

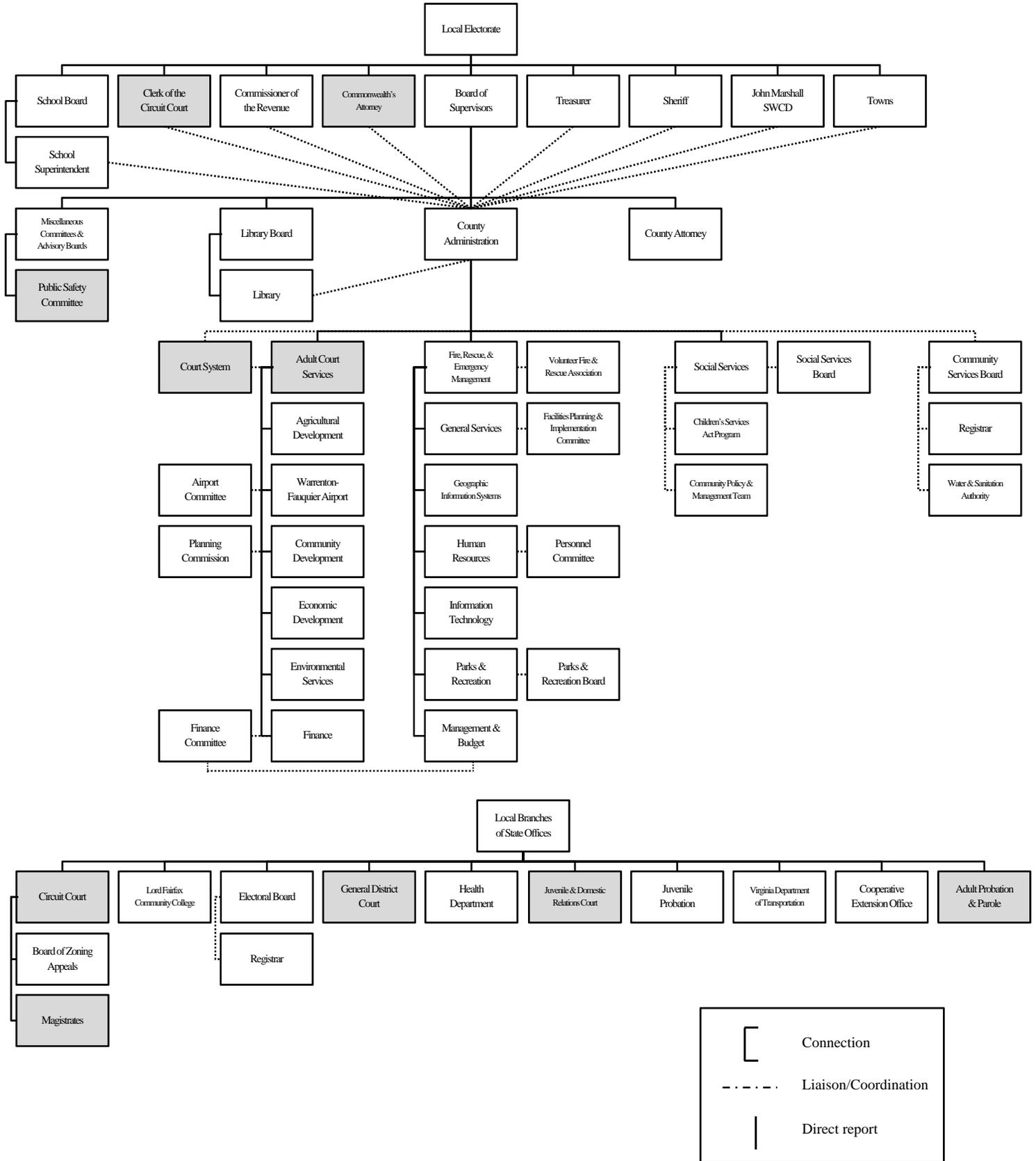
Judicial Administration



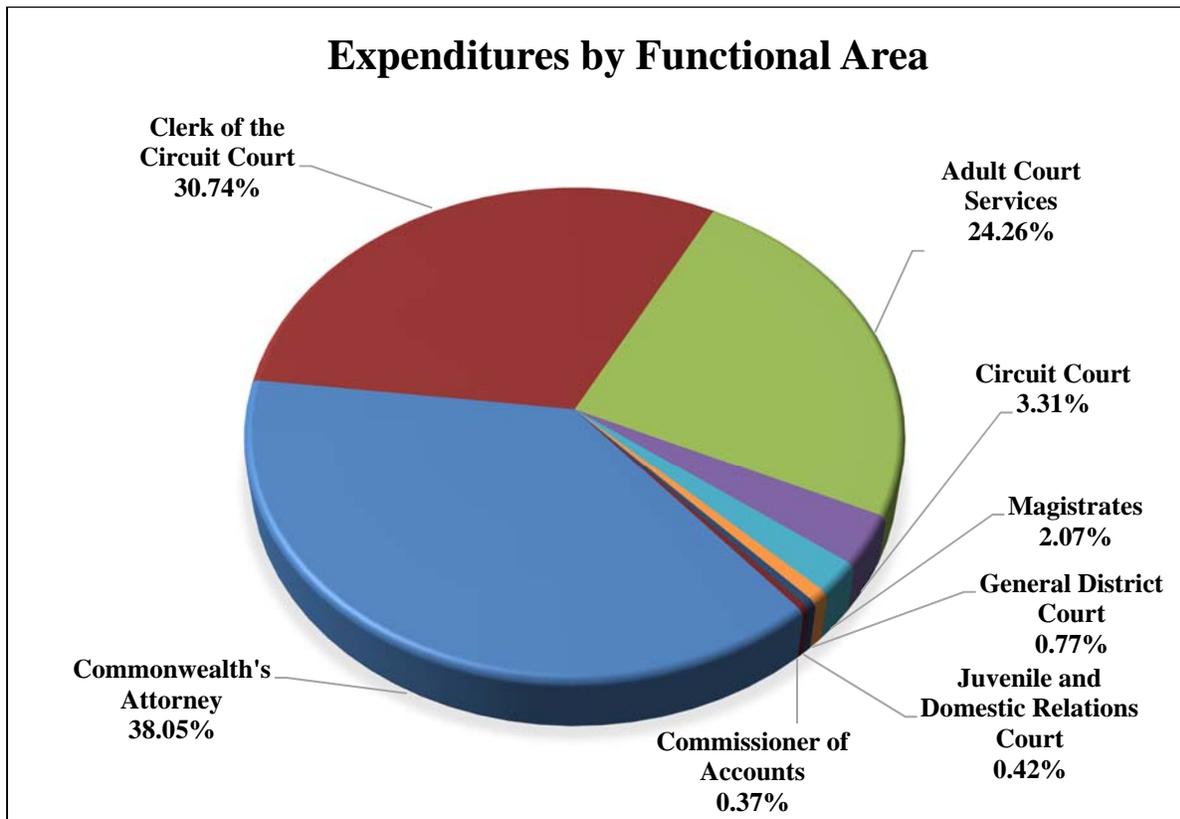
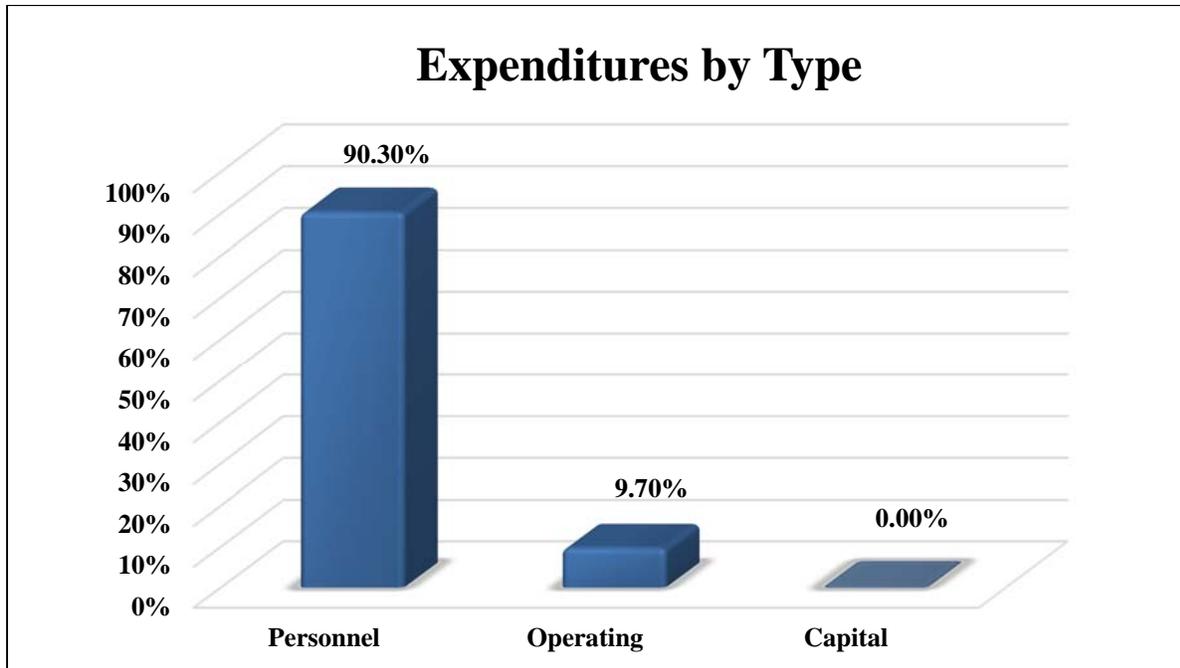
**Old Courthouse
Warrenton, Virginia**

<u>Department/Agency</u>	<u>Amount</u>
Adult Court Services	\$ 1,027,856
Circuit Court	140,382
Clerk of the Circuit Court	1,302,257
Commissioner of Accounts	15,600
Commonwealth's Attorney	1,611,787
General District Court	32,700
Juvenile and Domestic Relations Court	17,726
<u>Magistrates</u>	<u>87,773</u>
Total	\$ 4,236,081

