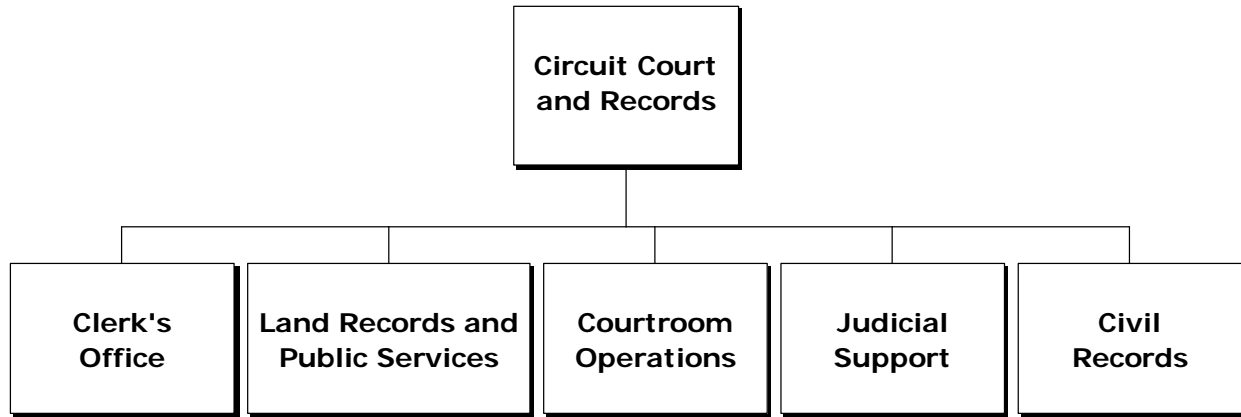


Circuit Court and Records



Mission

To provide administrative support to the 19th Judicial Circuit; to preserve, maintain and protect the public records; and to offer public services with equal access to all in accordance with the Code of Virginia.

AGENCY DASHBOARD			
Key Data	FY 2014	FY 2015	FY 2016
1. Public Records Held	46,397,861	47,705,318	48,809,319
2. Criminal Cases ¹	7,908	6,978	7,776
3. Civil Cases ²	20,598	19,907	18,726
4. Probate Cases	2,452	2,437	2,337
5. Land Recordings	154,777	149,726	152,300
6. Marriage Licenses, Trade Names, Financing Statements, Notaries	13,197	13,222	12,335
7. Jurors called to court for cases	7,471	7,481	7,816

¹ While Circuit Court took in 1,410 felonies, 2,486 misdemeanor appeals, 653 bond appeals and 48 juvenile criminal appeals, many crimes have multiple “counts” which is more properly used to calculate criminal caseload for Virginia Supreme Court reporting purposes. For that reason, the Circuit Court actually had a criminal case count total of 7,776 for FY 2016.

² “Civil Cases” as reported above, include only civil litigations (CL cases) and adoptions (AD cases), and excludes the 7,999 civil miscellaneous (CM cases) filed in FY 2016. Adding the CM cases, the total number of FY 2016 Civil Cases equals 26,725.

Focus

The Fairfax Circuit Court is a Virginia “court of record” and has jurisdiction over Fairfax’s Criminal and Civil cases and has appellate review over several lower courts and tribunals. Fifteen judges constitute a full complement of the Circuit bench, and the Clerk’s Office supports these judges as they adjudicate almost 35,000 new civil and criminal cases taken in each year. The Circuit Court also has original jurisdiction over other matters such as attachments, adoptions, divorce proceedings, disputes concerning wills, trusts and estates, election recounts, eminent domain and controversies involving personal and real property. As custodian of the public record, the Clerk of Court also administers the land records for Fairfax, recording 150,000 land transactions every year. As such, the Fairfax Circuit Court is, by far, the busiest and most sophisticated court in the Commonwealth of Virginia.

Circuit Court and Records

The Clerk of Court's mission is to serve the citizen, the bench and the bar, and to exceed their very high expectations of Virginia's largest Circuit Court, by keeping public records well-preserved and readily available. The Court's customers want the efficiency and accountability of a comprehensive, online court experience. They want 24-hour, remote access where possible; and a streamlined on-site court experience, when an in-person visit is necessary. Fairfax citizens expect a highly-informed, knowledgeable, customer-oriented staff.

