

# Circuit Court Clerk

## Proposed FY 2018 Budget Highlights

March 7, 2017

- Proposed budget totals \$3.2M
  - Less than a 1% FY 2017 due to:
    - Standard personnel increases
    - Removal of one time funding for the upgrade to the jury phone and application scanning systems
- Total FTEs: 27.0
  - No change from FY 2017

## **Jury Management**

- Initiated one-day one-trial for jury service on 1/1/17. Public response is overwhelmingly positive.
- Automated scanning process to electronically capture approximately 35,000 juror questionnaires (a 133% increase from FY 2017).
- Upgraded juror phone system to include mobile device access and text notifications for jurors in summer 2016.

## **Electronic Case Files/Court Records**

- Began accepting electronic transmittal of civil and criminal cases from General District Court.
- Department-wide upgrade to OnBase16 to realize enhanced functionality and to simplify troubleshooting.

## Land Records

- Working with third-party vendor, refined land records management software to resolve design issues and enhance e-Recording capabilities. Substantial increase in number of documents e-Recorded in Land Records as of 12/31/16 subsequent to these enhancements.
- Received two (2) Library of Virginia grants for deed book restoration and preservation.

## Other Highlights

- Enhanced intra-office security to ensure staff safety.
- Purchased new chairs/tables for two (2) jury deliberation rooms to meet ADA requirements and address grand juror/juror complaints. Need to update three (3) additional courtrooms.
- Implementing (3/16/17) new Financial Accounting System (FAS) provided by Virginia Office of Executive Secretary.

## **FY17 local revenues collected by Circuit Court**

\$10.5 million (estimated)

Prior years:	FY16 – \$11.1 million
	FY15 – \$8.1 million
	FY14 – \$8.2 million
	FY13 – \$10.3 million
	FY12 – \$9.7 million

## **Key Fee Changes**

- The Virginia General Assembly approved a \$5 fee for paper civil case filings and land records recordings and removed the \$5 fee for electronically recorded documents. Revenue change is expected to be neutral.
- The Virginia Supreme Court implemented a rule change effective 2/1/17 to the collection of criminal court costs, fines and restitution which is likely to reduce monies collected, although greater impact is to collection of state revenue rather than local.

# Electronic Case Statistics

Civil/ Criminal	FY 2014	% of Total	FY 2015	% of Total	FY 2016	% of Total	Estimated FY 2017	% of Total
Total # Docs Processed	87,427		85,575		86,121		86,000	
Court Records Filed Electronically	2,931	3.4%	5,453	6.4%	6,510	7.6%	7,600	8.9%
Criminal Orders Generated Electronically	5,065		5,593		5,377		5,525	
Total Electronic Documents	7,996	9.1%	11,046	12.9%	11,887	13.8%	13,125	15.3%
Total Firms Using TrueFiling	149		195		361		450	

# Electronic Land Record Statistics

Land Records	FY 2016	% of Total	Estimated FY 2017	% of Total
Total Docs Recorded	24,324		30,621	
Paper Documents	18,801	77%	18,376	60%
Electronic Documents	5,523	23%	12,245	40%

- Ongoing funding in the amount of \$55,000 in non-personnel funds to pay for additional postage and printing costs associated with changing jury service to one-day/one-trial



- **Financial Management**

- Develop banking services RFP in coordination with the Treasurer's Office.
- Review options for credit card payments for court costs, fines, fees and other charges through Office of Executive Secretary or third-party vendor. (Fall 2017)

- **Electronic Records**

- Develop Spanish language version of marriage license application for use at public kiosks and on-line. (Fall 2017)
- Implement prototype developed by third party vendor to streamline name change application and submittal process. (Summer 2017)
- Develop software applications to electronically transmit:
  - (1) Appeals to VA Court of Appeals and Supreme Court (Winter 2017);
  - (2) Sentencing Guidelines to VA Sentencing Commission (Spring 2018).

- **Probate System Upgrade**

- Create new probate system to replace CAF. (Anticipated Winter 2017)

- **Courthouse Design/Utilization Study**
  - Contractor selected; process to kick-off in March 2017.
- **Website**
  - Update Circuit Court website to enhance public access to court documents and procedures.
  - Review options for presenting core information in multiple languages to assist pro se litigants and court users.
- **Land Records**
  - Backscan and index pre-1950s land records documents.
- **Electronic Records Retention Schedule**
  - Develop electronic records retention and destruction schedule in accordance with Library of Virginia standards and Virginia Code.
- **Paper File Destruction**
  - Continue review and destruction of civil and criminal case files in accordance with Library of Virginia standards and Virginia Code.