advertised Budget Plan, as approved by the Board of Supervisors on April 24, 2000:

- The 2.5 percent cost-of-living/market rate adjustment approved by the Board of Supervisors, and previously held in reserve, has been spread to County agencies and funds. This action results in an increase of \$150,296 to the Circuit Court.
- An increase of \$13,086 in Operating Expenses due to the increased postage rate.

The following funding adjustments reflect all approved changes to the FY 2000 Revised Budget Plan from January 1, 2000 through April 17, 2000. Included are all adjustments made as part of the FY 2000 Third Quarter Review:

- An increase of \$142,777 includes \$65,836 in Personnel Services for increased overtime costs due to the high volume of documents and recordings processed by Land Records and \$76,941 in Operating Expenses due to higher than anticipated contract system maintenance charges.

County Executive Proposed FY 2001 Advertised Budget Plan



Agency Overview

The Fairfax Circuit Court is the largest Circuit Court in the Commonwealth of Virginia with the Clerk of the Circuit Court being an elected Constitutional Officer. The Clerk's office provides administrative support to the 15 Circuit Court Judges. The FY 2001 recommended funding level provides for continuation of all levels of activity associated with the administrative matters within the jurisdiction of the Circuit Court, including criminal cases which carry a possible sentence of time in the State Penitentiary, and cases that deal with divorces and controversies where claims exceed \$15,000. Appellate jurisdiction of the Circuit Court extends to all cases, civil and criminal, in which an appeal may be taken from a lower tribunal. The Circuit Court processes and records deeds, deeds of trust, releases, and most other official documents relating to the land records of Fairfax County. In addition, the agency issues marriage licenses; records trade names of businesses; processes passports and notary commissions; probates wills; collects recordation taxes; and copies, as a true copy by certification, any document that is of record in this office.

In FY 2001, the agency will continue to focus on two ongoing initiatives: the Differentiated Case Tracking Program (DCTP) and the Neutral Case Evaluation (NCE) Program. The DCTP was implemented to improve service by having the Court take an active role in differentiating law cases, and scheduling status and settlement conferences with litigants and judges to conclude cases within one year of filing. The goal of the agency is to reach the voluntary case processing guidelines adopted by the Judicial Council, which recommends the disposition of 90 percent of law cases filed within one year. For FY 2001, it is projected that 84 percent of the law cases that are processed through DCTP will be concluded within one year, which exceeds the State average of 75 percent.

To further enhance customer service and possibly save staff time, DCTP is being expanded in FY 2001 to include the Chancery (divorce and equitable distribution) side of the Court. Currently, Chancery cases are not in any tracking program and it is estimated that some of these cases take from 3 to 5 years before they are resolved. Expansion of DCTP to the Chancery cases is the number one priority with the Clerk and Judges of the Circuit Court as well as the Bar Association. It is anticipated that 4,527 additional divorce and equitable distribution cases would benefit from the program. Approximately 57 percent of the cases filed actually go to trial. By adding the Chancery cases to this program, many of the divorce cases can be concluded within one year of the date of filing. The goal of the program would be to settle 3,803 or 84 percent of these cases without going to trial, compared to the current rate of 43 percent.

CIRCUIT COURT AND RECORDS

In ongoing efforts to improve public service, the agency continues to coordinate the NCE, initiated in FY 1993. The NCE Program utilizes judges and attorneys, along with litigants, in an attempt to settle lawsuits prior to trial by means of mediation and settlement conferences. Currently, 153 lawyers offer their services pro bono to act as neutral case evaluators to assess points of difference and recommend settlement.

In FY 1997, development of the Courts Automated Recording System (CARS), previously known as the Land Records Automated System (LRAS), prototype began. The system was developed with a four-phase approach. Phase I, Public Retrieval, has been implemented at the Judicial Center through the use of remote access which provides indexes and their images back to 1980. When the system is completely implemented, it is anticipated that customers will be able to retrieve indexes and images dating back to 1742. The remote pilot access program has been well received by the companies using the system and is now available through CPAN subscriptions to any interested person via the Internet.

Phase II involves the production portion of the system and includes scanning and indexing the recorded documents. This phase has been tested and is in production. Scanned images are now available on the day they are recorded. Phase III addresses non-deed documents that are needed to complete a title search. These documents include marriage licenses, charters, trade names, financial statements, wills, and notaries. A day-forward retrieval of these documents will be available in January 2000.