The Clerk's Office drives the momentum toward a comprehensive, online court experience, by placing a budgetary emphasis on technology and personnel training, which includes: maintaining 24-hour customer access to land and business records through CPAN, implementing web-based case management, expanding e-filing to our court cases, digitizing paper records for faster retrieval for the bench or the customer, offering online jury service software, accepting remote, and even online marriage pre-applications. Where possible and permissible, the Clerk's Office offers fillable forms for citizens filing ministerial petitions of the Court, aiming to make the citizens' court experience streamlined and efficient. But none of these tech improvements or conveniences are maximized without a properly trained staff, who keep pace with these technologies and make them relevant to our customers, so the Clerk's Office places a decided emphasis on adopting best practices in courthouse customer service.

As a court of record, the Circuit Court has jurisdiction over appeals from General District Court and Juvenile & Domestic Relations District Court. Because all appeals from these lower courts are heard *de novo*, the cases are tried from the beginning; the citizen enjoys an altogether new hearing on the facts of the case. And, as opposed to lower courts, the parties in Circuit Court have a right to a jury trial. Citizens also can seek judicial review of administrative agency decisions in Circuit Court, and the Court hears appeals from the Board of Zoning Appeals, the Virginia Employment Commission and even the Department of Motor Vehicles (DMV). In criminal cases, the Circuit Court has original jurisdiction over the trial of all felonies (crimes that are punishable by more than one year in prison.) The Circuit Court also has jurisdiction over misdemeanor offenses (crimes carrying a penalty of 12 months or less) that are appealed from the General District Court and Juvenile & Domestic Relations Court.

A Rocket Docket: Court Performance through Technology

The Fairfax Circuit Court manages to beat state-wide averages for docket and land records volume and performance through cutting-edge workflow and creatively-tapping legacy systems. Through web-based case management, online trial scheduling, digital-imaging and SQL-reporting, the Court is able to conclude 87 percent of Civil: Law cases within 12-months, and conclude 98 percent of Civil: Domestic cases within 15-months, surpassing Virginia Supreme Court performance goals, despite our size. With our newest E-Submitter Program in Land Records, now over 61 percent of all land transactions are e-filed

Circuit Court and Records supports the following County Vision Elements:



Maintaining Safe and Caring Communities



Connecting People and Places



Maintaining Healthy Economies



Creating a Culture of Engagement



Exercising Corporate Stewardship

Circuit Court and Records

with the Clerk. Through this, and such innovations as the Clerk's marriage license "pre-app," our online Jury Questionnaire submission system, our Online Scheduling System (OSS), and our "E-Decree" initiative, the Court has been able to substantially-reduce the number of trips a court-user must make to the courthouse. This saves the citizen and the Clerk's Office time and money.

However, for all of the time/money-savings technology offers, there are attendant software and hardware costs. And unlike the general district or juvenile court, the Fairfax Circuit Court must preserve most of its case-related files, and certainly all land-related documents, in perpetuity. In order to on-board new technologies, and keep faith with legacy systems and ancient court documents, the Clerk must honor all licensing agreements and software/hardware maintenance agreements. In FY 2016, 47 percent of Circuit Court's operating expenses involved technology maintenance; a 1 percent increase from the previous fiscal year. While the upward-trend has slowed over the past three years from 8 percent to 1 percent, given the nature of web-based technology, server-sizes and industry best-practices on administrative upkeep, the Clerk anticipates the upward-trend will continue.

Web-based E-Courts: The Fulcrum for Efficiency

In Fiscal Year 2016, the Court took in a total of 34,501¹ new criminal and civil cases, once again making the Fairfax Circuit Court the busiest Circuit in Virginia. A docket this large demands a comprehensive case management system that allows the Clerk's staff to manage the complex case hearings schedule, set trials, notify jurors and parties, conform to state Code timelines, and execute orders of the Court. Unlike disparate databases used in other parts of Virginia, Fairfax Circuit Court uses a relational database, where casefile elements are linked to digital images of case pleadings, which fully integrates the case management, document management and financial management. Since the on-boarding of our web-based Case Management System in 2014, the Clerk has managed to convert and integrate over 2,514,426 digital, *court case* images.

