

CIRCUIT 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.

FISCAL YEAR 2021 SUMMARY

Annual Fiscal Plan

Description	FY19 Actual	FY20 Original	FY21 Proposed	Change 20 to 21
Personnel	\$ 575,610	\$ 649,905	\$ 672,639	3.5%
Operation	57,654	64,344	74,994	16.6%
Capital	0	1,400	1,400	0.0%
Total	<u>\$ 633,264</u>	<u>\$ 715,649</u>	<u>\$ 749,033</u>	<u>4.7%</u>

Personnel Complement	9	9	9	0
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PERFORMANCE MEASURES

	Performance Measures			Change 20 to 21
	FY19	FY20	FY21	
Workload Measures				
Full Time Judges	5	5	5	0
Jury Commissioners	6	6	6	0
Citizens Eligible to Serve as Petit Jurors	7,750	7,750	7,750	0
Citizens Called to Serve as Petit Jurors	7,219	7,300	7,300	0
Jury Panels	800	800	800	0
Grand Jurors Called to Serve	107	108	108	0
Grand Jurors on Master Panel	93	120	120	0

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 one part-time management specialist, and four law clerks. The Judges' salaries are paid directly by the Commonwealth. 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 proposed budget for FY2020-21 is \$749,033. This represents an increase of \$33,384 or 4.7 percent from the FY2019-20 budget. This increase was driven by rising personnel costs including salary and benefit costs. This also includes a merit-based pay increase for eligible employees.

The total operating budget of \$74,994 increased by \$10,650 or 16.6 percent. The costs of the jury process have risen sharply by adding 6,000 more names to the jury pool, which increases postage and printing costs to support this process. Books and subscriptions are projected to increase \$5,000 to account for cost increases for legal resources not covered by the Supreme Court of Virginia. The capital component remains flat from the previous fiscal year.

DEPARTMENTAL HIGHLIGHTS

Service levels of this court can be measured by the number of cases adjudicated in the Circuit Court each year. This includes criminal, civil, domestic, and appeals from the General District and Juvenile and Domestic Relations District Courts, along with those carried over from the past year, and requests for juries. According to 2019 Caseload Statistical Information, the caseload for the Fourteenth Circuit showed 13,792 cases (civil and criminal) commenced in 2019, with an average of 2,758 per judge. There were 5,767 total criminal cases commenced, with an average of 1,153 per judge. There were 8,025 civil cases (which includes the misc. and other category) commenced, with an average of 1,605 per judge. The total number of cases (civil and criminal) concluded was 13,855 in 2019, with an average of 2,771 per judge.

Circuit Court Services

In addition, the Circuit Court responds to telephone inquiries from citizens and other courts, coordinates with the Sheriff on courthouse security, provides internships (unpaid) 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
 FY2020-21
 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	433,596	480,652	493,323	12,671	2.6%
50102 Part-Time Salaries and Wages-Regular	23,358	16,947	18,293	1,346	7.9%
50109 Vacancy Savings	0	-7,420	-6,917	503	6.8%
50110 FICA	33,645	38,424	38,628	204	0.5%
50111 Retirement VRS	31,087	37,350	40,291	2,941	7.9%
50112 Hospital/Medical Plans	50,891	80,271	85,050	4,779	6.0%
50113 Group Insurance - Life (VRS)	3,033	3,681	3,971	290	7.9%
50211 Maintenance Service Contracts	0	200	200	0	0.0%
50220 Lease/Rent Of Equipment	2,028	1,956	1,956	0	0.0%
50240 Printing and Binding	5,254	1,544	4,000	2,456	159.1%
50260 Laundry and Dry Cleaning	6	50	50	0	0.0%
50410 Postal Services	12,779	9,806	13,000	3,194	32.6%
50412 Telecommunications	5,460	7,988	7,988	0	0.0%
50431 Education and Training	3,556	7,000	7,000	0	0.0%
50500 Office Supplies	7,862	8,200	8,200	0	0.0%
50501 Food Supplies and Food Service Supplies	6,749	12,900	12,900	0	0.0%
50511 Uniforms/Wearing Apparel/ITEMS	0	700	700	0	0.0%
50512 Books and Subscriptions	13,960	14,000	19,000	5,000	35.7%
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	633,264	715,649	749,033	33,384	4.7%