

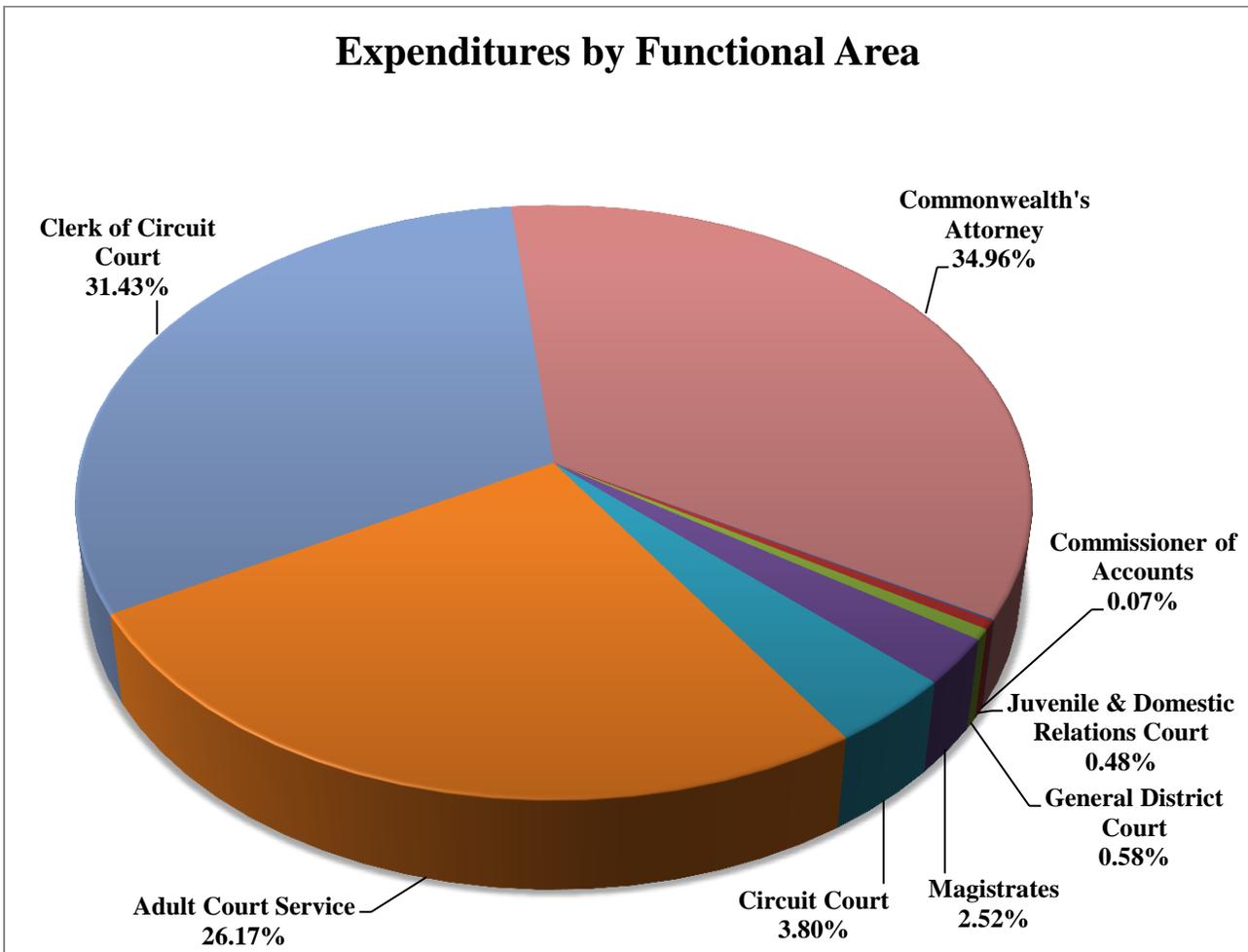
