

*Circuit Court and Records*

## 80-01-Administration/Circuit Court and Records

Fund/Agency: 001/80	Circuit Court and Records	
Personnel Services	\$1,181,121	<p><b>CAPS Percentage of Agency Total</b></p> <p>14.9%</p> <p>85.1%</p> <p>■ Administration/Circuit Court and Records ■ All Other Agency CAPS</p>
Operating Expenses	\$130,527	
Recovered Costs	\$0	
Capital Equipment	\$0	
<b>Total CAPS Cost:</b>	<b>\$1,311,648</b>	
Federal Revenue	\$0	
State Revenue	\$110,625	
User Fee Revenue	\$6,089,771	
Other Revenue	\$154,712	
<b>Total Revenue:</b>	<b>\$6,355,108</b>	
<b>Net CAPS Cost:</b>	<b>(\$5,043,460)</b>	
Positions/SYE involved in the delivery of this CAPS	19/19	

### ► CAPS Summary

To effect the efficient 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.

The Clerk of the Court is an elected Constitutional Officer. In addition to the services provided to the constituents of Fairfax County, the City of Fairfax and the Towns of Vienna, Herndon and Clifton, the Clerk's office provides administrative support to the 15 Circuit Court Judges.

The Accounting Section, under the direction of the Circuit Court Comptroller undertakes responsibility for the accurate and timely recording of financial transactions for the Circuit Court following established legal criteria and applying sound governmental and business accounting principles.

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### ► Method of Service Provision

Merit County employees and exempt positions comprise the staff of the Administration Section of the Circuit Court.

The Administrative Support Staff provides the leadership and administrative skills necessary to promote public service, implement innovative technologies and best practices, and to administer budgetary, purchasing and financial requirements. Interaction with other County agencies as well as with state agencies is required in most of these areas. Special projects such as the Courthouse Expansion project are also under the purview of the Administrative Support Staff.

The technology components, including hardware and software, are maintained by the Systems Staff for the 177 users within the agency. In addition to maintaining and upgrading the equipment in this area, there is the constant need to inform staff of technology changes and educate them in order to gain the maximum usage of the various technologies. Remote access to over 18 million land records as well as certain other Court records are available to the public. Often Systems Staff members are required to assist the public.

The Accounting section reviews all Court orders directing disbursement of funds by the clerk to ensure compliance with legal and accounting requirements. In addition, this section maintains records and documentation for all bank accounts; processes Purchase Requisitions and enters Receiving Reports for supplies, equipment and services required by the agency; acts as a liaison with the bank personnel and the Supreme Court of Virginia in resolving financial problems; maintains budget files and expense ledgers to record expenditures and monitor balances; reviews and interprets the daily, monthly and non-periodic generated reports; and assists in retrieval and interpretation of accounting records in conjunction with annual audit by the Auditor of Public Accounts.

### ► Performance /Workload Related Data

No data is available.

### ► Mandate Information

This CAPS is Federally or State mandated. The percentage of this CAPS' resources utilized to satisfy the mandate is 76 - 100%. The specific Federal or State code and a brief description of the code follows:

- Code of Virginia 15.1 -19 Clerk's office to be supplied with office equipment, machinery, supplies to conduct the office properly
- Code of Virginia 14.1 Deposit of money
- Code of Virginia 17-43 Requires clerk to keep receipts and checks
- Code of Virginia 15.1-257 County to provide courthouse, clerk's office, etc.
- Code of Virginia 15.1-48.1 Lawful and unlawful employment practices
- Code of Virginia 17-42 Clerk shall keep telephones in clerk's office

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### ► User Fee Information

Subobject Code	Fee Title	FY 2002 ABP Fee Total
0694	County Clerk's Fee	\$6,089,771
<b>Current Fee</b>		<b>Maximum Allowable Fee Amount</b>
\$.50 - \$150.00		\$.50 - \$150.00
<b>Purpose of Fee:</b>		
These fees are collected for recording activities of the Circuit Court as mandated by the <u>Code of Virginia</u>		
Levy Authority	Requirements to Change the Fee	Year Fee Was Last Adjusted
State	State Code Change	FY 2001
<b>Other Remarks:</b>		
This fee is attributable to other CAPS within the Circuit Court. It is applied to Deeds, Wills & Administration, Chancery Filing, Law Filing, Criminal Fees, Qualifying Notaries, Judgment Docket Fee, Comm. On State Revenue, Marriage License Fee, Copies Fees, and Financing Statements Filing Fees and a Remote User Fee for CPAN.		