Phase IV of the system is currently in the design and development stage. It will include scanning documents at the front counter, returning the document to the customer immediately, and receipting the document by the recorder. Another requirement of Phase IV is to address E-Commerce. The General Assembly has authorized Circuit Court Clerks to establish electronic filing systems. The Court is working closely with other organizations to develop an electronic filing system for certificates of satisfaction. Last year, the Clerk's Office recorded over 65,000 certificates, which represents approximately 23 percent of the total documents recorded each year. It is anticipated that production of Phase IV will begin in the last quarter of FY 2000 or early in FY 2001. The agency is also working with the Supreme Court of Virginia and the Fairfax Bar Association to develop an electronic filing system for civil cases.

The Land Records Section has experienced dramatic growth in the number of documents that must be processed and recorded in a timely manner. This section recorded 273,343 documents in FY 1999, a 27 percent increase over FY 1998, with a more moderate increase anticipated from FY 2000 to FY 2001. The increased workload has been due to favorable interest rates resulting in a large number of refinancings, as well as the general increase in the County population. The State mandates that recordings of documents presented by walk-in customers be accomplished on the same day. Documents that are mailed in must be recorded in ten days. In order to allow the agency to comply with State mandates, address the increased volume of recordings, and reduce the current 90-day backlog for returning documents, funding of \$22,963 is included to provide 1/1.0 SYE additional Clerical Specialist in the Land Records Section.



Funding Adjustments

The following funding adjustments from the FY 2000 Revised Budget Plan are necessary to support the FY 2001 program:

- An increase of \$160,378 due to the implementation of the new Pay for Performance program in FY 2001. The new system links annual pay increases to employee performance.
- An increase of \$123,218 due to the implementation of the Market Pay Study. As a result of the Study, incumbents in job classes that are found to be one grade below the market will be moved to the appropriate grade and receive a 2.0 percent market adjustment. Incumbents in classes found to be two or more grades below the market will be moved to the appropriate grade and receive a 4.0 percent market adjustment. In addition, funding is held in reserve to provide all employees with a 2.5 percent cost-of-living/market adjustment.
- An increase of \$62,963 in Personnel Services including \$22,963 for 1/1.0 SYE additional Clerical Specialist and \$40,000 for additional limited term support required due to the increased workload in the Land Records Section.
- A net increase of \$61,166 in Personnel Services is primarily due to an increase of \$70,490 in extra compensation based on actual experience in FY 1999 and an increase of \$10,774 in regular salaries based on the actual salary of existing staff, which is partially offset by a decrease of \$14,458 in limited term salaries and increased position turnover of \$5,640.

CIRCUIT COURT AND RECORDS

- A decrease of \$72,374 for Information Technology infrastructure charges based on the agency's historic usage and the Computer Equipment Replacement Fund (CERF) surcharge to provide for the timely replacement of the County's Information Technology infrastructure.
- Capital Equipment funding totals \$151,212 including \$68,000 for the replacement of laptop computers that are nearing the end of their useful life, \$27,712 to refurbish worn furniture in four courtrooms, \$25,000 for replacement furniture that is no longer serviceable for Judges' chambers, \$12,000 for 3 personal computers for 2/2.0 SYE positions redeployed to the agency from the County's position pool in FY 2000 and the additional 1/1.0 Clerical Specialist authorized for FY 2001, \$10,500 for the replacement of 15 obsolete and worn printers, and \$8,000 for an additional server rack in order to consolidate three existing servers.

The following funding adjustments reflect all approved changes to the FY 2000 Revised Budget Plan since passage of the FY 2000 Adopted Budget Plan. Included are all adjustments made as part of the FY 1999 Carryover Review and all other approved changes through December 31, 1999:

- The County Executive approved a redirection of positions, resulting in an increase of 2/2.0 SYE positions for this agency. These Clerical Specialists are required to address an unprecedented level of recordings in the Land Records Division. There is no corresponding funding adjustment for this position redirection as the agency has been directed to absorb all costs associated with this action in FY 2000.
- Encumbered carryover of \$165,852 including \$161,782 in Operating Expenses and \$4,070 for Capital Equipment.
- Unencumbered carryover of \$66,236 in Operating Expenses including \$22,324 for costs associated with the new Full Court case management system, \$14,000 for the restoration of George Washington's will, and \$29,912 in unexpended Close Management Initiatives (CMI) savings.
- An increase of \$8,839 results from the County's reclassification of Information Technology positions.

