

## Lines of Business Reduction Impact Statements

<i>Circuit Court and Records</i>					
001-80-304 Reduce Funding for Limited Term Support					
LOB Number	LOB Title	Positions	Expenditures	Revenue	Net Reduction
80-01	Administration/Circuit Court & Records	0 / 0.0 SYE	\$139,596	\$0	\$139,596
DESCRIPTION OF REDUCTION					
The elimination of approximately 47 percent of the agency's limited term funding will reduce the level of service and efficiency provided to the customers of this Court.					
IMPACT OF REDUCTION					
<p>The direct impacts of this reduction are as follows:</p> <ul style="list-style-type: none"> <li>▪ The ability of the Court to meet <u>Code of Virginia</u> mandates;</li> <li>▪ Increases backlogs, causes untimely responses to the public, loss of flexibility and reduction of quality service to internal and external customers;</li> <li>▪ Eliminates coverage of reception desk in Judges' Chambers and administrative offices;</li> <li>▪ Delays civil case processes such as indexing new civil case filings, processing concealed handgun permits, expungement orders, name changes, rejected orders and copying signed orders; and</li> <li>▪ Causes delays in areas of the court affecting the court docket, the judges and public accessibility when court records are not timely processed.</li> </ul>					

# Lines of Business Reduction Impact Statements

<i>Circuit Court and Records</i>					
001-80-305 Reduce Funding for Overtime					
LOB Number	LOB Title	Positions	Expenditures	Revenue	Net Reduction
80- 01	Administration/Circuit Court and Records	0 / 0.0 SYE	\$101,884	\$0	\$101,884
DESCRIPTION OF REDUCTION					
Overtime is used to complete work critical to the core functions of the court that is unable to be accomplished during the operational regular hours of the agency. This reduction eliminates approximately 43 percent of the agency's overtime funding.					
IMPACT OF REDUCTION					
<p>The impact of the elimination of overtime available to the Circuit Court is as follows:</p> <ul style="list-style-type: none"> <li>▪ The ability of the Circuit Court to meet <u>Code of Virginia</u> mandates;</li> <li>▪ Increases backlogs, causes untimely responses to public, reduces quality of service to internal and external customers;</li> <li>▪ Leaves judges without assistance (court clerk) when a trial goes beyond the normal work hours;</li> <li>▪ Affects the potential juror pool when jury questionnaires are not processed according to the mandated timeframe; and</li> <li>▪ Delays criminal term day procedures and trial dates when Grand Jury indictments aren't processed on time.</li> </ul>					

# Lines of Business Reduction Impact Statements

## *Circuit Court and Records*

### **001-80-306 Eliminate Management Analyst II Position**

<b>LOB Number</b>	<b>LOB Title</b>	<b>Positions</b>	<b>Expenditures</b>	<b>Revenue</b>	<b>Net Reduction</b>
<b>80-01</b>	<b>Administration/Circuit Court and Records</b>	<b>1 / 1.0 SYE</b>	<b>\$78,865</b>	<b>\$0</b>	<b>\$78,865</b>

#### **DESCRIPTION OF REDUCTION**

The Management Analyst II position is the sole position/person responsible for the coordination of language interpreters and training and management of law clerks. In addition, this position is involved with special projects of the court.

#### **IMPACT OF REDUCTION**

The impact of eliminating this position is as follows:

- Legal processes would be delayed because judges would need to provide procedural oversight and instruction to law clerks;
- Eliminates oversight, coordination and liaison service to approximately 80 interpreters and courtroom staff. Based on past statistics, this interpreter coordination may affect more than 3,300 Spanish defendants and 427 defendants with other language requirements;
- May delay the scheduling of trials and endanger a defendant's constitutional right to a speedy trial because of the inability to schedule an interpreter; and
- Eliminates consistent training for law clerks resulting in additional time spent on processes and procedures. Inefficiencies occur and the value of law clerks to the judge is lessened during the first four to six months of their term with the Court.

