

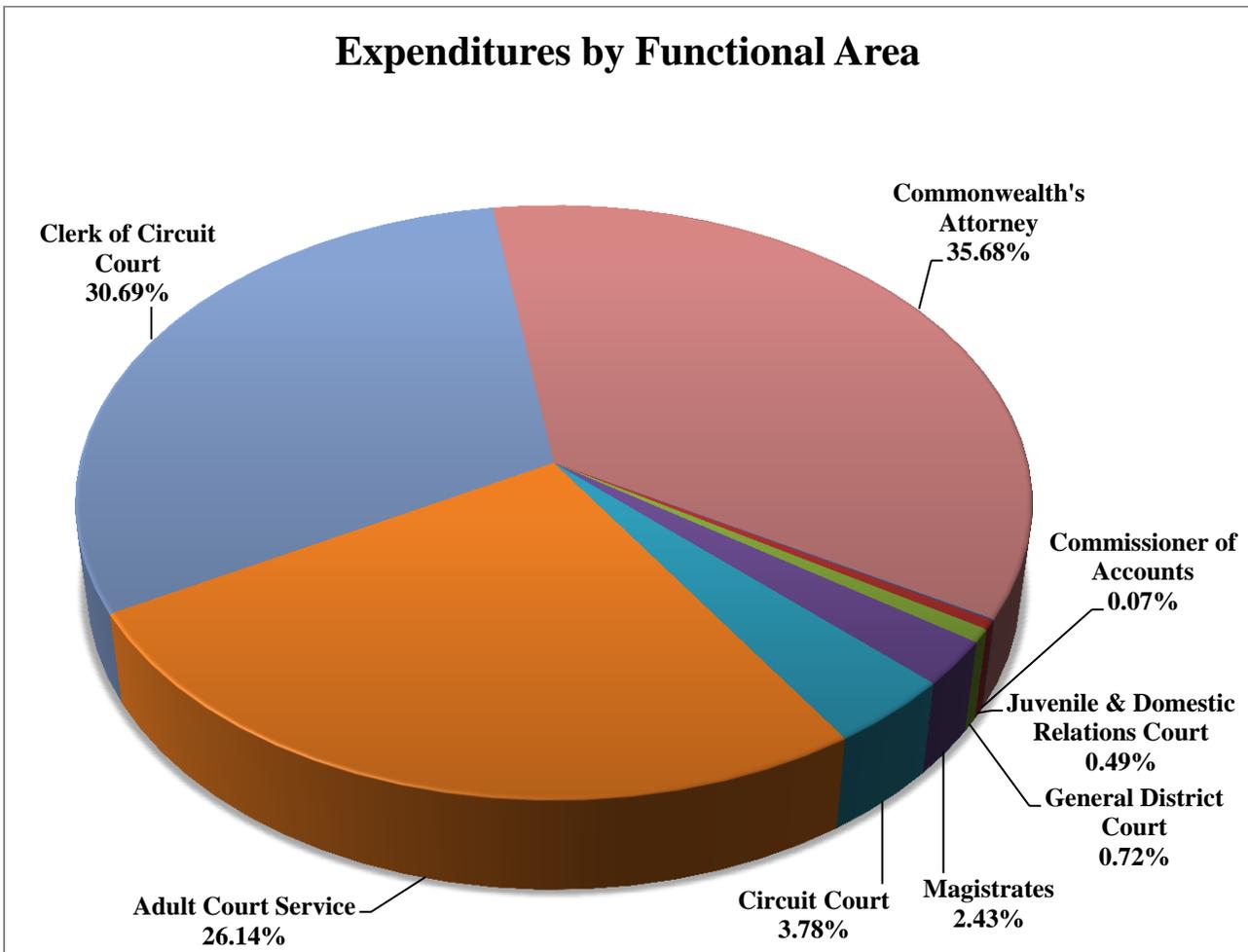
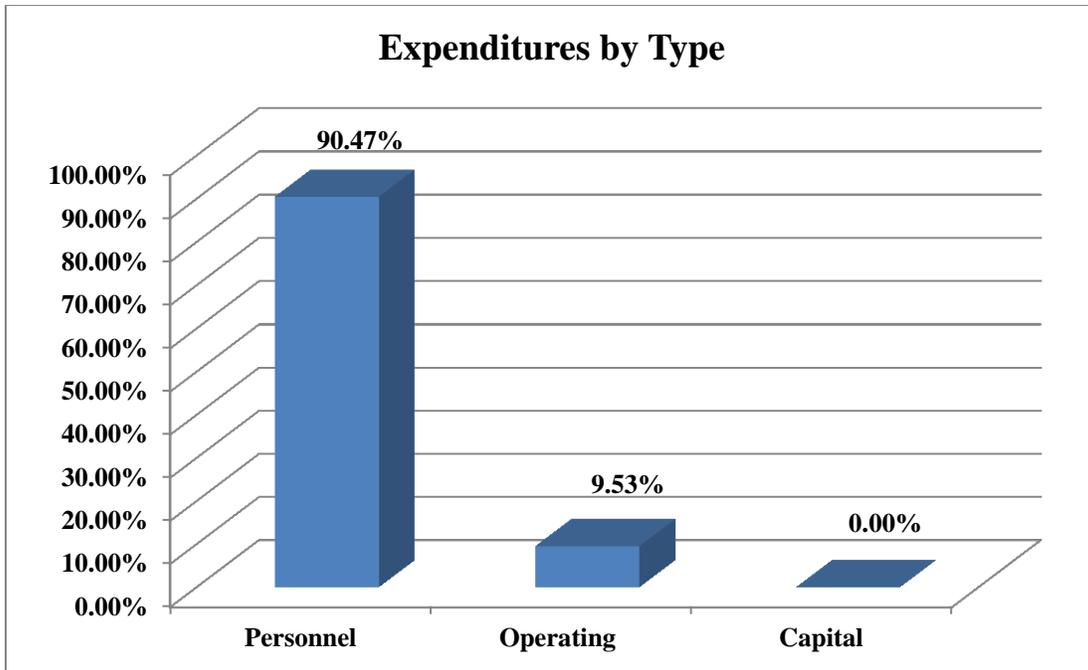
Judicial Administration

