

GENERAL DISTRICT COURT

Court Services

Description

The General District Court exercises original jurisdiction over all misdemeanor cases and has jurisdiction over civil matters where less than twenty-five thousand dollars is involved. Preliminary hearings in felony cases are also conducted in this court. The average monthly caseload for the Court is 10,000 new cases. In addition to new cases, the Clerk's Office processes an average of 3,000 witness subpoenas, 300 requests for certified copies of prior convictions, 500 requests for restricted licenses, 80 protective orders, 1,000 garnishments, 800 requests for civil abstracts, and 800 writs of possession monthly. The Clerk's Office also assists citizens with phone inquiries and in-person visits averaging 7,000 phone calls and 2,000 walk-ins monthly. General District Court judges preside over traffic cases and certain violations of the County Code. There are five judges serving in this court, having been appointed by the General Assembly for a term of six years. The judges, clerk, and deputy clerks are all paid directly by the Commonwealth. The County provides space, furniture, and support for the General District Court.

- To maintain accurate and timely court records.
- To maintain an accurate accounting of court funds.
- To provide adequate maintenance, storage, and retrieval of court records.

Budget Highlights

The General District Court's FY2018-19 budget of \$305,313 represents no increase from FY2017-18 approved budget. The \$53,825 personnel budget is attributed to the cost of 3 hourly, part-time positions that were approved in FY2017-18. The operational budget is utilized to support the daily activities of the General District Court, which consists of five courtrooms and administrative offices, occupied by five judges and 34 employees. The fifth judge was appointed by the General Assembly during the 2015 session and began November 1, 2015. The permanent staff of the General District Court is comprised entirely of state employees, so all permanent personnel costs are paid by the Commonwealth of Virginia and are not reflected in this budget.

Objectives

- To ensure the efficient operation of the General District Court through support of the activities of the Clerk's office.

Annual Fiscal Plan

Description	FY17 Actual	FY18 Original	FY19 Proposed	Change 18 to 19
Personnel	\$ 18,744	\$ 53,825	\$ 53,825	0.0%
Operation	200,230	251,488	251,488	0.0%
Capital	1,728	0	0	0.0%
Total	<u>\$ 220,702</u>	<u>\$ 305,313</u>	<u>\$ 305,313</u>	<u>0.0%</u>

Personnel Complement N/A N/A N/A N/A

* FT Personnel expenses are paid by the Commonwealth of Virginia

General District Court Services (cont'd)

	Performance Measures			Change
	FY17	FY18	FY19	18 to 19
Workload Measures				
Total New Cases Filed	106,325	107,100	107,100	0
Total New Criminal Cases Filed	15,573	16,200	16,200	0
Total New Civil Cases Filed	36,935	36,000	36,000	0
Total New Traffic Cases Filed	53,817	54,900	54,900	0
Number of Full-Time Judges	5	5	5	0

*Note: These estimates are prepared by State Supreme Court personnel.



**Department Operating Budget
Henrico County, Virginia
FY2018-19
GENERAL DISTRICT COURT**

Account Description	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50104 Temporary Salaries and Wages - Regular	17,412	50,000	50,000	0	0.0%
50110 FICA	1,332	3,825	3,825	0	0.0%
50201 Legal Services	169,598	213,150	213,150	0	0.0%
50220 Lease/Rent Of Equipment	4,848	4,848	4,925	77	1.6%
50412 Telecommunications	14,784	14,784	14,784	0	0.0%
50431 Education and Training	75	8,000	8,000	0	0.0%
50450 Dues And Association Memberships	850	1,249	1,172	-77	-6.2%
50500 Office Supplies	7,990	8,000	8,000	0	0.0%
50511 Uniforms/Wearing Apparel/ITEMS	452	100	100	0	0.0%
50512 Books and Subscriptions	1,633	1,357	1,357	0	0.0%
50832 Furniture and Fixtures-Replacement Less Than \$5000	1,728	0	0	0	0.0%
Total Department	220,702	305,313	305,313	0	0.0%