

# JUVENILE & DOMESTIC RELATIONS DISTRICT COURT

## DESCRIPTION

The Juvenile and Domestic Relations District Court hears criminal, civil, traffic, and social services matters. The Juvenile and Domestic court exercises Jurisdiction of juvenile cases in which they are the offender or victim, adult misdemeanor and preliminary felony hearings of cases involving family or household members, juvenile traffic infractions, child/spousal support, custody/visitation, and social services cases including foster care. The Juvenile Court differs from other courts in their commitment to rehabilitate those who come before the court, in addition to protecting the public and holding juvenile offenders accountable for their behavior. The Juvenile and Domestic Relations Clerk's Office is responsible for entering all cases, subpoenaing witnesses, processing criminal cases, writing support/custody orders, entering protective orders, answering phone calls, and assisting walk ins.

The Judges of the Juvenile and Domestic Relations District Court are elected by the General Assembly for a term of six years. The Judges, Clerk, and Deputy Clerks are paid directly by the Commonwealth. The county provides space, furniture, and support for the court. Currently, five full-time judges preside over the Henrico County Juvenile and Domestic Relations District Court.

## OBJECTIVES

- To update records quickly and accurately so that case information is available, and accounting of court funds is correct.
- To enhance customer service to effectively assist litigants and court professionals seeking information on cases.
- To ensure the efficient and effective operation of the Juvenile and Domestic Relations District Court for the citizens of Henrico County.

## FISCAL YEAR 2023 SUMMARY

### Annual Fiscal Plan

| Description            | FY21<br>Actual   | FY22<br>Original  | FY23<br>Proposed  | Change<br>22 to 23 |
|------------------------|------------------|-------------------|-------------------|--------------------|
| Personnel *            | \$ 9,833         | \$ 0              | \$ 0              | 0.0%               |
| Operation              | 65,129           | 107,275           | 107,275           | 0.0%               |
| Capital                | 10,958           | 3,750             | 3,750             | 0.0%               |
| <b>Total</b>           | <b>\$ 85,920</b> | <b>\$ 111,025</b> | <b>\$ 111,025</b> | <b>0.0%</b>        |
| Personnel Complement * | N/A              | N/A               | N/A               | N/A                |

\*Full-time Personnel expenses are paid by the Commonwealth of Virginia and are not reflected in the county's personnel complement.

Juvenile and Domestic Relations District Court

PERFORMANCE MEASURES

|                               | Performance Measures |        |        | Change   |
|-------------------------------|----------------------|--------|--------|----------|
|                               | FY21                 | FY22   | FY23   | 22 to 23 |
| <b>Workload Measures</b>      |                      |        |        |          |
| Cases filed in Juvenile Court | 6,711                | 14,000 | 14,000 | 0        |
| Court Hearings                | 18,522               | 36,500 | 36,500 | 0        |

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

BUDGET HIGHLIGHTS

The FY23 budget for the Juvenile and Domestic Relations District Court is \$111,025. These funds support the operational needs of the five judges and their staff, whose salaries are funded by the State.

DEPARTMENTAL HIGHLIGHTS

In March 2020, Clerk's office staff were rotated to limit constant exposure and allow time for additional cleaning measures. This ended in May 2020, and the Clerk's Office has been back to working Monday-Friday, 5 days per week. To further ensure the safety of the litigants and to maintain proper social distancing given the limited amount of public space, only litigants and witnesses were allowed in the courthouse. Clerk's office staff members set up a table at the entrance to the courthouse to direct incoming parties to the proper location. Courtrooms were limited, which included litigants, witnesses, attorneys, and police officers. Six-foot distancing was required of all occupants. The Court expanded their capability to conduct video and telephonic hearings, allowing litigants access to justice without having to enter the courthouse. Drop boxes were placed at the entrance of the courthouse to allow parties to safely file documents without entering the courthouse. The Clerk's Office heard over 1000 cases each month during FY21.