Adult Court Services	\$944,075
Circuit Court	136,565
Clerk of Circuit Court	1,108,348
Commissioner of Accounts	2,400
Commonwealth's Attorney	1,288,303
General District Court	25,985
Juvenile & Domestic Relations Court	17,726
<u>Magistrates</u>	<u>87,773</u>
Total	\$3,611,175



**Old Courthouse
Warrenton, Virginia**

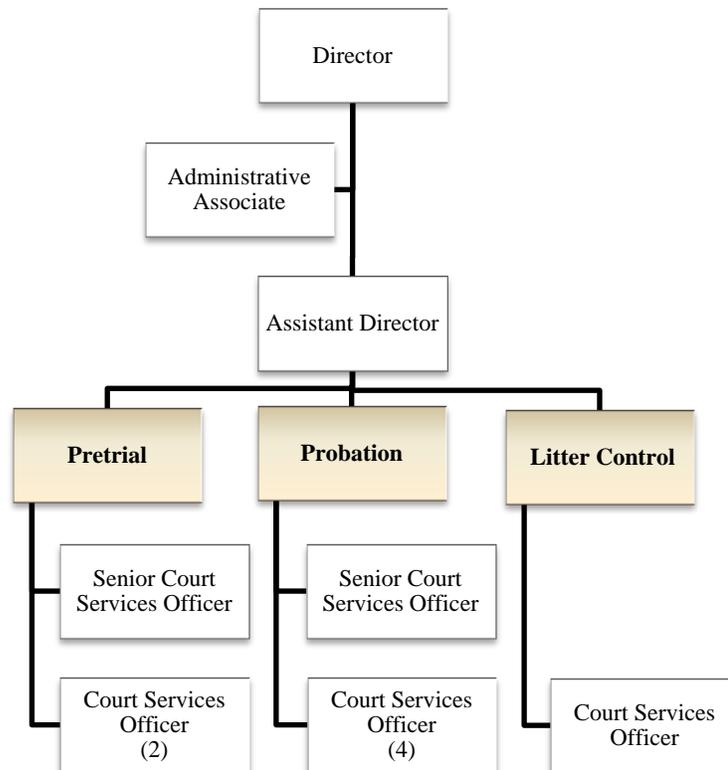
Judicial Administration



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 services to more than 850 court-referred offenders.
- Secure at least \$490,000 in State or Federal grant revenue for criminal justice services.
- Investigate at least 425 pretrial detainees and supervise at least 550 offenders.
- Place and monitor at least 7,400 hours of free community service labor for the County.
- Continue programs to reduce 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 2014:

- 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.
- Reduce litter in the County by managing a litter control program, utilizing court ordered community service workers.
- Collect court costs, fines, and restitution for the victims of crime.
- Serve as lead staff to the Board of Supervisors' Public Safety Committee.
- Act as lead staff and planner for the Fauquier/Rappahannock Community Criminal Justice Board, its subcommittees, and task forces.

