

CIRCUIT COURT

Court Services

Description

The Circuit Court of Henrico County (Fourteenth Judicial Circuit) is the trial court of general jurisdiction with the authority to try a full range of civil, chancery/equity, and criminal cases.

In civil cases, the Circuit Court exercises concurrent jurisdiction with the General District Court in money claims of one to twenty-five thousand dollars, and original jurisdiction for claims over twenty-five thousand dollars. Also included on the civil docket are condemnation trials.

In criminal cases, the Circuit Court has jurisdiction over the trials of misdemeanor and felony cases – offenses punishable by confinement in jails or other correctional institutions. Court costs and fines are assessed in court against those charged.

The Circuit Court also exercises jurisdiction in domestic and other chancery/equity cases. This includes all divorce matters, as well as disputes concerning wills and estates, guardianships and partition suits.

The Circuit Court exercises appellate jurisdiction over appeals of civil and criminal matters from the Henrico Juvenile and Domestic Relations District Court and the Henrico General District Court. Circuit Court judges also hear appeals from certain administrative agencies in the Commonwealth and Henrico County.

Objectives

- To administer justice fairly, according to applicable laws, in a timely manner.
- To operate an efficient and effective court system in the administration of justice for the citizens of Henrico County.

Budget Highlights

There are five judges elected to the Circuit Court by the General Assembly of Virginia, each for a term of eight years. One Judge is elected Chief Judge every two years. The Chief Judge serves as the administrative judge of the support staff, which consists of one part-time and four full-time clerical positions, and three law clerks. The Judges' salaries are paid directly by the Commonwealth. In 2007, the Judicial Council approved a sixth judge for the Circuit Court, but as of 2015 the sixth judge has not been approved by the General Assembly. Fines and costs against those found guilty in certain felony and misdemeanor cases from Henrico charges are assessed by the judges. These fines and costs are collected by the Circuit Court Clerk's Office.

The Circuit Court's budget for FY2016-17 is \$557,594. This represents an increase of \$22,195 or 4.1 percent from the FY2015-16 approved budget. This increase was driven by updated estimates for personnel including a 2.372 percent salary increase for FY2016-17 and rising health care costs.

Annual Fiscal Plan

<u>Description</u>	<u>FY15 Actual</u>	<u>FY16 Original</u>	<u>FY17 Proposed</u>	<u>Change 16 to 17</u>
Personnel	\$ 472,503	\$ 489,655	\$ 501,850	2.5%
Operation	46,092	44,344	54,344	22.6%
Capital	0	1,400	1,400	0.0%
Total	\$ 518,595	\$ 535,399	\$ 557,594	4.1%
 Personnel Complement	 8	 8	 8	 0

Circuit Court Services (cont'd)

Performance Measures				
	FY15	FY16	FY17	Change 16 to 17
Workload Measures				
Full Time Judges		5	5	0
Jury Commissioners		4	6	2
Citizens Eligible to Serve as Petit Jurors		4,500	4,500	0
Citizens Called to Serve as Petit Jurors		4,200	4,200	0
Jury Panels		700	700	0
Grand Jurors Called to Serve		108	108	0
Grand Jurors on Master Panel		120	120	0

Service levels of this court are governed by the number of cases filed each year – criminal, civil law, chancery law (including divorces) along with those carried over from the past year, and requests for juries. According to 2013 Caseload Statistical Information, the most recent available, the caseload for the Fourteenth Circuit showed 8,650 cases (civil and criminal) commenced in 2013, with an average of 1,730 per judge, ranking 12th in the state. There were 5,403 total criminal cases commenced, with an average of 1,081 per judge, ranking 17th among the 31 circuits.

There were 3,247 civil cases commenced, with an average of 650 per judge, ranking 10th among the 31 circuits. The total number of cases (civil and criminal) concluded was 8,086 in 2013, with an average of 1,617 per judge. The Circuit Court responds to telephone inquiries from citizens and other courts, coordinates with the Sheriff on the security of the courthouse, provides internships to law students, and contributes

to educational programs to improve the administration of justice.

Individual judges also actively participate in organizations, committees, and programs outside of their everyday duties in the courtroom, including but not limited to the Virginia Criminal Sentencing Commission, the Benchbook Committee, the Drug Court Program, Virginia Continuing Legal Education and Bench Bar Conference.

The judges make themselves available for Three Judge Panels at the request of the Chief Justice and any other committee or panel the Chief Justice may request of them. In addition to these activities, judges also participate in mock trials conducted by the University of Richmond School Of Law and by local high school students, as well as mock trials for police officer training.



**Department Operating Budget
Henrico County, Virginia
FY2016-17
CIRCUIT COURT SERVICES**

Account Description	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50100 Full-Time Salaries and Wages - Regular	346,170	351,909	383,751	31,842	9.0%
50102 Part-Time Salaries and Wages-Regular	16,327	20,217	16,772	-3,445	-17.0%
50107 27th Pay Adjustment	0	0	-18,560	-18,560	-100.0%
50109 Vacancy Savings	0	-4,540	-4,804	-264	-5.8%
50110 FICA	26,758	28,468	30,640	2,172	7.6%
50111 Retirement VRS	34,061	34,760	32,787	-1,973	-5.7%
50112 Hospital/Medical Plans	46,507	55,792	57,912	2,120	3.8%
50113 Group Insurance - Life (VRS)	2,680	3,049	3,352	303	9.9%
50211 Maintenance Service Contracts	0	200	200	0	0.0%
50220 Lease/Rent Of Equipment	1,755	1,956	1,956	0	0.0%
50240 Printing and Binding	601	800	800	0	0.0%
50260 Laundry and Dry Cleaning	12	50	50	0	0.0%
50410 Postal Services	10,297	9,806	9,806	0	0.0%
50412 Telecommunications	8,035	7,988	7,988	0	0.0%
50431 Education and Training	5,409	0	10,000	10,000	100.0%
50450 Dues And Association Memberships	949	1,044	1,044	0	0.0%
50500 Office Supplies	6,041	9,700	8,200	-1,500	-15.5%
50501 Food Supplies and Food Service Supplies	2,496	1,600	2,600	1,000	62.5%
50511 Uniforms/Wearing Apparel/ITEMS	0	700	700	0	0.0%
50512 Books and Subscriptions	10,497	10,500	11,000	500	4.8%
50812 Furniture and Fixtures-New Less Than \$5000	0	750	750	0	0.0%
50832 Furniture and Fixtures-Replacement Less Than \$5000	0	650	650	0	0.0%
Total Department	518,595	535,399	557,594	22,195	4.1%