

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 four law clerks. A fourth law clerk position has been proposed for FY2018-19. 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 2017 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 FY2018-19 is \$698,083. This represents an increase of \$92,090 or 15.2 percent from the FY2017-18 budget. A portion of this increase was driven by rising personnel costs,

Annual Fiscal Plan

<u>Description</u>	<u>FY17 Actual</u>	<u>FY18 Original</u>	<u>FY19 Proposed</u>	<u>Change 18 to 19</u>
Personnel	\$ 539,356	\$ 550,249	\$ 632,339	14.9%
Operation	45,175	54,344	64,344	18.4%
Capital	0	1,400	1,400	0.0%
Total	\$ 584,531	\$ 605,993	\$ 698,083	15.2%

Personnel Complement*	8	8	9	1
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* Law Clerk position is being added to the personnel complement in FY18-19

Circuit Court Services (cont'd)

Performance Measures				
	FY17	FY18	FY19	Change 18 to 19
Workload Measures				
Full Time Judges	5	5	5	0
Jury Commissioners	4	6	6	0
Citizens Eligible to Serve as Petit Jurors	4,500	4,500	4,500	0
Citizens Called to Serve as Petit Jurors	4,200	4,200	4,200	0
Jury Panels	700	700	700	0
Grand Jurors Called to Serve	108	108	108	0
Grand Jurors on Master Panel	120	120	120	0

which includes salary increases and the addition of a new law clerk for FY2018-19. The operating component increased by \$10,000 from the previous year as a result of increases necessary for jury meals.

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 2016 Caseload Statistical Information, the most recent available, the caseload for the Fourteenth Circuit showed 12,600 cases (civil and criminal) commenced in 2016, with an average of 2,520 per judge. There were 5,355 total criminal cases commenced, with an average of 1,071 per judge. In 2016, there were a total of 3,671 civil cases commenced, with an average of 734 per judge. The total number of cases (civil and criminal) concluded was 11,586, with an average of 2,317 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, local high school students, and for police officer training.



**Department Operating Budget
Henrico County, Virginia
FY2018-19
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	406,488	409,016	472,435	63,419	15.5%
50101 Full-Time Salaries and Wages - Overtime	1,349	0	0	0	0.0%
50102 Part-Time Salaries and Wages-Regular	16,772	16,554	16,554	0	0.0%
50109 Vacancy Savings	0	-6,173	-6,405	-232	-3.8%
50110 FICA	31,024	32,557	37,408	4,851	14.9%
50111 Retirement VRS	33,001	33,742	35,637	1,895	5.6%
50112 Hospital/Medical Plans	47,399	61,104	73,197	12,093	19.8%
50113 Group Insurance - Life (VRS)	3,323	3,449	3,513	64	1.9%
50211 Maintenance Service Contracts	0	200	200	0	0.0%
50220 Lease/Rent Of Equipment	1,793	1,956	1,956	0	0.0%
50240 Printing and Binding	2,563	1,544	1,544	0	0.0%
50260 Laundry and Dry Cleaning	6	50	50	0	0.0%
50410 Postal Services	11,637	9,806	9,806	0	0.0%
50412 Telecommunications	5,958	7,988	7,988	0	0.0%
50431 Education and Training	3,135	7,000	7,000	0	0.0%
50450 Dues And Association Memberships	96	0	0	0	0.0%
50500 Office Supplies	5,790	8,200	8,200	0	0.0%
50501 Food Supplies and Food Service Supplies	1,513	2,900	12,900	10,000	344.8%
50511 Uniforms/Wearing Apparel/ITEMS	456	700	700	0	0.0%
50512 Books and Subscriptions	12,228	14,000	14,000	0	0.0%
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	584,531	605,993	698,083	92,090	15.2%