In Virginia, Clerks of Circuit Courts manage two wings of the courthouse: the "court-side" which includes Fairfax's 15 Circuit judges and the criminal and civil cases they hear, and the Land Records division which is not adjudicative, but more administrative. While the Virginia Supreme Court and Code of Virginia controls the procedures and practice of the court-side, the General Assembly controls the land records more directly through legislation. With the advent of our E-Submitters Initiative, banks and other lending institutions and title companies have seized on e-filing their land transactions in Fairfax. Today, 64 percent of all recordings are e-filed in Fairfax.

Court Public Access Network: CPAN

Court Public Access Network (CPAN) is the master, unified system that Fairfax Circuit Court uses to publish the complete record of all land transactions and to offer our community access to an extract of all the civil and criminal cases before this Court. By virtue of § 17.1-276 of the Code of Virginia, the Clerk offers this CPAN service to the community through a subscription agreement; the citizen-subscriber enjoys 24-hour, remote access to the digitized recorded history of Fairfax. The Clerk's office also makes CPAN available on-site at the courthouse on 35 computer terminals, so that the public may access CPAN at no cost. In the digital age, and as custodian of the public record, the Clerk of Court must keep safe all images of every real property transaction housed in CPAN. At the close of FY 2016, the Clerk was custodian of over 48,809,316 digital *land/marriage records*, making Circuit Court's land records database the largest Oracle database in Fairfax County

¹ As mentioned in footnotes 1 and 2 under the *Agency Dashboard*, the Circuit Court's total caseload count, when accounting for criminal cases with multiple charges (7,776) and all civil filings (26,725), was 34,501 for FY 2016.

Circuit Court and Records

Not Just Remote Access, but Meaningful, Equal Access

Circuit Court is always improving the ease and convenience of doing Court business for Fairfax residents; often through remote, electronic means. Access to the court needs to not only be convenient but must also be meaningful. Nearly one in five Americans speaks a language other than English at home and in Fairfax County that number is higher. Circuit Court provides a very high quality of service to ensure equal access to the judicial system for all people, regardless of their command of the English language. Circuit Court employs many multilingual administrative staff in the Civil, Criminal, and Public Service Divisions, who answer procedural questions and provide basic court information. Multilingual Circuit Court employees staff the main courthouse information desk, directing thousands of court-users who flow through the courthouse each week.

In all criminal cases and in some civil cases, the Circuit Court is obligated by law to provide language interpreters, if a language barrier exists. To ensure meaningful and equal access to justice, the Fairfax Clerk's office arranges interpreters for over 35 different languages. The Virginia Supreme Court certifies all of the Court's Spanish language interpreters, and the Court uses approved, trained and qualified interpreters for all other languages. In addition, the Clerk's office provides sign language interpreters for both civil and criminal cases through the Virginia Department of Deaf and Hard of Hearing.

Emerging Court Leaders: Continuity of Experience, Continuum of Skillsets

With the complexity and volume of cases heard in Fairfax Circuit Court, staff requires extensive para-professional training on annual legislative changes, Supreme Court of Virginia Court-practices, court-technology, vendor-specific system trainings, as well as court-administration best-practice classes. The Clerk of Circuit Court continues to put a heavy emphasis on getting court staff the substantive and procedural development they need to manage the state's largest docket. Change management theory, best practices on effective communication, and human resource management, coupled with fostering an environment for critical-thinking and creative problem-solving, prepares emerging court leaders for success. However unlike other agencies in the County, the Circuit Court staff has to be well-versed in the Virginia Code's over 800 state mandates of the Clerk's Office, as well as keeping abreast of any changes to the Rules, Statutes, as well as the Virginia Constitution and U.S. Constitution. Many best practices for state courts are established by national court associations and land records industry groups, so the Clerk's Office regularly sends staff to be trained on these legal practice standards and larger industry trends.

With court technology improving regularly, staff must stay fluent in various functionalities of digital case files and automated case management, and they thereby maximize the efficiencies software systems offer. The citizens of Fairfax rightly expect an efficient and accountable court. In order to meet and exceed their expectations, we believe in responsibly developing entry-level staff and new hires, building a ladder for career success, and offering a rewarding professional life. Arming emerging court leaders with supervisory and management training offered locally by the County, as well as the commensurate legal training offered state-wide and nationally, helps us remain a "Rocket Docket" in Virginia.