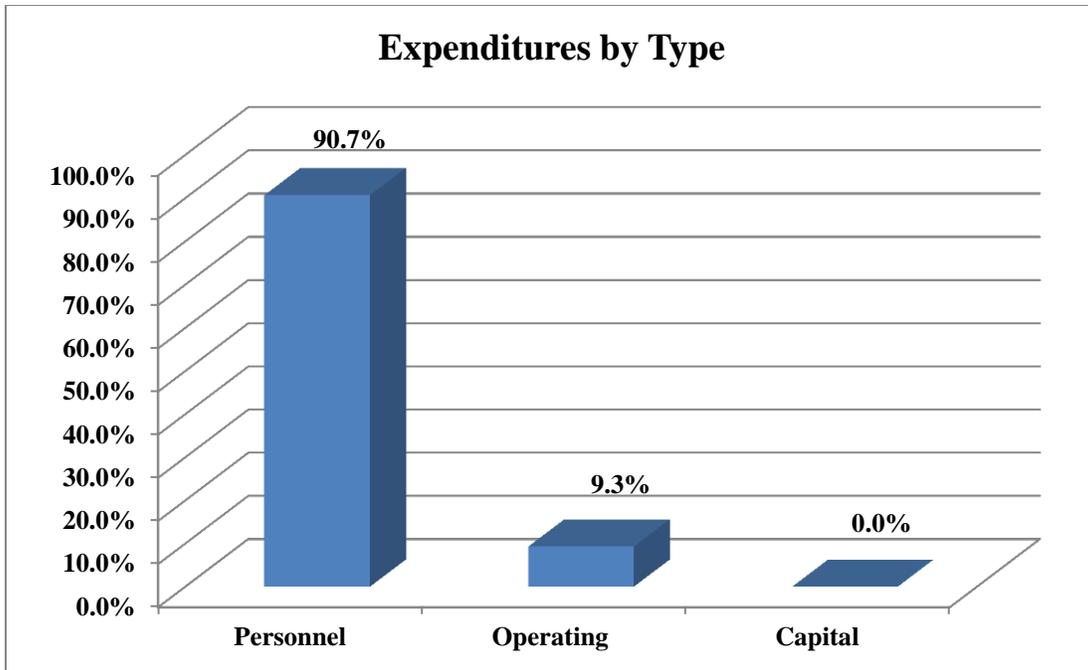
Judicial Administration