Judicial Administration



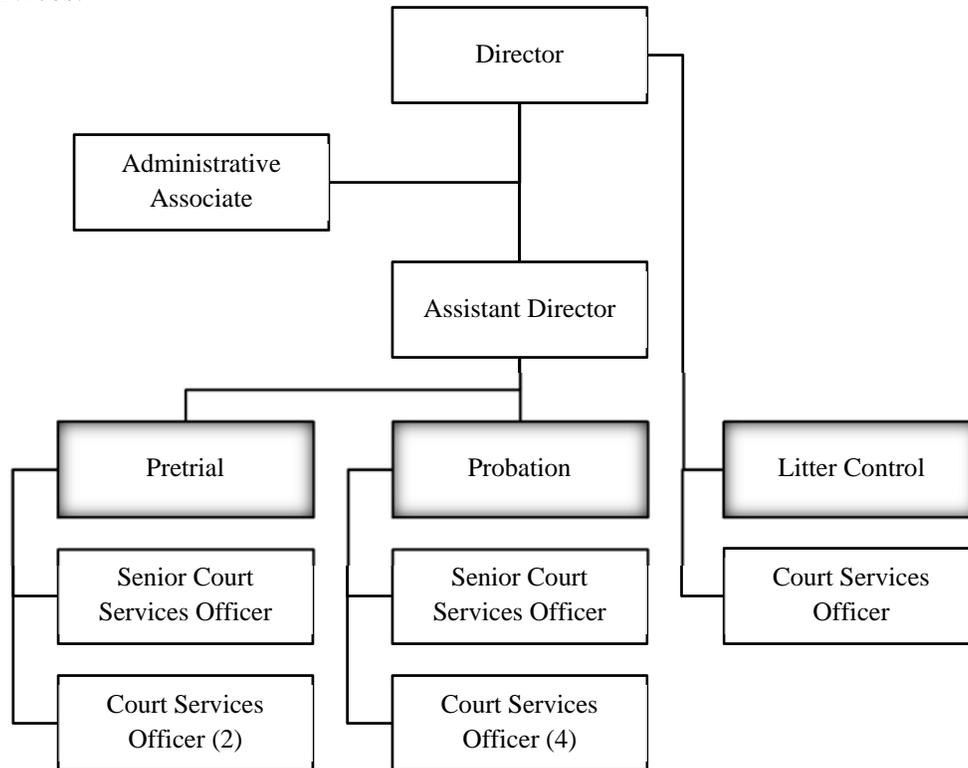
Judicial Administration



Adult Court Services

ORGANIZATIONAL PURPOSE:

The Office of Adult Court Services enhances public safety, reduces jail overcrowding, and increases accountability of criminal offenders by providing criminal justice services to the local courts and the community. These services include, but are not limited to, probation services, pretrial investigation and supervision services, litter control programs, criminal justice grant administration, staff support for the Fauquier/Rappahannock Community Criminal Justice Board, staff support for the Board of Supervisors' Public Safety Committee, and collection and analysis of system data to assess the need for new programs and services, as well as the effectiveness of current services.



GOALS:

- Provide probation/pretrial services to more than 1,100 court-referred offenders.
- Investigate at least 350 pretrial detainees and supervise at least 400 offenders.
- Place and monitor at least 5,000 hours of free community service labor for the County.
- Continue programs to reduce Driving Under the Influence (DUI) recidivism, mainly the Victim Impact Panel.
- Reduce litter in the County by maintaining the litter control program and implement education programs that discourage littering.

Adult Court Services

KEY PROJECTS FOR FY 2020:

- Provide court-ordered probation to offenders in lieu of costly jail detention.
- Provide pretrial investigation services to the judiciary in order to ensure better informed bail-making decisions.
- Provide pretrial supervision and monitoring of defendants released to the custody of the department while awaiting trial, preserving bed space at the local jail which reduces jail costs.
- Place and monitor court-ordered community service labor in Fauquier and Rappahannock Counties.
- Manage a litter control program, utilizing court ordered community service workers.
- Collect court costs, fines, and restitution to the victims of crime.
- Act as lead staff and planner for the Fauquier/Rappahannock Community Criminal Justice Board, its subcommittees and task forces.

BUDGET SUMMARY:

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted
Expenditure Summary:				
Personnel	\$887,261	\$897,120	\$899,247	\$947,332
Operating	71,749	71,012	80,460	80,524
Capital	0	0	0	0
Total	\$959,010	\$968,132	\$979,707	\$1,027,856
Revenue ¹	\$760,778	\$517,561	\$517,561	\$518,093
Net Local Revenue	\$198,232	\$450,571	\$462,146	\$509,763
Full-time Equivalents	12.00	12.00	12.00	12.00

¹FY 2017 revenue fluctuations were due to the timing of grant reimbursements from the State.

BUDGET ANALYSIS:

The FY 2020 Adopted Budget for Adult Court Services includes personnel expenditure adjustments related to rising benefit costs, the FY 2019 2.4% compensation increase, and salary scale adjustments for those impacted permanent staff.

PROGRAM 1: Local Probation

The Local Probation program provides probationary supervision of court-referred, convicted offenders in lieu of jail detention. This includes the preparation of court reports, court room testimony, and investigations as ordered. Local Probation also places and monitors court-ordered community service labor. Additional functions include, drug screening offenders to ensure compliance with court-imposed conditions, as well as the collection of fines, costs and restitution for the victims of crime. Offenders are also referred to the appropriate remedial resources such as drug treatment and other intervention programs.

Adult Court Services

SERVICE VOLUME	FY 2017 Actual	FY 2018 Actual	FY 2019 Projected	FY 2020 Projected
Community service hours performed	4,670	5,500	5,000	5,000
Fines, costs, restitution monitored/collected	\$148,800	\$150,000	\$150,000	\$110,000
Average daily caseload	310	400	350	325
Cases closed	656	700	650	625

OBJECTIVES:

- Maintain successful closure rate of probation cases.