BUDGET SUMMARY:

	FY 2011 Actual	FY 2012 Actual	FY 2013 Adopted	FY 2014 Adopted
Costs:				
Personnel	\$772,741	\$815,612	\$834,437	\$865,889
Operating	\$70,946	\$71,267	\$78,126	\$78,186
Capital	\$0	\$0	\$0	\$0
Total	\$843,687	\$886,879	\$912,563	\$944,075
Revenue	\$493,842	\$493,842	\$493,842	\$493,842
Net Local Revenue	\$349,845	\$393,037	\$418,721	\$450,233
Full-time Equivalents	12.00	12.00	12.00	12.00

BUDGET ANALYSIS:

The FY 2014 adopted budget for Adult Court Services includes personnel expenditure increases due to rising benefits costs.

Adult Court Services

Program 1: Local Probation

- Provides probationary supervision of court-referred, convicted offenders in lieu of jail detention.
- Provides court reports, testimony, and investigations as ordered.
- Places and monitors court-ordered community service labor.
- Drug screens offenders to ensure compliance with court-imposed conditions.
- Collects fines, costs, and restitution for the victims of crime.
- Refers offenders to the appropriate remedial resources.

SERVICE VOLUME	FY 2011 Actual	FY 2012 Actual	FY 2013 Projected	FY 2014 Projected
Community service hours performed	6,459	7,470	7,500	7,400
Fines, costs, restitution monitored/ collected	\$117,525	\$177,068	\$150,000	\$150,000
Average daily caseload	415	522	450	500
Cases closed	889	946	925	925

OBJECTIVE:

- Maintain successful closure rate of probation cases.

OUTCOME MEASURES	FY 2011 Actual	FY 2012 Actual	FY 2013 Projected	FY 2014 Goal
Rate of successful closure	73%	71%	75%	75%
Referrals to Probation	773	970	825	850
Community service hours performed	6,459	7,470	7,500	7,400

Program 2: Pretrial Services

- Provides pretrial investigation of defendants awaiting trial.
- Provides pretrial reports and recommendations to courts at arraignment.
- Provides supervision to pretrial defendants released to the custody of the department.
- Provides monitoring of general and special conditions of bail; reports violations to the courts.
- Applies for arrest warrants in cases of potential safety risk or flight risk from prosecution.
- Conducts indigence verifications for court-appointed counsel.

Adult Court Services

SERVICE VOLUME	FY 2011 Actual	FY 2012 Actual	FY 2013 Projected	FY 2014 Projected
Pretrial investigations	366	446	400	425
Average daily caseload	124	165	135	150
Indigence verifications	325	335	350	325

OBJECTIVES:

- Maintain rate of successful pretrial placements.

OUTCOME MEASURES	FY 2011 Actual	FY 2012 Actual	FY 2013 Projected	FY 2014 Goal
Pretrial placements	510	637	550	575
Successful pretrial placements	76%	81%	80%	80%

Program 3: Litter Control

- Reduce the amount of trash on the County’s roadways by providing a cost effective litter control program.
- Utilize court-ordered community service workers to collect litter.
- Target “problem” areas in the County that have increased litter control needs.
- Report progress of litter pickup to the Courts and the Board of Supervisors.
- Implement education programs to reduce litter.

SERVICE VOLUME	FY 2011 Actual	FY 2012 Actual	FY 2013 Projected	FY 2014 Projected
Community service workers used	105	147	150	150

OBJECTIVE:

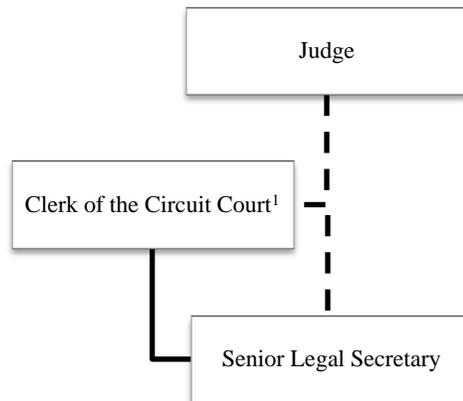
- Reduce litter in the County by increasing community service hours assigned and completed.