Adult Court Services	\$912,563
Circuit Court	132,565
Clerk of Circuit Court	1,096,175
Commissioner of Accounts	2,400
Commonwealth's Attorney	1,219,260
General District Court	20,185
Juvenile & Domestic Relations Court	16,652
<u>Magistrates</u>	<u>87,773</u>
Total	\$3,487,573



**Old Courthouse
Warrenton, Virginia**

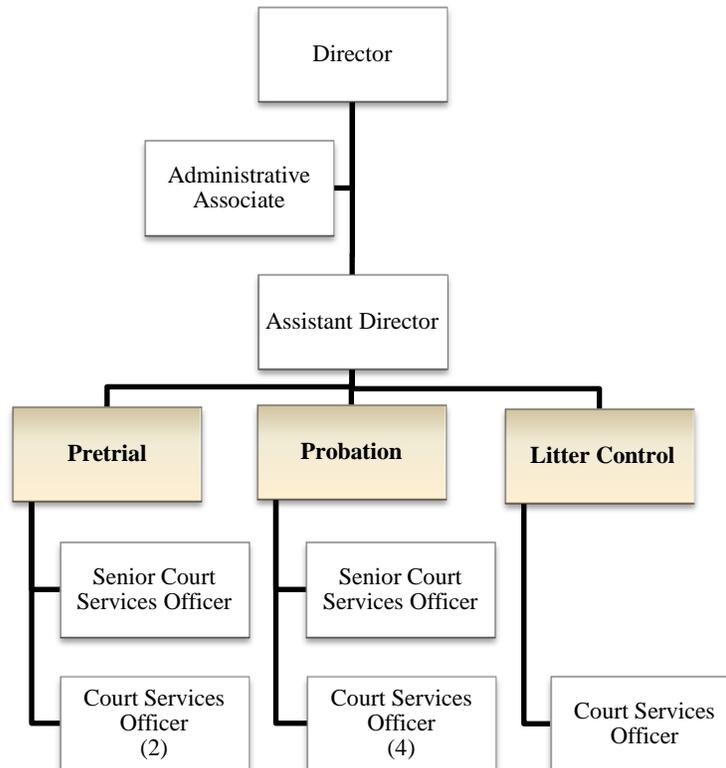
Judicial Administration



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 775 court-referred offenders.
- Secure at least \$490,000 in State or Federal grant revenue for criminal justice services.
- Investigate at least 400 pretrial detainees and supervise at least 550 offenders.
- Place and monitor at least 7,500 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 2013:

- 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 to 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 2010 Actual	FY 2011 Actual	FY 2012 Adopted	FY 2013 Adopted
Costs:				
Personnel	\$775,170	\$772,741	\$799,362	\$834,437
Operating	\$75,964	\$70,946	\$75,976	\$78,126
Capital	\$0	\$0	\$0	\$0
Total	\$851,134	\$843,687	\$875,338	\$912,563
Revenue	\$493,842	\$493,842	\$493,842	\$493,842
Net Local Revenue	\$357,292	\$349,845	\$381,496	\$418,721
Full-time Equivalents	12.00	12.00	12.00	12.00

BUDGET ANALYSIS:

The FY 2013 adopted budget for Adult Court Services includes personnel expenditure increases due to rising benefits costs.

Adult Court Services

Program 1: Local Probation

- Provide probationary supervision of court-referred, convicted offenders in lieu of jail detention.
- Provide court reports, testimony, and investigations as ordered.
- Place and monitor court-ordered community service labor.
- Drug-screen offenders to ensure compliance with court-imposed conditions.
- Collect fines, costs, and restitution to the victims of crime.
- Refer offenders to the appropriate remedial resources.

SERVICE VOLUME	FY 2010 Actual	FY 2011 Actual	FY 2012 Adopted	FY 2013 Adopted
Referrals to probation	776	773	750	775
Rate of successful closure	76%	73%	75%	75%
Community service hours performed	8,830	6,459	7,500	7,500
Fines, costs, restitution monitored/ collected	\$118,000	\$117,525	\$130,000	\$130,000
Average daily caseload	385	415	380	450
Cases closed	863	889	825	925

OBJECTIVE:

- Maintain successful closure rate of probation cases.

OUTCOME MEASURES	FY 2010 Actual	FY 2011 Actual	FY 2012 Estimated	FY 2013 Goal
Rate of successful closure	76%	73%	75%	75%
Referrals to probation	776	773	750	775
Community Service hours performed	8,830	6,459	7,500	7,500

Program 2: Pretrial Services

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

Adult Court Services

SERVICE VOLUME	FY 2010 Actual	FY 2011 Actual	FY 2012 Adopted	FY 2013 Adopted
Pretrial investigations	342	366	375	400
Pretrial placements	425	510	450	550
Average daily caseload	114	124	115	135
Rate of successful pretrial placements	75%	76%	78%	80%
Indigence verifications	300	325	325	350

OBJECTIVE:

- Maintain rate of successful pretrial placements.