OUTCOME MEASURES	FY 2017 Actual	FY 2018 Actual	FY 2019 Goal	FY 2020 Goal
Rate of successful closure	74%	75%	75%	75%
Referrals to Probation	682	650	675	650

PROGRAM 2: *Pretrial Services*

The Pretrial Services program conducts pretrial investigations on defendants awaiting trial in the Courts. They also prepare pretrial reports and recommendations to the courts prior to arraignment. Supervision of pretrial defendants is provided to those who are released to the custody of the department. This supervision consists of monitoring the general and special conditions of bail and reporting any violations of such to the courts. In some cases, applying for arrest warrants is necessary if potential safety risk or flight risk from prosecution exists. Indigence verifications for court-appointed counsel are also conducted as part of the investigation process.

SERVICE VOLUME	FY 2017 Actual	FY 2018 Actual	FY 2019 Projected	FY 2020 Projected
Pretrial investigations	306	350	325	325
Average daily caseload	86	100	95	95
Indigence verifications	290	300	300	300

OBJECTIVES:

- Maintain rate of successful pretrial placements.

OUTCOME MEASURES	FY 2017 Actual	FY 2018 Actual	FY 2019 Goal	FY 2020 Goal
Pretrial placements	417	425	425	425
Successful pretrial placements	83%	85%	85%	85%

Adult Court Services

PROGRAM 3: *Litter Control*

The Litter Control Program utilizes court-ordered community service workers to collect litter. They reduce the amount of trash on the County's roadways by providing cost effective litter services. The Litter Control Program targets "problem" areas in the County that have increased litter control needs. They also implement education programs in the local schools to deter future litter.

SERVICE VOLUME	FY 2017 Actual	FY 2018 Actual	FY 2019 Projected	FY 2020 Projected
Community service workers utilized	105	116	120	120
Number of occasions Community Service workers reported for Litter Control	319	429	320	320

OBJECTIVES:

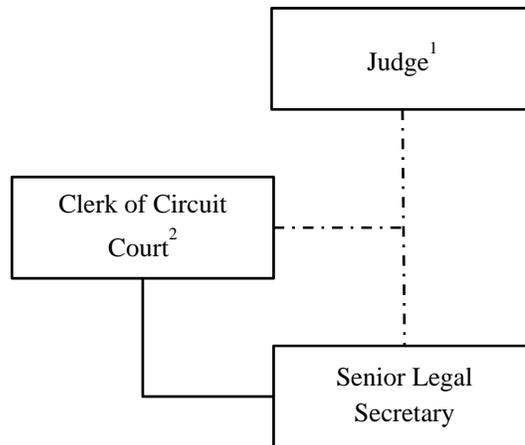
- Reduce litter in the County by increasing community service hours assigned and completed.

OUTCOME MEASURES	FY 2017 Actual	FY 2018 Actual	FY 2019 Goal	FY 2020 Goal
Litter retrieved (tons)	43.3	21.0	50.0	50.0
Community Service Hours completed	2,871	2,750	2,700	2,500

Circuit Court

ORGANIZATIONAL PURPOSE:

The Circuit Court is the trial court with the broadest powers in Virginia. The Circuit Court handles all civil cases with claims exceeding \$25,000. In addition to adjudicating all felonies, the Circuit Court hears cases appealed from the General District Court, the Juvenile and Domestic Relations District Court, administrative agencies, and the Board of Zoning Appeals. The Circuit Court handles family matters, including divorce, equity matters, and condemnations. The Circuit Court Judge supervises Grand Jury proceedings within the County. The Judge of the Circuit Court also makes appointments to various Boards.



¹State-funded position.

²Position funded in Clerk of Circuit Court budget.

GOALS:

- Administer justice in Fauquier County in a fair, efficient, and timely manner to all litigants, according to law.
- Conduct court hearings openly, except as provided by statute.
- Schedule the trial of cases and close cases in accordance with the timelines set out by the Supreme Court of Virginia.

KEY PROJECTS FOR FY 2020:

- Issue legal opinions for a variety of matters before the Court based upon the review of legal precedents.
- Administer the neutral case evaluation program--designed to resolve cases without the time and expense of a trial and thereby relieve the civil trial docket--and review other options for referral of cases to mediation.
- Oversee selection of the jury pool for the trial of civil and criminal cases and maintain the grand jury list for consideration of indictments.
- Schedule criminal and civil cases to insure the expeditious processing of these cases.
- Re-organize division of labor between Circuit Court and Clerk's Office to schedule cases and manage juries more efficiently.

Circuit Court

BUDGET SUMMARY:

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted
Expenditure Summary:				
Personnel	\$72,299	\$75,842	\$80,644	\$82,382
Operating	45,296	66,097	58,000	58,000
Capital	0	0	0	0
Total	\$117,595	\$141,939	\$138,644	\$140,382
Revenue	\$33,296	\$50,943	\$36,500	\$36,500
Net Local Revenue	\$84,299	\$90,996	\$102,144	\$103,882
Full-time Equivalents	1.00	1.00	1.00	1.00

BUDGET ANALYSIS:

The FY 2020 Adopted Budget for the Circuit Court includes personnel expenditure adjustments related to rising benefit costs, the FY 2019 2.4% compensation increase, and salary scale adjustments for those impacted permanent staff.

PROGRAM 1: *Circuit Court*

The Circuit Court enters orders for all civil and criminal cases. The Court must review petitions and evidence to make various types of judicial determinations. Cases are heard by the Court before the Judge or before a jury. The Court meets with counsel to review the issues of the cases to be tried and to assist with reaching settlements without trial, when possible.