OUTCOME MEASURES	FY 2011 Actual	FY 2012 Actual	FY 2013 Projected	FY 2014 Goal
Litter retrieved (tons)	46	87	75	75
Community Service Hours completed	3,100	4,249	5,000	4,500

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 \$15,000. 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.



¹ Funded in the Clerk of the 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 in accordance with the guidelines as set out by the Supreme Court of Virginia.

KEY PROJECTS FOR FY 2014:

- Continue current policy to schedule criminal and civil cases to insure the expeditious processing of these cases.
- Continue administration of neutral case evaluation program, designed to relieve the civil trial docket, and review other options for referral of cases for mediation.

Circuit Court

BUDGET SUMMARY:

	FY 2011 Actual	FY 2012 Actual	FY 2013 Adopted	FY 2014 Adopted
Costs:				
Personnel	\$77,846	\$77,971	\$82,765	\$83,765
Operating	\$49,437	\$40,795	\$49,800	\$52,800
Capital	\$0	\$0	\$0	\$0
Total	\$127,283	\$118,766	\$132,565	\$136,565
Revenue	\$42,180	\$30,076	\$40,500	\$40,500
Net Local Revenue	\$85,103	\$88,690	\$92,065	\$96,065
Full-time Equivalents	1.00	1.00	1.00	1.00

BUDGET ANALYSIS:

The FY 2014 adopted budget for the Circuit Court includes operating expenditure increases for printing and personnel expenditure increases due to rising benefits costs.

SERVICE VOLUME	CY2010 Actual	CY 2011 Actual	CY 2012 Actual	CY 2013 Projected
Civil cases completed	798	1,002	699	800
Miscellaneous petitions/applications reviewed ¹	506	197	213	200
Criminal cases completed	1,099	964	1,165	1,200
Criminal defendants	325	352	496	500
Jury days	63	26	30	30
Cases ended by trial before Judge	412	418	354	400
Settlement conferences	95	77	87	70

¹In CY 2010, authority for approving concealed handgun permits (when no felony/misdemeanor appears on the applicants' background check) was transferred to the Clerk of the Circuit Court, reducing this service volume.

OBJECTIVE:

- 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.

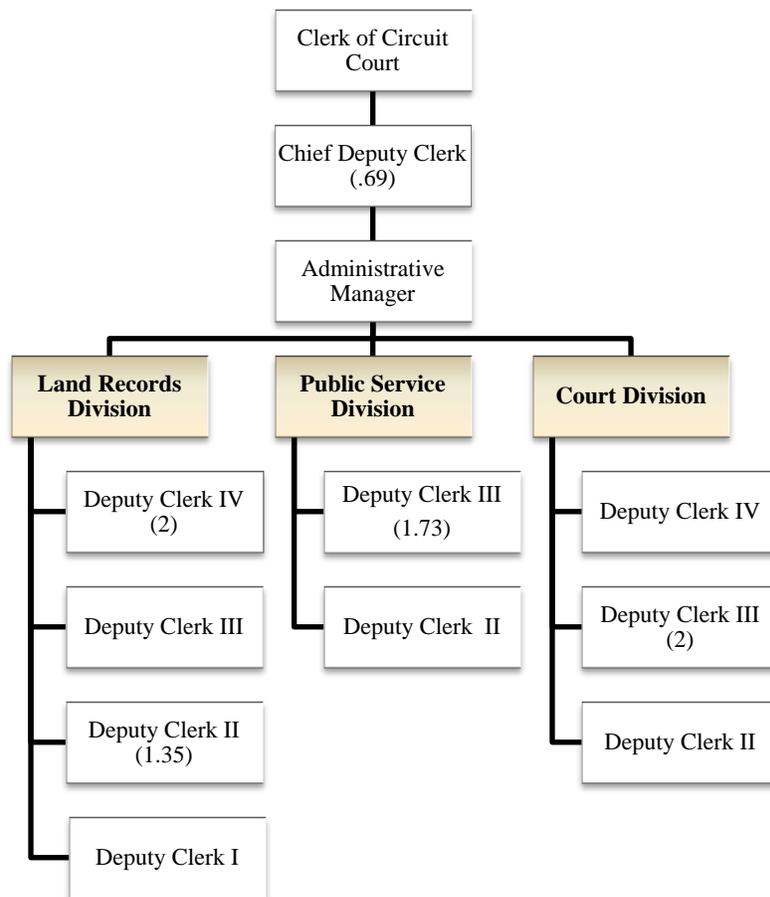
OUTCOME MEASURES	CY2010 Actual	CY 2011 Actual	CY 2012 Actual	CY 2013 Goal¹
Cases referred to Neutral Case Evaluation	51	51	50	45
Cases heard by Neutral Case Evaluation	23	25	25	20
Cases settled by Neutral Case Evaluation	20	21	20	15