Retaining Courthouse Talent:

Despite the Clerk's commitment to offering a ladder for professional success at the Courthouse, the Circuit Court's salaries have not kept pace with other para-professional employment in the greater Washington region. Because of their court-specific experience, fluency with the [Code of Virginia](#), and para-professional exposure to civil procedure and criminal procedure, Circuit Court staff are being recruited by federal courts, private sector law firms, and other County agencies, with the enticement of higher pay. Of the non-retirement, voluntary departures from Circuit Court in the last 24 months, 25 percent took positions with the federal or neighboring court systems, 45 percent took positions with other

Circuit Court and Records

Fairfax County agencies, and 10 percent departed for the private sector. The Clerk believes that Court-series personnel classification schedule would best-serve the unique paraprofessional work that Circuit Court staff perform daily.

Budget and Staff Resources

Category	FY 2016 Actual	FY 2017 Adopted	FY 2017 Revised	FY 2018 Advertised	FY 2018 Adopted
FUNDING					
Expenditures:					
Personnel Services	\$8,571,938	\$9,151,513	\$9,151,513	\$9,324,013	\$9,384,226
Operating Expenses	2,137,471	1,985,826	2,143,126	1,985,826	1,990,826
Capital Equipment	6,300	0	0	0	0
Total Expenditures	\$10,715,709	\$11,137,339	\$11,294,639	\$11,309,839	\$11,375,052
Income:					
Circuit Court Paper Land Records Fee	\$0	\$0	\$0	\$0	\$350,000
Land Transfer Fees	24,726	23,663	23,663	23,663	23,663
Courthouse Maintenance Fees	30,596	32,475	32,475	32,475	32,475
Circuit Court Fines and Penalties	128,659	156,504	128,659	128,659	128,659
Copy Machine Revenue	70,756	71,436	71,436	71,436	71,436
County Clerk Fees	4,758,161	4,524,289	4,805,743	4,853,800	4,853,800
City of Fairfax Contract	237,270	244,388	223,173	227,636	227,636
Recovered Costs - Circuit Court	20	25	25	25	25
CPAN	322,786	333,500	333,500	333,500	333,500
State Shared Retirement - Circuit Court	175,359	176,465	176,465	176,465	176,465
Total Income	\$5,748,333	\$5,562,745	\$5,795,139	\$5,847,659	\$6,197,659
NET COST TO THE COUNTY	\$4,967,376	\$5,574,594	\$5,499,500	\$5,462,180	\$5,177,393
AUTHORIZED POSITIONS/FULL-TIME EQUIVALENT (FTE)					
Regular	139 / 139	139 / 139	139 / 139	139 / 139	140 / 140
Exempt	24 / 24	24 / 24	24 / 24	24 / 24	24 / 24
State	15 / 15	15 / 15	15 / 15	15 / 15	15 / 15

FY 2018 Funding Adjustments

The following funding adjustments from the FY 2017 Adopted Budget Plan are necessary to support the FY 2018 program. Included are all adjustments recommended by the County Executive that were approved by the Board of Supervisors, as well as any additional Board of Supervisors' actions, as approved in the adoption of the budget on May 2, 2017.

◆ **Employee Compensation** **\$172,500**

An increase of \$172,500 in Personnel Services includes \$171,301 for performance-based and longevity increases for non-uniformed merit employees effective July 2017, and \$1,199 for employee pay increases for specific job classes identified in the County's benchmark class survey of comparator jurisdictions.

Circuit Court and Records

◆ **Judicial Support** **\$65,213**

An increase of \$65,213 is required to support 1/1.0 FTE position to support a fifteenth Circuit Court Judge to the bench of the 19th Judicial Circuit, effective January 1, 2018. While a full complement of Judges has always been 15, in recent years the General Assembly chose to only appoint (and fund) 14 judges. As a result the Office of the Clerk, which provides judicial support, has been staffed to support 14 judges; therefore, 1/1.0 FTE Administrative Assistant V position is required to support the fifteenth Circuit Court Judge. It should be noted that an increase of \$27,897 in Fringe Benefits funding is included in Agency 89, Employee Benefits, for a total cost of \$93,110 in FY 2018. For further information on Fringe Benefits, please refer to the Agency 89, Employee Benefits, narrative in the Nondepartmental program area section of Volume 1.