Cost Center: Court Records

GOAL: To record, preserve, safeguard, and provide convenient access to all recorded documents and instruments pertaining to land, property, and all other matters brought before the Court; and to coordinate the retention, archiving, and disposition of those documents in accordance with the Code of Virginia.

COST CENTER SUMMARY					
Category	FY 1999 Actual	FY 2000 Adopted Budget Plan	FY 2000 Revised Budget Plan	FY 2001 Advertised Budget Plan	FY 2001 Adopted Budget Plan
Authorized Positions/Staff Years					
Regular	47/ 47	50/ 50	52/ 52	53/ 53	53/ 53
Expenditures:					
Personnel Services	\$1,432,193	\$1,549,556	\$1,620,301	\$1,776,179	\$1,820,012
Operating Expenses	167,499	295,900	525,033	478,437	478,437
Capital Equipment	0	26,100	71,101	12,000	12,000
Total Expenditures	\$1,599,692	\$1,871,556	\$2,216,435	\$2,266,616	\$2,310,449

CIRCUIT COURT AND RECORDS



Objectives

- To decrease waiting time for the return of documents to constituents by 99 percent, from 90 days to 1 day.
- To improve and expand the flow of information between the Circuit Court, other County agencies, and the public by increasing remote public access service usage, as measured by Citizen Public Access Network (CPAN) subscribers, by 33.3 percent.



Performance Indicators

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 1997 Actual	FY 1998 Actual	FY 1999 Estimate/Actual	FY 2000	FY 2001
Output:					
Documents recorded (deeds, financing statements, wills, uniformed commercial code, and judgments)	205,121	214,986	259,009 / 273,343	273,343	284,276
CPAN users served to date	78	80	120 / 78	120	160
Efficiency:					
Cost per recorded document	NA	NA	NA / \$4.11	\$4.21	\$4.14
Revenue per subscriber	\$1,070	\$1,070	NA / \$989	\$2,283	\$2,278
Service Quality:					
Delay in returning recorded documents (days)	NA	NA	NA / 120	90	1
Percentage point change of additional CARS information available from off-site location	NA	75	NA / 150	300	300
Outcome:					
Percent decrease in time to return documents	NA	NA	NA / NA	(25%)	(99%)
Percent change of CPAN subscribers	NA	2.6%	50.0% / (2.5%)	33.3%	33.3%

CIRCUIT COURT AND RECORDS

Cost Center: Courtroom Operations

GOAL: To provide full administrative and clerical support in order to accomplish the appropriate and prompt resolution of all cases and jury functions referred to the 19th Judicial Circuit.

COST CENTER SUMMARY					
Category	FY 1999 Actual	FY 2000 Adopted Budget Plan	FY 2000 Revised Budget Plan	FY 2001 Advertised Budget Plan	FY 2001 Adopted Budget Plan
Authorized Positions/Staff Years					
Regular	43/ 43	43/ 43	42/ 42	43/ 43	42/ 42
Expenditures:					
Personnel Services	\$1,361,610	\$1,468,359	\$1,435,070	\$1,526,705	\$1,564,874
Operating Expenses	340,903	355,620	293,177	362,000	375,086
Capital Equipment	0	0	0	0	0
Total Expenditures	\$1,702,513	\$1,823,979	\$1,728,247	\$1,888,705	\$1,939,960



Objectives

- To efficiently process County residents serving as jurors to maintain the daily rate of utilization at no less than 100 percent, in order to minimize the impact on the personal and professional lives of the residents of Fairfax County who are called upon to perform their civic duty.



Performance Indicators

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 1997 Actual	FY 1998 Actual	FY 1999 Estimate/Actual	FY 2000	FY 2001
Output:					
Average number of residents called each day for jury selection	116	100	100 / 100.2	100	100
Efficiency:					
Cost per resident called for jury selection	\$33.83	\$34.47	\$34.27 / \$38.83	\$39.20	\$39.55
Service Quality:					
Percent jury utilization ¹	107%	104%	107% / 115%	115%	115%
Outcome:					
Percentage point change in juror utilization rate	NA	(3)	3 / 11	0	0

¹ The high rate of utilization is due to residents being sent for more than one jury selection per day.