¹Anticipated number of cases handled by Neutral Case Evaluation may decrease because of decrease in pending civil caseload.

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:

1. Public Safety:

- Issue 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.

2. Court Administration

- Coordinate roles of law enforcement and prosecutors in criminal cases.
- 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.

3. Land and Business Records

- Record, index, and maintain land records, including deeds, deeds of trust, certificates of satisfaction, plats, covenants, and easements.
- Record and index trade names for individual businesses, partnerships, limited liability companies, and corporations.
- Provide remote access to land records.

4. Public Service

- Probate wills and record various estate documents, such as lists of heirs, inventories, and accounts.
- Issue marriage licenses.
- Provide prompt response 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.

Clerk of Circuit Court

KEY PROJECTS FOR FY 2014:

- Upgrade land records system for receipting and indexing various documents to use updated technology.
- Continue to provide remote access to land records by paid subscription.
- Provide remote access to court records to additional subscribers.
- Continue plan to reduce costs of paper, toner, and postage by increasing opportunities to e-mail court orders.
- Continue conversion of microfilm and paper records to digital images.
- Continue review of pending court cases to meet case processing guidelines.
- Scan case files to reduce future storage needs and improve access to case files.
- Continue plan to preserve and maintain permanent records of the Clerk's Office by improving storage of archival records.
- Purge records as dictated by retention schedules set out by the Library of Virginia.

BUDGET SUMMARY:

	FY 2011 Actual	FY 2012 Actual	FY 2013 Adopted	FY 2014 Adopted
Costs:				
Personnel	\$918,009	\$948,905	\$982,120	\$994,293
Operating	\$96,163	\$95,273	\$114,055	\$114,055
Capital	\$0	\$0	\$0	\$0
Total	\$1,014,172	\$1,044,178	\$1,096,175	\$1,108,348
Revenue	\$1,683,166	\$1,855,478	\$2,059,250	\$2,103,584
Net Local Revenue	(\$668,994)	(\$811,300)	(\$963,075)	(\$995,236)
Full Time Staff	12.00	12.00	12.00	12.00
Part Time Staff	2.77	2.77	2.77	2.77
Full-time Equivalents	14.77	14.77	14.77	14.77

BUDGET ANALYSIS:

The FY 2014 adopted budget for the Clerk of Circuit Court includes personnel expenditure increases due to rising benefits costs.

Clerk of Circuit Court

Program 1: Clerk of Circuit Court

SERVICE VOLUME	CY2010 Actual	CY 2011 Actual	CY 2012 Actual	CY 2013 Projected
Deed Book recording	11,493	10,858	13,883	15,000
Wills and fiduciary filings ¹	620	509	428	300
Marriages	405	406	468	450
Financing statements	85	82	112	100
Trade names	330	273	244	280
Judgments	2,706	2,343	2,129	2,400
Civil cases filed	1,102	1,041	878	800
Criminal cases filed	1,000	1,054	1,187	1,200
Concealed handgun permits	526	593	958	700
Notary Public	278	273	329	290

¹Fiduciary filings include accountings filed by trustees performing foreclosure sale. The number of foreclosures has continued to decline since CY 2011 and it is anticipated that this trend will continue.

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 and reduce storage requirements.

OUTCOME MEASURES	FY 2011 Actual	FY 2012 Actual	FY 2013 Projected	FY 2014 Goal
Paid subscriptions for remote access to land records	58	83	95	100
Paid subscriptions to remote access to court records ¹	N/A	8	10	12

¹New program in FY 2012.

