

# GENERAL DISTRICT 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 8,000 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.

## OBJECTIVES

- To ensure the efficient operation of the General District Court through support of the activities of the Clerk's office.
- To maintain accurate and timely court records.
- To maintain an accurate accounting of court fund.
- To provide adequate maintenance, storage and retrieval of court records.

## BUDGET HIGHLIGHTS

The General District Court's budget for FY2019-20 totals \$464,635, which represents an increase of \$159,322 or 52.2 percent from the previous approved budget. This increase was driven solely by the personnel component. Henrico County currently provides additional support for temporary workers to help reduce caseloads. In December of 2018,

## FISCAL YEAR 2020 SUMMARY

### Annual Fiscal Plan

Description	FY18 Actual	FY19 Original	FY20 Proposed	Change 19 to 20
Personnel	\$ 36,016	\$ 53,825	\$ 213,147	296.0%
Operation	225,213	251,488	251,488	0.0%
Capital	0	0	0	0.0%
Total	<u>\$ 261,229</u>	<u>\$ 305,313</u>	<u>\$ 464,635</u>	<u>52.2%</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

PERFORMANCE MEASURES

	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>Change 19 to 20</u>
<b>Workload Measures</b>				
Total New Cases Filed	106,409	106,008	106,008	0
Total New Criminal Cases Filed	15,402	15,992	15,992	0
Total New Civil Cases Filed	36,223	37,616	37,616	0
Total New Traffic Cases Filed	54,784	52,400	52,400	0
Number of Full-Time Judges	5	5	5	0

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

BUDGET HIGHLIGHTS (CONTINUED)

the County began providing supplemental compensation and associated FICA for thirty-seven state Deputy Clerks in order to assist with recruitment and retention within the General District Court Clerk's Office. The operational budget remains flat from the previous fiscal year.

This component 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 37 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 of state employees, so salary and benefit costs are paid by the Commonwealth of Virginia and are not reflected in this budget with the exception of the supplemental compensation described above.



**Department Operating Budget  
Henrico County, Virginia  
FY2019-20  
GENERAL DISTRICT COURT**

<b>Account Description</b>	<b>Prior Year Actual</b>	<b>Approved Budget</b>	<b>Proposed Budget</b>	<b>Dollar Inc/Dec</b>	<b>Percent Inc/Dec</b>
50104 Temporary Salaries and Wages - Regular	33,457	50,000	198,000	148,000	296.0%
50110 FICA	2,559	3,825	15,147	11,322	296.0%
50201 Legal Services	195,941	213,150	213,150	0	0.0%
50220 Lease/Rent Of Equipment	4,924	4,925	4,925	0	0.0%
50412 Telecommunications	12,064	14,784	14,784	0	0.0%
50431 Education and Training	75	8,000	8,000	0	0.0%
50450 Dues And Association Memberships	825	1,172	1,172	0	0.0%
50500 Office Supplies	9,778	8,000	8,000	0	0.0%
50511 Uniforms/Wearing Apparel/ITEMS	0	100	100	0	0.0%
50512 Books and Subscriptions	1,606	1,357	1,357	0	0.0%
<b>Total Department</b>	<b>261,229</b>	<b>305,313</b>	<b>464,635</b>	<b>159,322</b>	<b>52.2%</b>