SERVICE VOLUME	CY 2017 Actual	CY 2018 Actual	CY 2019 Projected	CY 2020 Projected
Civil cases completed	595	849	700	700
Miscellaneous petitions/applications reviewed	275	298	300	300
Criminal cases completed	1,150	861	1,200	1,200
Criminal defendants	532	471	500	500
Jury days	55	28	40	40
Cases ended by trial before Judge	466	544	450	450
Settlement conferences	51	62	50	50

Circuit Court

OBJECTIVES

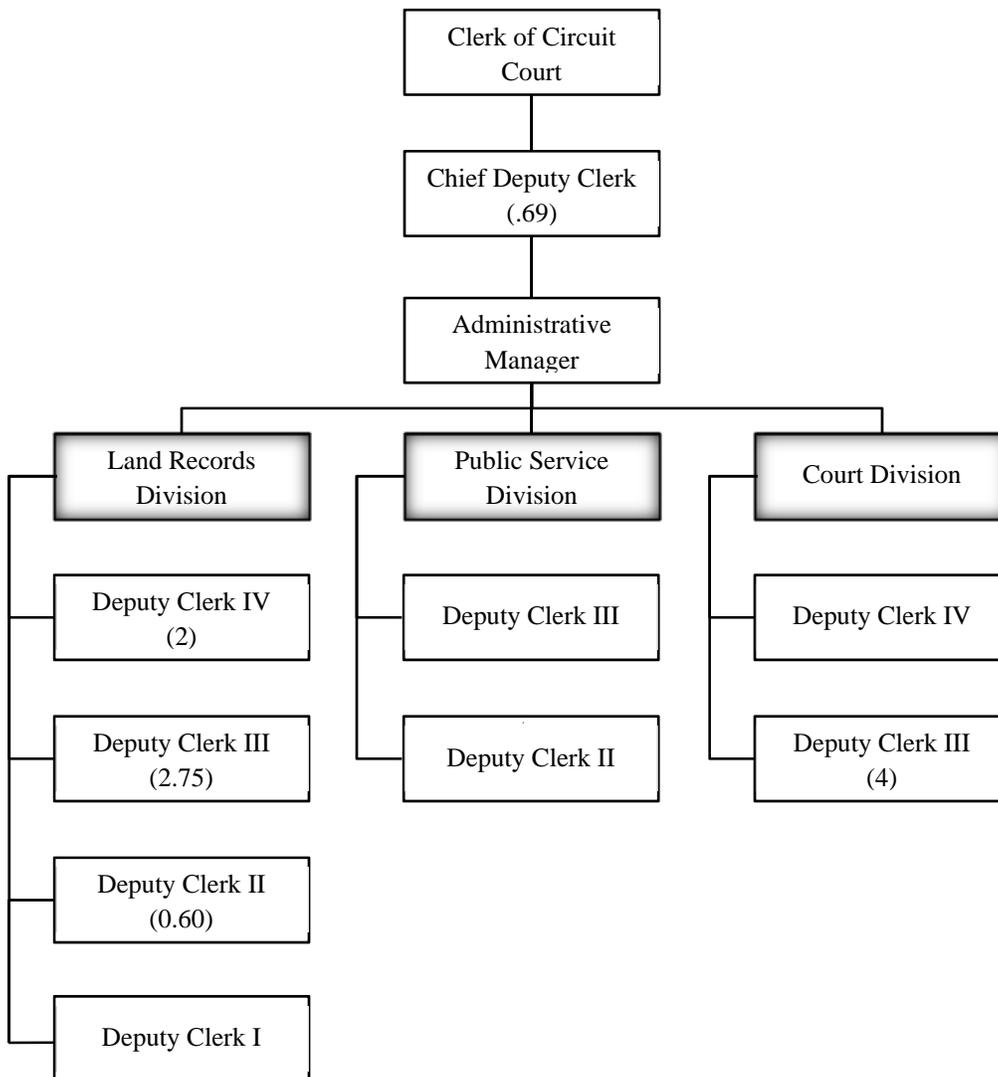
- Reduce costs of trial to Court and to litigants through the Neutral Case Evaluation Program, a program designed to assist litigants in settling cases prior to trial.

OUTCOME MEASURES	CY 2017 Actual	CY 2018 Actual	CY 2019 Goal	CY 2020 Goal
Cases referred to Neutral Case Evaluation	40	27	40	40
Cases heard by Neutral Case Evaluation	25	10	25	25
Cases settled by Neutral Case Evaluation	18	9	20	20

Clerk of Circuit Court

ORGANIZATIONAL PURPOSE:

The Clerk's Office is the custodian of the Fauquier County land records dating to 1759 and the Circuit Court records. The Clerk of the Circuit Court is a Constitutional Officer elected by the voters of Fauquier County for a term of eight years. The Clerk performs roles in the areas of public safety, court administration, land and business records, public service, and records preservation. The Clerk collects various State and County taxes set by law and transfers revenue to the State and locality. The Clerk has authority to issue marriage licenses, probate wills, grant administrations of estates, and appoint guardians for a minor's personal estate.