OUTCOME MEASURES	FY 2010 Actual	FY 2011 Actual	FY 2012 Estimated	FY 2013 Goal
Pretrial placements	425	510	500	550
Pretrial investigations	342	366	375	400
Rate of successful pretrial placements	75%	76%	78%	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 2010 Actual	FY 2011 Actual	FY 2012 Adopted	FY 2013 Adopted
Litter retrieved (tons)	54	46	52	75
Community service workers used	151	105	140	150

OBJECTIVE:

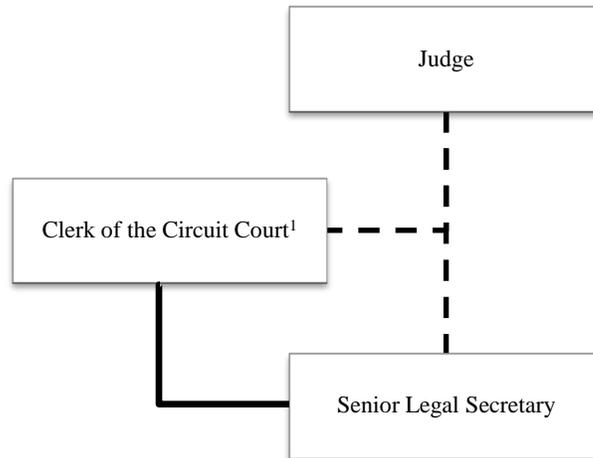
- Reduce litter in the County by increasing community service hours completed.

OUTCOME MEASURES	FY 2010 Actual	FY 2011 Actual	FY 2012 Estimated	FY 2013 Goal
Litter retrieved (tons)	54	46	52	75
Community Service hours completed	4,800	3,100	4,000	5,000

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 makes appointments to various Boards.



¹Funded 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 2013:

- Continue 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 2010 Actual	FY 2011 Actual	FY 2012 Adopted	FY 2013 Adopted
Costs:				
Personnel	\$92,211	\$77,846	\$81,356	\$82,765
Operating	\$56,298	\$49,437	\$49,800	\$49,800
Capital	\$0	\$0	\$0	\$0
Total	\$148,509	\$127,283	\$131,156	\$132,565
Revenue	\$49,188	\$42,180	\$40,500	\$40,500
Net Local Revenue	\$99,321	\$85,103	\$90,656	\$92,065
Full-time Equivalents	1.00	1.00	1.00	1.00

BUDGET ANALYSIS:

The FY 2013 adopted budget for the Circuit Court includes personnel expenditure increases due to rising benefits costs.

Program 1: Circuit Court

The Fauquier Circuit Court is part of the Twentieth Judicial Circuit, which encompasses Fauquier, Loudoun, and Rappahannock Counties. One resident Judge in Fauquier County conducts the majority of the jury trials and bench hearings in civil and criminal cases and three resident Loudoun County Judges assist part-time. Retired judges also assist the Circuit Court by designation of the Supreme Court of Virginia. One courtroom is usually in session on each business day, and both courtrooms are utilized at least eight days a month.

SERVICE VOLUME	CY 2009 Actual	CY 2010 Actual	CY 2011 Actual	CY 2012 Projected
Civil cases completed	906	798	913	900
Miscellaneous petitions/applications reviewed ¹	841	506	347	150
Criminal cases completed	989	1,099	964	1,000
Criminal defendants	339	325	353	300
Jury days	56	63	60	60
Cases ended by trial before Judge	523	412	417	450
Settlement conferences	103	95	91	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.

Circuit Court

OBJECTIVE:

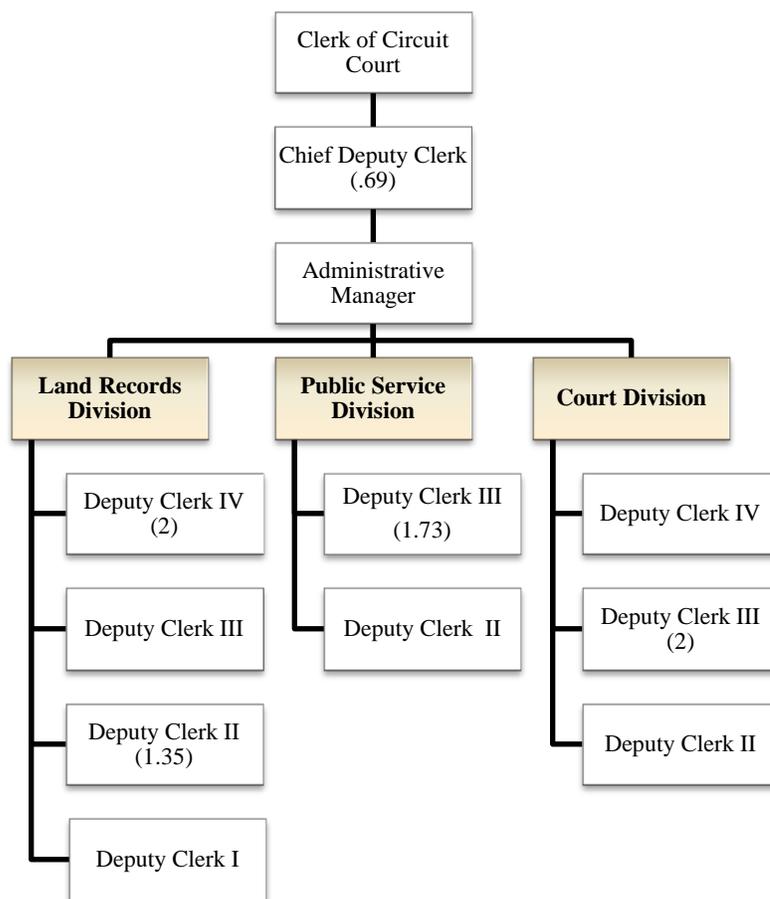
- Reduce costs of trial to Court and to litigants through the Neutral Case Evaluation Program, a program designed to assist litigants in settling cases prior to trial.

OUTCOME MEASURES	CY 2009 Actual	CY 2010 Actual	CY 2011 Actual	CY 2012 Goal
Cases referred to neutral case evaluation	35	51	40	40
Cases heard by neutral case evaluation	24	23	25	25
Cases settled by neutral case evaluation	16	20	20	20

Clerk of the 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.



GOALS:

Public Safety:

- Issue warrants of arrest from a 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.

Clerk of the Circuit Court

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.

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.

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.

KEY PROJECTS FOR FY 2013:

- Continue to provide remote access to land records by paid subscription.
- Provide remote access to court records to additional subscribers.
- Continue 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 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 by the Library of Virginia.

Clerk of the Circuit Court

BUDGET SUMMARY:

	FY 2010 Actual	FY 2011 Actual	FY 2012 Adopted	FY 2013 Adopted
Costs:				
Personnel	\$967,725	\$918,009	\$940,835	\$982,120
Operating	\$102,450	\$96,163	\$114,055	\$114,055
Capital	\$0	\$0	\$0	\$0
Total	\$1,070,175	\$1,014,172	\$1,054,890	\$1,096,175
Revenue	\$1,686,499	\$1,683,166	\$2,059,150	\$2,059,250
Net Local Revenue	(\$616,324)	(\$668,994)	(\$1,004,260)	(\$963,075)
Full-time Equivalents	15.08	14.77	14.77	14.77

BUDGET ANALYSIS:

The FY 2013 adopted budget for the Clerk of Circuit Court includes personnel expenditure increases due to rising benefits costs.

SERVICE VOLUME	CY 2009 Actual	CY 2010 Actual	CY 2011 Actual	CY 2012 Projected
Deed Book Recording	12,328	11,493	10,858	12,000
Wills and fiduciary filings ¹	581	620	509	500
Marriages	361	405	406	400
Financing Statements	77	85	85	80
Trade Names	296	330	330	300
Judgments	2734	2,706	2,343	2,500
Civil cases filed	1,170	1,102	1,039	1,100
Criminal cases filed	1,069	1,000	1,050	1,000
Concealed Handgun Permits	662	526	593	550
Notary Public	287	278	273	280

¹Fiduciary filings include accountings filed by trustees performing foreclosure sale. The number of foreclosures began to decline in CY 2011, and it is anticipated that this trend will continue in CY 2012.