CIRCUIT COURT AND RECORDS

Cost Center: Clerk's Office

GOAL: To provide effective management of the various components and employees of the Clerk's office in order to produce efficient and effective service to the legal community and the general public.

COST CENTER SUMMARY					
Category	FY 1999 Actual	FY 2000 Adopted Budget Plan	FY 2000 Revised Budget Plan	FY 2001 Advertised Budget Plan	FY 2001 Adopted Budget Plan
Authorized Positions/Staff Years					
Regular	33/ 33	34/ 34	35/ 35	34/ 34	35/ 35
Exempt	7/ 7	7/ 7	7/ 7	7/ 7	7/ 7
Expenditures:					
Personnel Services	\$1,558,891	\$1,658,974	\$1,666,648	\$1,733,098	\$1,776,428
Operating Expenses	1,081,352	1,114,682	1,207,951	1,033,833	1,033,833
Capital Equipment	7,564	56,200	56,200	86,500	86,500
Total Expenditures	\$2,647,807	\$2,829,856	\$2,930,799	\$2,853,431	\$2,896,761



Objectives

- To maintain an average fiduciary appointment waiting time of 1.0 week in order to serve the probate needs of Fairfax County residents in a timely manner.



Performance Indicators

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 1997 Actual	FY 1998 Actual	FY 1999 Estimate/Actual	FY 2000	FY 2001
Output:					
Fiduciary appointments scheduled per day	10	12	12 / 20	26	26
Efficiency:					
Cost per appointment	NA	NA	NA / \$36.07	\$34.67	\$36.19
Service Quality:					
Average probate appointment book waiting time (in weeks)	2.0	2.5	1.5 / 1.5	1.0	1.0
Outcome:					
Percent change in waiting time	NA	25.0%	(40.0%) / (40.0%)	(33.3%)	0%

CIRCUIT COURT AND RECORDS

Cost Center: Judicial Support

GOAL: To provide full administrative support and clerical services in order to ensure appropriate and prompt resolution of cases referred to the 19th Circuit.

COST CENTER SUMMARY					
Category	FY 1999 Actual	FY 2000 Adopted Budget Plan	FY 2000 Revised Budget Plan	FY 2001 Advertised Budget Plan	FY 2001 Adopted Budget Plan
Authorized Positions/Staff Years					
Regular	8/ 8	8/ 8	8/ 8	8/ 8	8/ 8
Exempt	16/ 16	16/ 16	16/ 16	16/ 16	16/ 16
State	15/ 15	15/ 15	15/ 15	15/ 15	15/ 15
Expenditures:					
Personnel Services	\$927,930	\$941,057	\$970,602	\$998,528	\$1,023,492
Operating Expenses	4,663	1,526	1,526	37,976	37,976
Capital Equipment	15,066	20,000	24,069	52,712	52,712
Total Expenditures	\$947,659	\$962,583	\$996,197	\$1,089,216	\$1,114,180



Objectives

- To improve case processing time of law cases by increasing the FY 2000 projected rate of 83 percent of cases disposed of within one year of the filing date (which already exceeds the State average of 75 percent) to 84 percent in FY 2001, toward a target of 90 percent to reach the voluntary case processing guidelines adopted by the Judicial Council, which recommends the disposition of 90 percent of cases law filed within one year.



Performance Indicators

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 1997 Actual	FY 1998 Actual	FY 1999 Estimate/Actual	FY 2000	FY 2001
Output:					
Law cases concluded through the Differential Case Tracking Program (DCTP)	4,062	4,672	5,942 / 3,818	3,622	3,803
Efficiency:					
Cost per case concluded in DCTP ¹	NA	NA	NA / \$153.63	\$168.46	\$170.64
Service Quality:					
Percent of DCTP cases concluded within one year	84%	81%	84% / 81%	83%	84%
Outcome:					
Percentage point change of DCTP caseload concluded within one year	NA	3	3 / 0	2	1

¹ Due to restructuring of the agency and the program, these figures are unavailable for FY 1997 and FY 1998.