◆ **Reductions** **\$0**

No expenditure reductions to balance the FY 2018 budget are included in this department; however, opportunities generating \$359,600 in General Fund revenue have been identified.

Title	Impact	Posn	FTE	Reduction
Implement Paper Land Records Fee	A revenue increase of \$350,000 is associated with the implementation of a fee for land records filed by paper. In its 2017 session, the Virginia General Assembly amended and reenacted §17.1-258.3:1 to allow the Clerk of Court to charge a \$5.00 fee for any land record instrument filed by paper, to be used for the Clerk’s operational expenses as defined in §17.1-295 of the Code. Beginning July 1, 2017 “Any clerk of a circuit court with an electronic filing system established in accordance with this section may charge a fee not to exceed \$5 per instrument for every land record filed by paper. The fee shall be paid to the clerk’s office and deposited by the clerk into the clerk’s non-reverting local fund, to be used exclusively to cover the operational expenses as defined in §17.1-295.” The Clerk for Fairfax Circuit Court records approximately 70,000 paper documents annually. Based on the new Code provision, it is estimated that an additional \$350,000 in annual revenue could be realized at the current volume of paper recordings; however, as more consumers elect to e-record, these revenues may diminish slightly.	0	0.0	\$0

Circuit Court and Records

Title	Impact	Posn	FTE	Reduction
Implement Hourly Fee for Historic Courthouse Wedding Rental	A revenue increase of \$9,600 can be generated through leasing the 1799 Courtroom for hourly wedding ceremony rentals under the jurisdiction of the Chief Judge. This is primarily due to the historic charm and close proximity to the Clerk's Office Marriage License counter, where couples complete marriage license requirements. The Circuit Court anticipates 8 rentals per month, at a rate of \$100/hour, which would generate annual revenues of \$9,600. A revision to Procedural Memorandum 25-31 will be required to allow this type of event use. Currently, Procedural Memorandum 25-31 specifies that room use is restricted to licensed attorneys during trials, official County business, mediation services, and the Fairfax Bar Association and Virginia State Bar Association. In addition, no recording or picture taking is allowed in the Courthouse. Finally, the Courthouse currently rents rooms on a daily basis, not an hourly basis. It should be noted that the estimated revenue associated with this action is shown in the Facilities Management Department (FMD) FY 2018 budget; however, the administrative aspects of this initiative will be handled by Circuit Court.	0	0.0	\$0

Changes to FY 2017 Adopted Budget Plan

The following funding adjustments reflect all approved changes in the FY 2017 Revised Budget Plan since passage of the FY 2017 Adopted Budget Plan. Included are all adjustments made as part of the FY 2016 Carryover Review, FY 2017 Third Quarter Review, and all other approved changes through April 30, 2017.

- ◆ **Carryover Adjustments** **\$157,300**
 As part of the FY 2016 Carryover Review, the Board of Supervisors approved encumbered funding of \$157,300 primarily for Court Automated Recording System (CARS) maintenance, oracle database maintenance, and case file shelving.

Circuit Court and Records

Cost Centers

The Circuit Court and Records has five cost centers including Land Records and Public Services, Courtroom Operations, the Clerk's Office, Judicial Support and Civil Records.

Land Records and Public Services

This cost center exists to record, preserve, safeguard and provide access to all recorded documents and instruments pertaining to land, property and judgments. The Clerk's Probate division administers wills and qualifies fiduciaries for estate, trust, and guardianship matters. The Public Services division issues marriage licenses and processes notary public commissions and trade names.

Category	FY 2016 Actual	FY 2017 Adopted	FY 2017 Revised	FY 2018 Advertised	FY 2018 Adopted
EXPENDITURES					
Total Expenditures	\$2,430,368	\$2,865,941	\$3,023,241	\$2,912,096	\$2,912,096
AUTHORIZED POSITIONS/FULL-TIME EQUIVALENT (FTE)					
Regular	35 / 35	35 / 35	34 / 34	34 / 34	34 / 34
1 Management Analyst II	3	Administrative Assistants IV	1	Assistant Archivist	
3 Legal Records/Services Managers	17	Administrative Assistants III	1	Archives Technician	
2 Administrative Assistants V	6	Administrative Associates			
TOTAL POSITIONS					
34 Positions / 34.0 FTE					

Courtroom Operations

The Courtroom Operations cost center provides full administrative and paraprofessional support to the 19th Judicial Court in order to accomplish the efficient and prompt resolution of all cases and jury functions according to the Code of Virginia.