Clerk of the 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 and reduce storage requirements.

OUTCOME MEASURES	FY 2010 Actual	FY 2011 Actual	FY 2012 Estimated	FY 2013 Goal
Paid subscriptions for remote access to land records	52	58	60	70
Paid subscriptions to remote access to court records ¹	N/A	N/A	20	35

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 PROJECTS FOR FY 2013:

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

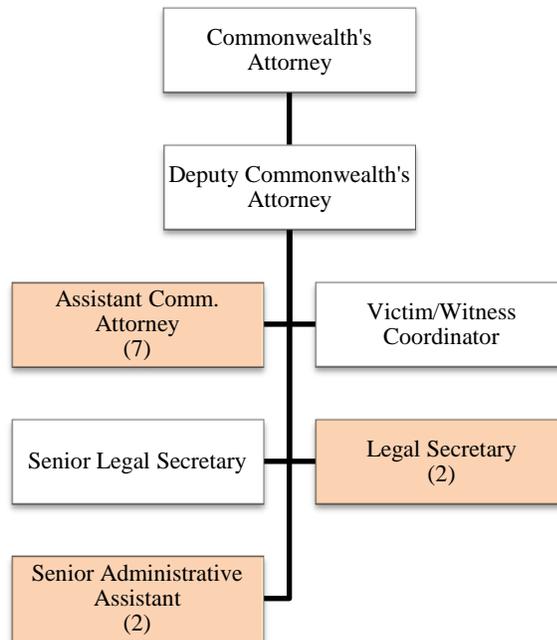
BUDGET SUMMARY:

	FY 2010 Actual	FY 2011 Actual	FY 2012 Adopted	FY 2013 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 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.



FY 2013 enhancements totaling 4.0 FTE included in shaded positions.

GOALS:

The primary goal of the Commonwealth's Attorney is 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 work closely with all law enforcement and other agencies involved in the criminal justice system in the County, to provide advice and assistance to members of State and local law enforcement agencies regarding specific criminal investigations, and to thoroughly, adequately, and effectively prepare and present the cases it prosecutes.

KEY PROJECT FOR FY 2013:

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

Commonwealth's Attorney

BUDGET SUMMARY:

	FY 2010 Actual	FY 2011 Actual	FY 2012 Adopted	FY 2013 Adopted
Costs:				
Personnel	\$857,104	\$867,691	\$883,409	\$1,189,560
Operating	\$24,567	\$23,813	\$25,241	\$29,700
Capital	\$0	\$0	\$0	\$0
Total	\$881,671	\$891,504	\$908,650	\$1,219,260
Revenue	\$423,801	\$448,536	\$450,367	\$454,037
Net Local Revenue	\$457,870	\$442,968	\$458,283	\$765,223
Full-time Equivalents	10.67	10.67	10.67	15.00

BUDGET ANALYSIS:

The FY 2013 adopted budget for the Commonwealth's Attorney includes increased personnel expenses resulting from the conversion of a Senior Administrative Assistant position from part-time to full-time in mid-FY 2012, and the addition of two Assistant Commonwealth Attorneys, one Legal Secretary, and one Senior Administrative Assistant in FY 2013. Also included are personnel expenditure increases due to rising benefits costs.

OBJECTIVE:

- Provide effective and efficient prosecution of all criminal and traffic cases instituted in the County's three State courts to which either the Commonwealth or the County is a party.

