

Circuit Court and Records

80-06-Court Records Management

Fund/Agency: 001/80	Circuit Court and Records	
Personnel Services	\$865,928	<p>CAPS Percentage of Agency Total</p> <p>11.6%</p> <p>88.4%</p> <p>■ Court Records Management ■ All Other Agency CAPS</p>
Operating Expenses	\$155,527	
Recovered Costs	\$0	
Capital Equipment	\$0	
Total CAPS Cost:	\$1,021,455	
Federal Revenue	\$0	
State Revenue	\$0	
User Fee Revenue	\$0	
Other Revenue	\$0	
Total Revenue:	\$0	
Net CAPS Cost:	\$1,021,455	
Positions/SYE involved in the delivery of this CAPS	28/28	

► CAPS Summary

In accordance with the provisions of the Code of Virginia, Court Records Management records, preserves, safeguards and provides convenient access to all civil case records pertaining to matters brought before the court. After initial filing of a case, the Records Management Division is responsible for all case processing through final disposition and archiving.

Circuit Court and Records

► **Method of Service Provision**

Court Records Management is comprised of merit employees of Fairfax County and occasionally, exempt limited-term employees.

Interaction takes place between the staff and the public from 8:00 a.m. until 4:30 p.m. both at the Judicial Center and at the Circuit Court Off-site Records Center. Approximately 2,500 civil records located at the Judicial Center are pulled and reviewed each month by lawyers, members of the public and representatives from federal and county agencies. The motions and trial dockets require files from the Civil Records Department on a weekly basis. This accounts for approximately 480 files to be pulled and located monthly. These files are the permanent record of the court and contain all pleadings and orders. All pleadings and orders are indexed into the computer by staff, then the orders are copied and microfilmed as required by the Code of Virginia.

The Off-Site Records center houses in the excess of 700,000 files (including some old General District files) along with 1,600 boxes of court documents such as search warrants, grand jury orders, court reporter notes, accounting receipts, juror questionnaires, election ballots, etc. Approximately 1,000 large land books, lien books, and indexes are located at this facility.

In addition, Court Records Management encompasses staff responsibilities for phone inquiries of all civil case status, processing adoption requirements, date stamping and distributing incoming mail, retention and destruction of civil exhibits, processing appeals to the Court of Appeals and the Virginia Supreme Court, pulling files and submitting orders to the judges for signature, processing all final decrees of divorce, preparing files for two year docket call, processing concealed weapon permits, writs of habeas corpus and mandamus, expungements, juvenile appeals cases from the Juvenile and Domestic Relations District Court (JDRDC), prepares monthly reports to the State, and assists the public at the front counters.

► **Performance/Workload Related Data**

No data is available.

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► **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 8.01-335 (B) Purging inactive cases from the docket
- 5A:7; 5A:10 Supreme Court Appeals & Court of Appeals
- Code of Virginia 16.1-106, 107, 296, 297 Juvenile Appeal cases
- Code of Virginia 18.2-308 Concealed Weapons
- Code of Virginia 8.01-654 to 668, 17.1-310 to 313
- Code of Virginia 19.2-163.7 Habeas Corpus
- Code of Virginia - 63.1-220 to 63.1-238.02 Adoptions
- Code of Virginia 19.2-392.2 Expungements
- Code of Virginia 8.01-640-644 Writ of Mandamus
- Code of Virginia 17.1-124 Microfilming of Law, Chancery and Clerk's Order Books
- Code of Virginia 17.1-123 Indexing of Records
- Code of Virginia 20-124 Sealing of Records
- Code of Virginia 8.01-581.1-5 Medical Malpractice Cases

► **User Fee Information**

Subobject Code	Fee Title	FY 2002 ABP Fee Total
0694	Clerk's Fee	\$152,244
Current Fee		Maximum Allowable Fee Amount
\$.50 - \$2.50		\$.50 - \$2.50
Purpose of Fee:		
Mandated by the Code of Virginia		
Levy Authority	Requirements to Change the Fee	Year Fee Was Last Adjusted
	Code change	2001
Other Remarks:		