Clerk of Circuit Court

GOALS:

- Promote public safety by issuing warrants of arrest for defendants on new indictments from grand jury, for defendants in violation of the terms of their recognizance or for probationers who have serious violations of the terms of their release.
- Prepare court orders for criminal cases; enter conviction data for electronic transmission to Virginia State Police, Department of Motor Vehicles, and the Department of Corrections.
- Provide support to the Circuit Court by coordinating the roles of law enforcement and prosecutors in criminal cases.
- Maintain various jury pools for regular trial juries, for grand jury, for special grand jury, and for multi-jurisdictional grand jury and select jurors for service.
- Schedule court hearings and summon jurors and witnesses to provide earliest possible resolution of cases.
- Provide web access to case information and hearings.
- Scan court filings to improve access to records.
- Calculate criminal costs and collect fines, costs, and restitution for distribution to victims.
- Record, index, and maintain various land records filings, including deeds, deeds of trust, certificates of satisfaction, plats, covenants, and easements.
- Maintain business records by filing and indexing trade names for individual businesses, partnerships, limited liability companies, and corporations.
- Provide remote access to land records.
- Probate wills and record various estate documents, such as lists of heirs, inventories, and accounts.
- Issue marriage licenses.
- Provide public service to the county's citizens by responding promptly to customer inquiries and requests.
- Preserve permanent records in an appropriate environment for current and future use.
- Cross-train staff to enhance public service and work production.
- Maintain close contact with many agencies, State and local, to work together to receive and provide better services.

KEY PROJECTS FOR FY 2020:

- Continue to provide remote access to land records and to court records by paid subscription.
- Coordinate review of pending court cases to meet case processing guidelines with Judge's staff.
- Continue archival records preservation plan.
- Enhance storage needs for court and fiduciary files.
- Purge records as dictated by retention schedules set out by the Library of Virginia.
- Coordinate re-organization of court-related duties with Judge's staff.

Clerk of Circuit Court

BUDGET SUMMARY:

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted
Expenditure Summary:				
Personnel	\$1,104,585	\$1,134,086	\$1,147,411	\$1,181,783
Operating	96,011	90,422	122,635	120,474
Capital	0	0	0	0
Total	\$1,200,596	\$1,224,508	\$1,270,046	\$1,302,257
Revenue	\$2,319,148	\$2,386,567	\$2,332,499	\$2,440,709
Net Local Revenue	(\$1,118,552)	(\$1,162,059)	(\$1,062,453)	(\$1,138,452)
Full-time Equivalents	16.04	16.04	16.04	16.04

BUDGET ANALYSIS:

The FY 2020 Adopted Budget for the Clerk of the Circuit Court includes personnel expenditure adjustments related to rising benefit costs, the FY 2019 2.4% compensation increase, and salary scale adjustments for those impacted permanent staff. Revenue increases for the Clerk of Circuit Court are due to an additional Compensation Board funding allocation based on the Commonwealth's FY 2020 Adopted Budget.

PROGRAM 1: Clerk of Circuit Court

The Clerk's Office is responsible for recording documents in the deed books, probating wills and recording related estate filings. The Clerk's Office issues marriage licenses, docket judgments, and records trade names. The Clerk reviews applications for concealed handgun permits and issues permits for individuals meeting the statutory requirements. The Clerk receives and retains civil and criminal court cases and issues legal notices and copies of court orders.

SERVICE VOLUME	CY 2017 Actual	CY 2018 Actual	CY 2019 Projected	CY 2020 Projected
Deed Book recording	11,555	10,562	13,000	13,000
Wills and fiduciary filings	394	339	400	400
Marriages	456	471	460	460
Financing statements	169	150	150	150
Trade names	299	274	300	300
Judgments	1,348	1,256	1,400	1,400
Civil cases filed	792	810	850	900
Criminal cases filed	1,085	861	1,250	1,300
Concealed handgun permits	1,368	1,534	1,100	1,200
Notary Public	358	354	350	350

Clerk of Circuit Court

OBJECTIVES:

- Create revenue stream to maintain computer hardware & software.
- Provide access to land records through remote access subscriptions.
- Provide access to court records to lawyers through remote access subscriptions.
- Provide access to information about Clerk's Office procedures by posting forms, calendars, and procedures on the County website.
- Provide docket information for court records online at www.courts.state.va.us (Circuit Court Case Information).
- Convert microfilm and paper images to digital images to improve access to records to reduce storage requirements.

OUTCOME MEASURES	FY 2017 Actual	FY 2018 Actual	FY 2019 Goal	FY 2020 Goal
Paid subscriptions for remote access to land records	92	104	100	100
Paid subscriptions to remote access to court records	22	24	30	35

Commissioner Of Accounts

ORGANIZATIONAL PURPOSE:

The Commissioner of Accounts oversees the certification of wills by administrators and executors before being released for their qualifications, as courteously and expeditiously as possible.

GOALS:

- Monitor and assist, as necessary, to facilitate the certification process.

BUDGET SUMMARY:

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted
Expenditure Summary:				
Personnel	\$0	\$0	\$0	\$0
Operating	2,400	15,600	15,600	15,600
Capital	0	0	0	0
Total	\$2,400	\$15,600	\$15,600	\$15,600
Revenue	\$0	\$0	\$0	\$0
Net Local Revenue	\$2,400	\$15,600	\$15,600	\$15,600
Full-time Equivalents	0.00	0.00	0.00	0.00

BUDGET ANALYSIS:

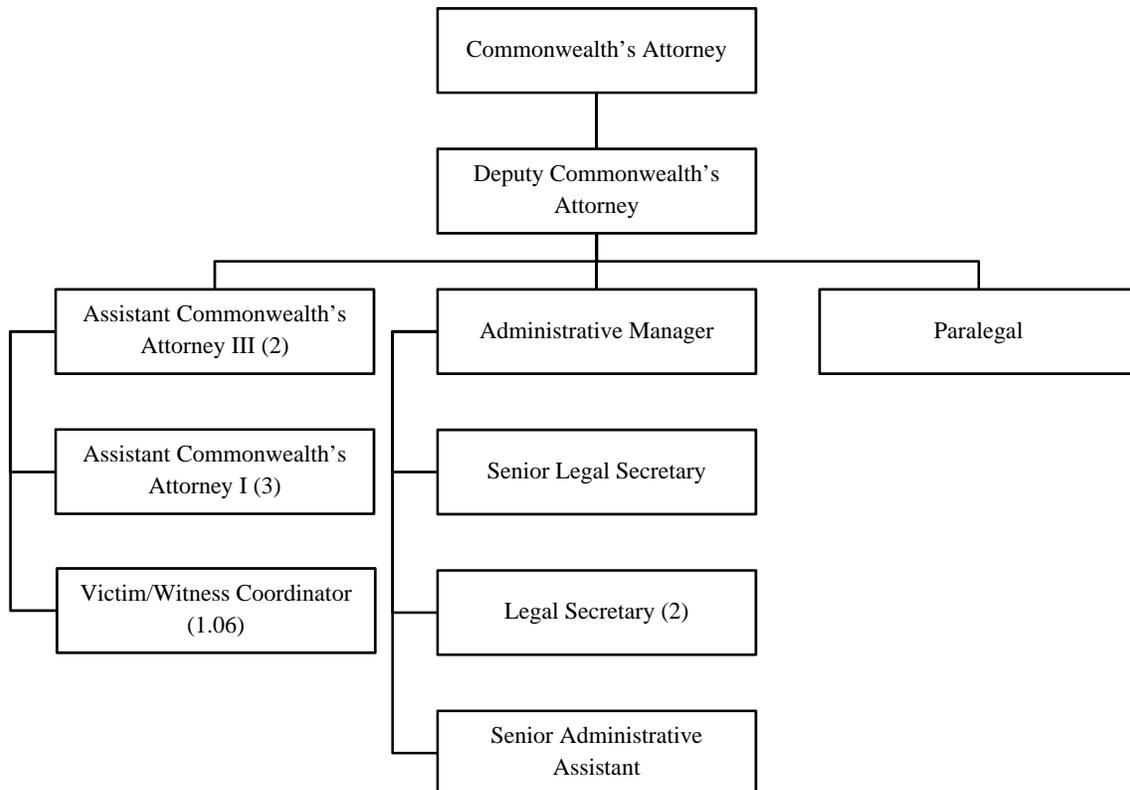
The FY 2020 Adopted Budget for the Commissioner of Accounts includes no budgetary adjustments in comparison to the prior year.

Commonwealth's Attorney

ORGANIZATIONAL PURPOSE:

The Commonwealth's Attorney is a County-wide elected official whose office is created by the Constitution of Virginia. The Commonwealth's Attorney is charged by State law with the duty of prosecuting all felonies on behalf of the Commonwealth of Virginia which are committed within the geographic confines of Fauquier County, including the incorporated municipalities therein. The Commonwealth's Attorney may prosecute misdemeanors and traffic infractions on a discretionary basis. All of the above enumerated matters originate in three separate trial court systems where final orders are potentially appealed to two different appellate courts in Virginia. The Commonwealth's Attorney represents the Commonwealth in limited statutory appeals to the Virginia appellate courts, but in all cases provides the initial representation in appellate matters by serving as counsel during the appellate petition process by properly drafting and filing briefs in opposition to appeal in connection with the cases that we have successfully prosecuted in the trial court(s). In addition, the Commonwealth's Attorney is empowered to sue civilly for drug asset forfeiture in appropriate cases.

There are also over 400 additional statutorily mandated duties imposed upon the Commonwealth's Attorney. Among these are a variety of sundry matters such as advising and representing the local registrar and board of elections, giving binding conflicts of interest opinions to local officials, reviewing autopsy reports of all unattended deaths in the locality for irregularities, and many other matters.



Commonwealth's Attorney

GOALS:

- Maintain a high degree of professional competence, training and mission dedication of eight Assistant Commonwealth's Attorneys and a similarly competent support staff for such attorneys.
- Continually enhance the administration of justice.
- Continually promote enhanced law enforcement by partnering with policing agencies (the Fauquier County Sheriff's Office, Virginia State Police, and the Town of Warrenton).
- Bring new and innovative procedures, policies, training and techniques to case investigations which increase the likelihood of constitutionally correct apprehension, prosecution, and conviction of criminal suspects who have violated Virginia or local law.

KEY PROJECTS FOR FY 2020

- Continue to incorporate new technology to better illustrate cases in the courtroom and enhance the administration of justice.
- Form position or team of devoted personnel to working cold cases in Fauquier County.

BUDGET SUMMARY:

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted
Expenditure Summary:				
Personnel	\$1,366,690	\$1,425,059	\$1,449,418	\$1,539,872
Operating	62,597	56,656	71,741	71,915
Capital	56,583	0	0	0
Total	\$1,485,870	\$1,481,715	\$1,521,159	\$1,611,787
Revenue	\$503,057	\$535,209	\$514,289	\$553,956
Net Local Revenue	\$982,813	\$946,506	\$1,006,870	\$1,057,831
Full-time Equivalents	16.07	16.07	16.07	16.07

BUDGET ANALYSIS:

The FY 2020 Adopted Budget for the Commonwealth's Attorney includes personnel expenditure adjustments related to rising benefit costs, the FY 2019 2.4% compensation increase, and salary scale adjustments for those impacted permanent staff. Revenue increases for the Commonwealth's Attorney are due to an additional Compensation Board funding allocation based on the Commonwealth's FY 2020 Adopted Budget.