Category	FY 2016 Actual	FY 2017 Adopted	FY 2017 Revised	FY 2018 Advertised	FY 2018 Adopted
EXPENDITURES					
Total Expenditures	\$2,031,902	\$2,230,021	\$2,230,021	\$2,265,043	\$2,330,256
AUTHORIZED POSITIONS/FULL-TIME EQUIVALENT (FTE)					
Regular	38 / 38	38 / 38	39 / 39	39 / 39	40 / 40
Exempt	0 / 0	0 / 0	1 / 1	0 / 0	1 / 1
1 Management Analyst II	19	Administrative Assistants V 1E (1)		17	Administrative Assistants III
1 Administrative Associate	1	Administrative Assistant IV		2	Legal Records/Services Managers
TOTAL POSITIONS					
41 Positions (1) / 41.0 FTE (1.0)				E Denotes Exempt Position () Denotes New Position	

Circuit Court and Records

Clerk's Office

The Clerk's Office cost center provides effective management of technical support and other agencywide components to produce efficient and effective service to the bench, the bar, and the citizens of Fairfax.

Category	FY 2016 Actual	FY 2017 Adopted	FY 2017 Revised	FY 2018 Advertised	FY 2018 Adopted
EXPENDITURES					
Total Expenditures	\$3,333,222	\$2,757,523	\$2,757,523	\$2,787,886	\$2,787,886
AUTHORIZED POSITIONS/FULL-TIME EQUIVALENT (FTE)					
Regular	17 / 17	17 / 17	18 / 18	18 / 18	18 / 18
Exempt	9 / 9	9 / 9	8 / 8	9 / 9	8 / 8
1 Info. Tech. Program Mgr. I	1	1	1	1	1
1 Management Analyst IV	1	1	1	1	1
1 Business Analyst IV	1	2	1	1	1
1 Network/Telecom. Analyst III	1	1	1	2	2
1 Programmer Analyst IV	1	1	1	1	1
1 Programmer Analyst II	1	1	1	1	1
1 Financial Specialist II	1	4	1	1	1
1 Info. Tech. Technician III	1	1	1	1	1
1 Info. Tech. Technician II	1	1	1	1	1
2 Info. Tech. Technicians I	2	2	2	2	2
1 Human Resources Generalist II	1	1	1	1	1
1 Financial Specialist I	1	1	1	1	1
1 Management Analyst I	1	1	1	1	1
4 Administrative Assistants IV	4	4	4	4	4
1 County Clerk (Elected) E					
1 Deputy County Clerk E					
1 Administrative Assistant V E					
2 Management Analysts III E					
1 Management Analyst II E					
1 Administrative Assistant IV E					
1 Administrative Assistant III E					
TOTAL POSITIONS					
26 Positions / 26.0 FTE					
E Denotes Exempt Positions					

Judicial Support

The Judicial Support cost center provides full administrative and professional support to the Judges of Virginia's 19th Judicial Circuit to ensure appropriate and prompt resolution of cases.

Category	FY 2016 Actual	FY 2017 Adopted	FY 2017 Revised	FY 2018 Advertised	FY 2018 Adopted
EXPENDITURES					
Total Expenditures	\$971,821	\$1,411,404	\$1,411,404	\$1,437,391	\$1,437,391
AUTHORIZED POSITIONS/FULL-TIME EQUIVALENT (FTE)					
Regular	2 / 2	2 / 2	2 / 2	2 / 2	2 / 2
Exempt	15 / 15	15 / 15	15 / 15	15 / 15	15 / 15
State	15 / 15	15 / 15	15 / 15	15 / 15	15 / 15
1 Chief Judge S	1	1	1	1	1
14 Judges S	14	14	14	14	14
15 Judicial Law Clerks E	15	15	15	15	15
1 Administrative Assistant V	1	1	1	1	1
1 Administrative Assistant IV	1	1	1	1	1
TOTAL POSITIONS					
32 Positions / 32.0 FTE					
E Denotes Exempt Positions S Denotes State Positions					

Circuit Court and Records

Civil Records

The Civil Records cost center is responsible for records management and the coordination of the retention and archiving of cases. It also processes the filing of new civil cases and subsequent documents to ensure efficient and timely resolution of civil cases brought before the Judges of the 19th Judicial Circuit.