# Lines of Business Reduction Impact Statements

## *Circuit Court and Records*

### **001-80-307 Eliminate Training Specialist Position**

<b>LOB Number</b>	<b>LOB Title</b>	<b>Positions</b>	<b>Expenditures</b>	<b>Revenue</b>	<b>Net Reduction</b>
<b>80-01</b>	<b>Administration/Circuit Court and Records</b>	<b>1 / 1.0 SYE</b>	<b>\$89,906</b>	<b>\$0</b>	<b>\$89,906</b>

#### **DESCRIPTION OF REDUCTION**

This Training Specialist is the sole position ultimately responsible for organizational training and development of the staff of 161. In addition, the position serves as the lead or project manager on special projects like process redesign, Balanced Scorecard and Succession Planning.

This reduction will be an elimination of service to the staff which will ultimately result in an efficiency reduction to the public.

#### **IMPACT OF REDUCTION**

The impact of eliminating this position is as follows:

- Eliminates trained facilitator;
- Removes Balanced Scorecard lead and oversight;
- Creates gaps in staff's knowledge, skills, and abilities and undermines succession planning; and
- Delays forward movements on strategic initiatives.

### **001-80-308 Eliminate Two Administrative Assistant Positions**

<b>LOB Number</b>	<b>LOB Title</b>	<b>Positions</b>	<b>Expenditures</b>	<b>Revenue</b>	<b>Net Reduction</b>
<b>80-02</b>	<b>Judicial Support</b>	<b>2 / 2.0 SYE</b>	<b>\$118,659</b>	<b>\$0</b>	<b>\$118,659</b>

#### **DESCRIPTION OF REDUCTION**

Executive level administrative assistance provided to support the 15 Circuit Court judges. The elimination of these two positions will require the remaining two staff to absorb additional duties.

#### **IMPACT OF REDUCTION**

The impact of the elimination of two administrative assistants is 50 percent of the staff offering support to the 15 judges on the Circuit Court bench. The ramifications are as follows:

- School tours will be reduced and possibly eliminated.
- The planning, coordination and on site touring of visiting foreign judicial dignitaries will be reduced or eliminated.
- Delays will occur in processing opinion letters, scheduling hearings and responding to public inquiries.
- Legal deadlines may not be met due to increased workload, resulting in delayed judicial decisions.

### **001-80-309 Reduce Operations and Maintenance Funding for Land Records**

## Lines of Business Reduction Impact Statements

<i><b>Circuit Court and Records</b></i>					
<b>LOB Number</b>	<b>LOB Title</b>	<b>Positions</b>	<b>Expenditures</b>	<b>Revenue</b>	<b>Net Reduction</b>
<b>80-10</b>	<b>Land Records</b>	<b>0 / 0.0 SYE</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$100,000</b>
<b>DESCRIPTION OF REDUCTION</b>					
Reduction of Land Records Operations and Maintenance funding will negatively impact the systems used to generate tax revenue collected for land records recordings on a timely basis.					
<b>IMPACT OF REDUCTION</b>					
<p>This reduction to the Land Records budget causes concern for the Court Public Access Network (CPAN) project and its affiliated departments including Land Records, Public Services and Probate with the Circuit Court as well as the Department of Tax Administration. A significant part of the funding for Land Records is operations and maintenance (O&amp;M) support for existing customized systems that are used in the day to day work of the court. Included within these systems are the recording systems for land record documents presented both over the counter and electronically. Currently, if either of these systems fails, the agency relies on O&amp;M funds to pay for vendor support. These systems facilitate the processing of documents that are a driving force in the state and County economy; they generate tax revenue both at the time of recording and later through the assessment of real estate taxes. Without sufficient O&amp;M support to keep the land record recording systems operational, these revenue streams will be jeopardized.</p> <p>Other customized systems impacted by this O&amp;M funding cut include the virtual file system that is used in the probate and administration of estates process; the marriage license utility in Public Services; the judgment lien docket; and, the online subscription-based CPAN which boasts more than 2,000 paying subscribers worldwide. To date, more than 37 million Land Record, Public Service and Probate images, dating from 1742 to the present have been digitized, indexed and loaded into CPAN. Without CPAN, the title search research engine, title searches and property settlements will be delayed which will ultimately hinder the transfer of property within Fairfax.</p>					