The Juvenile and Domestic Court Clerk's office continued to operate and remained fully operational despite losing 17 employees since January 2021. The Juvenile and Domestic Relations Court received a yearly audit from APA, which resulted in no issues needing to be discussed with management and no management points received.

The Juvenile and Domestic Relations Clerk's Office intends to host Barbara Rubel, a trauma informed keynote speaker in June 2022. Barbara will address issues of secondary/vicarious trauma, compassion fatigue from the workplace, and effective ways to cope. Henrico JDR staff, Judges, and sheriff's deputies are invited to attend.



**Department Operating Budget  
Henrico County, Virginia  
FY2022-23  
JUVENILE COURT SERVICES**

| Account Description   | Prior Year<br>Actual | Approved<br>Budget | Proposed<br>Budget | Dollar<br>Inc/Dec | Percent<br>Inc/Dec |
|---|----------------------|--------------------|--------------------|-------------------|--------------------|
| 50104 Temporary Salaries and Wages - Regular                    | 9,134                | 0                  | 0                  | 0                 | 0.0%               |
| 50110 FICA  | 699                  | 0                  | 0                  | 0                 | 0.0%               |
| 50201 Legal Services  | 120                  | 1,000              | 1,000              | 0                 | 0.0%               |
| 50209 Other Professional Services                               | 0                    | 525                | 525                | 0                 | 0.0%               |
| 50210 Maintenance and Repairs                                   | 122                  | 500                | 500                | 0                 | 0.0%               |
| 50220 Lease/Rent Of Equipment                                   | 4,392                | 13,500             | 13,500             | 0                 | 0.0%               |
| 50240 Printing and Binding                                      | 398                  | 300                | 300                | 0                 | 0.0%               |
| 50250 Advertising   | 0                    | 100                | 100                | 0                 | 0.0%               |
| 50270 Other Contractual Services                                | 33,000               | 40,000             | 40,000             | 0                 | 0.0%               |
| 50410 Postal Services   | 0                    | 50                 | 50                 | 0                 | 0.0%               |
| 50412 Telecommunications  | 15,646               | 17,000             | 17,000             | 0                 | 0.0%               |
| 50431 Education and Training                                    | 0                    | 18,500             | 18,500             | 0                 | 0.0%               |
| 50450 Dues And Association Memberships                          | 2,195                | 1,000              | 1,000              | 0                 | 0.0%               |
| 50500 Office Supplies   | 4,485                | 6,000              | 6,000              | 0                 | 0.0%               |
| 50501 Food Supplies and Food Service Supplies                   | 971                  | 1,000              | 1,000              | 0                 | 0.0%               |
| 50503 Medical and Laboratory Supplies                           | 1,443                | 7,000              | 7,000              | 0                 | 0.0%               |
| 50511 Uniforms/Wearing Apparel/ITEMS                            | 0                    | 800                | 800                | 0                 | 0.0%               |
| 50514 Other Operating Supplies                                  | 116                  | 0                  | 0                  | 0                 | 0.0%               |
| 50521 Computer Software   | 2,241                | 0                  | 0                  | 0                 | 0.0%               |
| 50815 Computer Equipment-New Less Than \$5000                   | 750                  | 0                  | 0                  | 0                 | 0.0%               |
| 50832 Furniture and Fixtures-Replacement Less Than \$5000       | 395                  | 2,500              | 2,500              | 0                 | 0.0%               |
| 50833 Telecommunications Equipment-Replacement Less Than \$5000 | 9,813                | 0                  | 0                  | 0                 | 0.0%               |
| 50835 Computer Equipment-Replacement Less Than \$5000           | 0                    | 1,250              | 1,250              | 0                 | 0.0%               |
| <b>Total Department</b>   | <b>85,920</b>        | <b>111,025</b>     | <b>111,025</b>     | <b>0</b>          | <b>0.0%</b>        |