Category	FY 2016 Actual	FY 2017 Adopted	FY 2017 Revised	FY 2018 Advertised	FY 2018 Adopted
EXPENDITURES					
Total Expenditures	\$1,948,396	\$1,872,450	\$1,872,450	\$1,907,423	\$1,907,423
AUTHORIZED POSITIONS/FULL-TIME EQUIVALENT (FTE)					
Regular	47 / 47	47 / 47	46 / 46	46 / 46	46 / 46
1 Management Analyst II		5 Administrative Assistants IV			
2 Legal Records/Services Managers		27 Administrative Assistants III			
3 Administrative Assistants V		8 Administrative Assistants II			
TOTAL POSITIONS					
46 Positions / 46.0 FTE					

Key Performance Measures

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 2014 Actual	FY 2015 Actual	FY 2016 Estimate/Actual	FY 2017	FY 2018
Land Records and Public Services					
Percent change in time to return documents	(94%)	300%	(25%)/(38%)	20%	0%
Percent change of CPAN connections	1.0%	(0.4%)	0.0%/(0.4%)	0.4%	0.0%
Percent change in waiting time	27.6%	(78.4%)	0.0%/87.5%	33.3%	0.0%
Courtroom Operations					
Percentage point change in juror utilization rate	(2)	0	1/(2)	3	0
Clerk's Office					
Percentage change in number of requests (phone & email) received	1%	3%	0%/(6%)	7%	0%
Civil Records					
Percentage point change of DCTP Law caseload concluded within one year	(1)	1	0/(1)	1	0
Percentage point change of DCTP Domestic caseload concluded within 15 months of initial filing	1	0	0/0	0	0

A complete list of performance measures can be viewed at www.fairfaxcounty.gov/dmb/fy2018/adopted/pm/80.pdf

Circuit Court and Records

Performance Measurement Results

As a Virginia Constitutional Officer, the Clerk of Court to the 19th Judicial Circuit serves all residents of the City of Fairfax and Fairfax County. Court users include litigants, attorneys, jurors, title companies and members of the public who are seeking a marriage license, to record real estate deeds, to probate a will, or to become a notary.

Fairfax Circuit Court is the busiest and largest Circuit in the Commonwealth of Virginia. The Circuit Court, through increased efficiencies, technologies and with a highly-trained staff, is able to meet and exceed performance measurements, despite the Recession's lingering budgetary constraints. With over 1.3 million residents in Fairfax City and the County of Fairfax, the Clerk issued 6,246 marriage licenses and took-in 3,335 divorce cases in FY 2016. A full 98 percent of these divorce cases are finalized within 15 months of the suit's original filing. In spite of the fact that Fairfax has such a high volume of domestic cases, the Court exceeds the Commonwealth's threshold goal of 90 percent completion in that time period, earning the Fairfax Circuit Court its reputation as a "Rocket Docket."

A second area of streamlined performance, is the Clerk's management of the Court's jury system. Jury service is a civic right and civic duty, the Court has worked hard to make the Fairfax citizens' jury duty as convenient and efficient as possible. In the early fall every year, the Court sends out 55,000 juror questionnaires, and offers an online submission portal, so potential jurors can complete their jury questionnaire online. Currently, 51 percent of the questionnaires are submitted online. Once the citizens are chosen to serve and they are called for court, the citizens enjoy access to Wi-Fi while they wait to be empaneled. The jury assembly room also has a refrigerator for jurors with special dietary needs or medicine that needs refrigeration. On any given Monday, the Clerk can have over 200 jurors assembled, to be used in trials for that day. Fairfax Circuit Court boasts a full 87 percent juror utilization rate, making the jury department a highly-efficient system. Customer service always remains a priority, especially when citizens are exercising their civic rights and civic duties.

In FY 2016, the Probate Division took an average of 21 appointments per day, helping keep the wait-time for an appointment low. For Fairfax families who have suffered the loss of a loved-one, getting an appointment with experts in estate administration within 2 weeks, makes for a smooth transition through an already difficult time.