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.

GOAL:

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

KEY PROJECT FOR FY 2014:

- Oversee the process of certification of wills by administrators and executors.

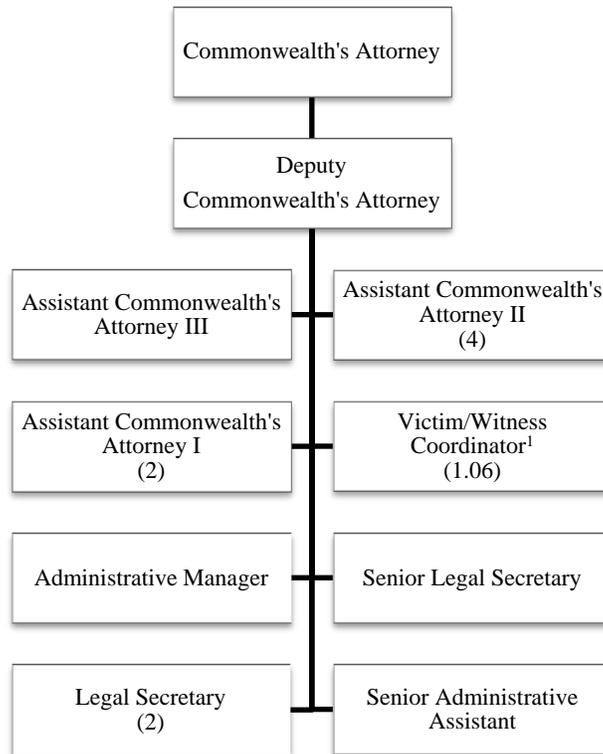
BUDGET SUMMARY:

	FY 2011 Actual	FY 2012 Actual	FY 2013 Adopted	FY 2014 Adopted
Costs:				
Personnel	\$0	\$0	\$0	\$0
Operating	\$2,400	\$2,400	\$2,400	\$2,400
Capital	\$0	\$0	\$0	\$0
Total	\$2,400	\$2,400	\$2,400	\$2,400
Revenue	\$0	\$0	\$0	\$0
Net Local Revenue	\$2,400	\$2,400	\$2,400	\$2,400
Full Time Staff	0.00	0.00	0.00	0.00
Part Time Staff	0.00	0.00	0.00	0.00
Full-time Equivalents	0.00	0.00	0.00	0.00

Commonwealth's Attorney

ORGANIZATIONAL PURPOSE:

The Commonwealth's Attorney is a constitutional officer elected by the registered voters of the County during a general election held every four years. The Commonwealth's Attorney's office prosecutes, on behalf of the Commonwealth and the citizens of Fauquier County, all criminal and traffic cases which come before the County's three State courts to which either the Commonwealth or the County is a party, and to perform such other related duties mandated by statute.



¹ A full-time Victim Witness Coordinator position was divided into two, part-time positions mid-year FY 2013, resulting in an increase of 0.06 FTE.

GOAL:

The primary goal of the Commonwealth's Attorney is to continue to provide effective and efficient prosecution of criminal cases on behalf of the citizens of the County in all criminal and traffic cases instituted in the County's three State Courts to which either the Commonwealth or the County is a party. Included in this goal is the ability to continue to work closely with all law enforcement and other agencies involved in the criminal justice system in the County, the ability to continue to provide advice and assistance to members of state and local law enforcement agencies regarding specific criminal investigations, and the ability to continue to thoroughly, adequately, and effectively prepare and present the cases it prosecutes.

Commonwealth's Attorney

KEY PROJECTS FOR FY 2014:

- Continue to provide effective and efficient prosecution of criminal cases instituted in the County's three State courts.

BUDGET SUMMARY:

	FY 2011 Actual	FY 2012 Actual	FY 2013 Adopted	FY 2014 Adopted
Costs:				
Personnel	\$867,691	\$922,034	\$1,189,560	\$1,248,978
Operating	\$23,813	\$42,866	\$29,700	\$39,325
Capital	\$0	\$6,965	\$0	\$0
Total	\$891,504	\$971,865	\$1,219,260	\$1,288,303
Revenue	\$448,536	\$452,598	\$454,037	\$474,536
Net Local Revenue	\$442,968	\$519,267	\$765,223	\$813,767
Full-time Equivalents	10.67	11.00	15.00	15.06

BUDGET ANALYSIS:

The FY 2014 adopted budget for the Commonwealth's Attorney includes personnel expenditure increases due to rising benefits costs. In mid-year FY 2013, the Commonwealth's Attorney personnel component was increased by 0.6 FTE due to realignment of the full-time victim-witness coordinator to two part-time positions to improve service delivery. Also included are increases to bring general operating expenditures more in line with prior year actuals.