Commonwealth's Attorney

PROGRAM 1: Court Appearances

The Commonwealth's Attorney prepares for and appears in the General District Court, Juvenile and Domestic Relations District Court, and Circuit Court on all criminal matters. There also are some civil matters, i.e., Overweight Citations and Asset Forfeiture actions, which are prepared for and appeared on which are not reflected in these numbers.

SERVICE VOLUME	FY 2017 Actual	FY 2018 Actual	FY 2019 Projected	FY 2020 Projected
Juvenile & Domestic Relations District Court (JDRDC) Cases Heard	3,092	4,443	4,665	4,665
General District Court (GDC) Cases Heard	16,133	15,303	16,068	16,068
Circuit Court hearings (<i>including</i> Bench Trials, Jury Trials, or Misdemeanor Appeals)	4,647	3,941	4,138	4,138
Circuit Court Jury Trials, Bench Trials, and Misdemeanor Appeals	470	241	253	253

OBJECTIVE:

- To employ a qualified and appropriately sized team of attorneys and staff members to effectively administer justice in Fauquier County as the number of court appearances increases.

OUTCOME MEASURES	FY 2017 Actual	FY 2018 Actual	FY 2019 Projected	FY 2020 Projected
Effectively handled hearing volume	23,872	23,687	24,871	26,114

General District Court

ORGANIZATIONAL PURPOSE:

The Fauquier County General District Court presides over all legal proceedings and assures the public is treated fairly and impartially in all of these proceedings before the court. There are three divisions that comprise the functions held in the court: civil, traffic and criminal.

GOALS:

- Provide adequate space, safety, and professional help for the public at all times.

KEY PROJECTS FOR FY 2020:

- Preside over all legal proceedings before the court.

BUDGET SUMMARY:

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted
Expenditure Summary:				
Personnel	\$0	\$0	\$0	\$0
Operating	18,476	20,620	32,700	32,700
Capital	0	0	0	0
Total	\$18,476	\$20,620	\$32,700	\$32,700
Revenue	\$28,890	\$13,505	\$33,500	\$33,500
Net Local Revenue	(\$10,414)	\$7,115	(\$800)	(\$800)
Full-time Equivalent	0.00	0.00	0.00	0.00

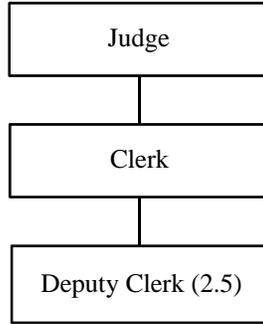
BUDGET ANALYSIS:

The FY 2020 Adopted Budget for the General District Court includes no budgetary adjustments in comparison to prior years.

Juvenile and Domestic Relations Court

ORGANIZATIONAL PURPOSE:

The Fauquier County Juvenile and Domestic Relations District Court strives to be constantly aware of and address the ever-changing needs of the citizens of Fauquier County, especially the at-risk juveniles, troubled adults, and their families.



All Juvenile and Domestic Relations Court positions are State-funded positions.

GOALS:

- Strive to save the at-risk youth and assist their families, in order for them to reach their maximum potential.
- Offer at-risk youth every available opportunity to succeed, as this is the right of every individual in our society.
- Protect the community from these troubled youth.

KEY PROJECTS FOR FY 2020:

- Work with at-risk youth and their families to help mitigate the threat these youth pose to themselves, as well as to the surrounding community.

BUDGET SUMMARY:

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted
Expenditure Summary:				
Personnel	\$0	\$0	\$0	\$0
Operating	14,751	11,884	17,726	17,726
Capital	0	0	0	0
Total	\$14,751	\$11,884	\$17,726	\$17,726
Revenue	\$304	\$399	\$250	\$250
Net Local Revenue	\$14,447	\$11,485	\$17,476	\$17,476
Full-time Equivalents	0.00	0.00	0.00	0.00

BUDGET ANALYSIS:

The FY 2020 Adopted Budget for the Juvenile and Domestic Relations Court includes no budgetary adjustments in comparison to prior years.

Magistrates

ORGANIZATIONAL PURPOSE:

Magistrates are appointed by chief circuit court judges for four year terms. The number of magistrates in each district is authorized by the Committee on District Courts. While magistrates do not possess trial jurisdiction, they are an integral part of the judicial system and are judicial officers of the Commonwealth of Virginia. The principal function of the magistrate is to provide an independent, unbiased review of complaints brought by police officers, sheriff deputies, and citizens. Magistrates are not police officers, nor do they provide law enforcement; magistrates are issuing officers who serve as a buffer between law enforcement and society. Magistrates may assist the public by providing information on the judicial system processes and procedures. Magistrates have no authority except that which has been expressly conferred by statute.

GOALS:

- Provide services as required by the Supreme Court of Virginia to serve the citizens of Fauquier County.

KEY PROJECTS FOR FY 2020:

- Continue to be responsible for providing the law enforcement officers and citizens of Fauquier County with the best possible service Magistrates can offer.

BUDGET SUMMARY:

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted
Expenditure Summary:				
Personnel	\$57,151	\$56,931	\$73,946	\$73,946
Operating	20,338	19,035	13,827	13,827
Capital	0	0	0	0
Total	\$77,489	\$75,966	\$87,773	\$87,773
Revenue	\$0	\$0	\$0	\$0
Net Local Revenue	\$77,489	\$75,966	\$87,773	\$87,773
Full-time Equivalents	0.00	0.00	0.00	0.00

BUDGET ANALYSIS:

The FY 2020 Adopted Budget for the Magistrates includes no budgetary adjustments in comparison to prior years.