SERVICE VOLUME & OUTCOME MEASURES¹	CY 2009 Actual	CY 2010 Actual	CY 2011 Actual	CY 2012 Projected
Cases instituted in the Juvenile & Domestic Relations District Court	984	937	824	1,000
Cases instituted in the General District Court	26,150	21,407	22,734	25,000
Cases instituted in the Circuit Court	1,072	1,005	1,054	1,150
Jury trial days in the Circuit Court	42	37	13 ²	41
Trials set ³	N/A	N/A	N/A	90

¹These figures were obtained from the Virginia Supreme Court and the Fauquier County Circuit Court and are available only on a Calendar Year (CY) basis.

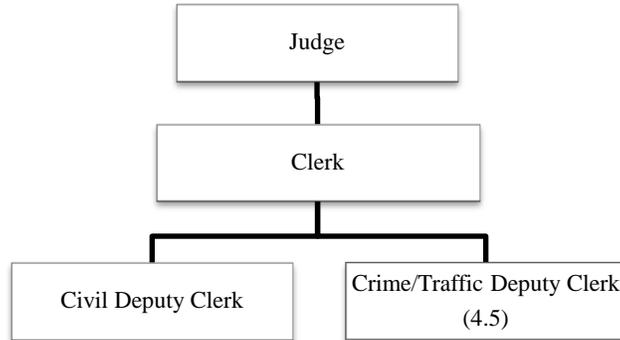
²Cases set for trial, requiring full preparation, that did not go to Court/trial due to a pleading are not included in this figure.

³New measure for CY 2012.

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 2013:

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

BUDGET SUMMARY:

	FY 2010 Actual	FY 2011 Actual	FY 2012 Adopted	FY 2013 Adopted
Costs:				
Personnel	\$0	\$0	\$0	\$0
Operating	\$18,946	\$19,298	\$16,485	\$20,185
Capital	\$0	\$0	\$0	\$0
Total	\$18,946	\$19,298	\$16,485	\$20,185
Revenue	\$8,927	\$10,095	\$7,000	\$7,000
Net Local Revenue	\$10,019	\$9,203	\$9,485	\$13,185
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

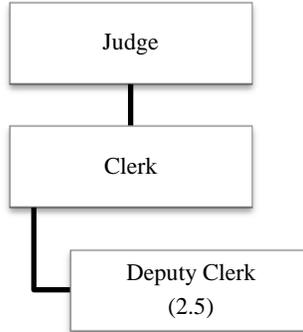
BUDGET ANALYSIS:

The FY 2013 adopted budget for the General District Court includes an increase in operating expenditures for legal services.

Juvenile and Domestic Relations Court

ORGANIZATIONAL PURPOSE:

The Fauquier County Juvenile & 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 2013:

- 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 2010 Actual	FY 2011 Actual	FY 2012 Adopted	FY 2013 Adopted
Costs:				
Personnel	\$0	\$0	\$0	\$0
Operating	\$7,845	\$11,034	\$13,848	\$16,652
Capital	\$0	\$0	\$0	\$0
Total	\$7,845	\$11,034	\$13,848	\$16,652
Revenue	\$0	\$0	\$0	\$0
Net Local Revenue	\$7,845	\$11,034	\$13,848	\$16,652
Full-time Equivalents	0.00	0.00	0.00	0.00

BUDGET ANALYSIS:

The adopted FY 2013 budget includes operating expenditure increases for leased equipment.

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.

GOALS:

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

KEY PROJECTS FOR FY 2013:

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

BUDGET SUMMARY:

	FY 2010 Actual	FY 2011 Actual	FY 2012 Adopted	FY 2013 Adopted
Costs:				
Personnel	\$57,188	\$57,166	\$73,946	\$73,946
Operating	\$10,667	\$7,999	\$13,827	\$13,827
Capital	\$0	\$0	\$0	\$0
Total	\$67,855	\$65,165	\$87,773	\$87,773
Revenue	\$0	\$0	\$0	\$0
Net Local Revenue	\$67,855	\$65,165	\$87,773	\$87,773
Full-time Equivalents	0.00	0.00	0.00	0.00