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 & OUTCOME MEASURES	CY 2011 Actual	CY 2012 Actual	CY 2013 Projected	CY 2014 Projected
Juvenile & Domestic Relations District Court cases instituted ¹	824	936	1,058	1,196
General District Court cases instituted ¹	22,734	21,701	23,220	24,845
Circuit Court				
• Cases instituted ¹	1,054	1,191	1,335	1,495
• Jury trials set	N/A	96	105	114
• Bench trials set	14	50	55	61
• Misdemeanor appeal trials set	N/A	113	125	137
• Jury trials that occurred	14	19	24	28

¹In FY 2014, trial numbers include all jury trials and bench trials that are set and prepared for, whether they go to court or are pled, to more accurately reflect the workload of the Commonwealth's Attorney Office. Cases that did not go to trial were not included in service volumes in prior years.

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.

GOAL:

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

KEY PROJECTS FOR FY 2014:

- Preside over all legal proceedings before the court.
- Continue maintenance on the old courthouse.

BUDGET SUMMARY:

	FY 2011 Actual	FY 2012 Actual	FY 2013 Adopted	FY 2014 Adopted
Costs:				
Personnel	\$0	\$0	\$0	\$0
Operating	\$19,298	\$21,538	\$20,185	\$25,985
Capital	\$0	\$0	\$0	\$0
Total	\$19,298	\$21,538	\$20,185	\$25,985
Revenue	\$10,095	\$15,697	\$7,000	\$18,000
Net Local Revenue	\$9,203	\$5,841	\$13,185	\$7,985
Full-time Equivalents	0.00	0.00	0.00	0.00

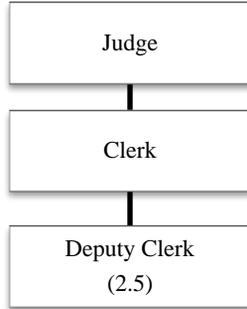
BUDGET ANALYSIS:

The FY 2014 adopted budget for the General District Court includes funding for increased legal expenses.

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.



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 PROJECT FOR FY 2014:

- 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 2011 Actual	FY 2012 Actual	FY 2013 Adopted	FY 2014 Adopted
Costs:				
Personnel	\$0	\$0	\$0	\$0
Operating	\$11,034	\$14,894	\$16,652	\$17,726
Capital	\$0	\$0	\$0	\$0
Total	\$11,034	\$14,894	\$16,652	\$17,726
Revenue	\$0	\$0	\$0	\$0
Net Local Revenue	\$11,034	\$14,894	\$16,652	\$17,726
Full-time Equivalents	0.00	0.00	0.00	0.00

BUDGET ANALYSIS:

The FY 2014 adopted budget for the Juvenile and Domestic Relations Court includes funding for increased leased equipment costs.

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. In addition, 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.

GOAL:

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

KEY PROJECTS FOR FY 2014

- Issue arrest warrants, search warrants, civil warrants, other warrants, and subpoenas.
- Admit to bail or commit to jail.
- Administer oaths and take acknowledgements.
- Act as a conservator of the peace.
- Accept prepayment for certain offenses.
- Issue emergency custody orders, emergency protective orders, civil or criminal temporary mental detention orders, and out of service orders.

BUDGET SUMMARY:

	FY 2011 Actual	FY 2012 Actual	FY 2013 Adopted	FY 2014 Adopted
Costs:				
Personnel	\$57,166	\$57,162	\$73,946	\$73,946
Operating	\$7,999	\$11,912	\$13,827	\$13,827
Capital	\$0	\$0	\$0	\$0
Total	\$65,165	\$69,074	\$87,773	\$87,773
Revenue	\$0	\$0	\$0	\$0
Net Local Revenue	\$65,165	\$69,074	\$87,773	\$87,773
Full-time Equivalents	0.00	0.00	0.00	0.00

