

City of Alexandria, Virginia

Clerk of Circuit Court

J. Greg Parks

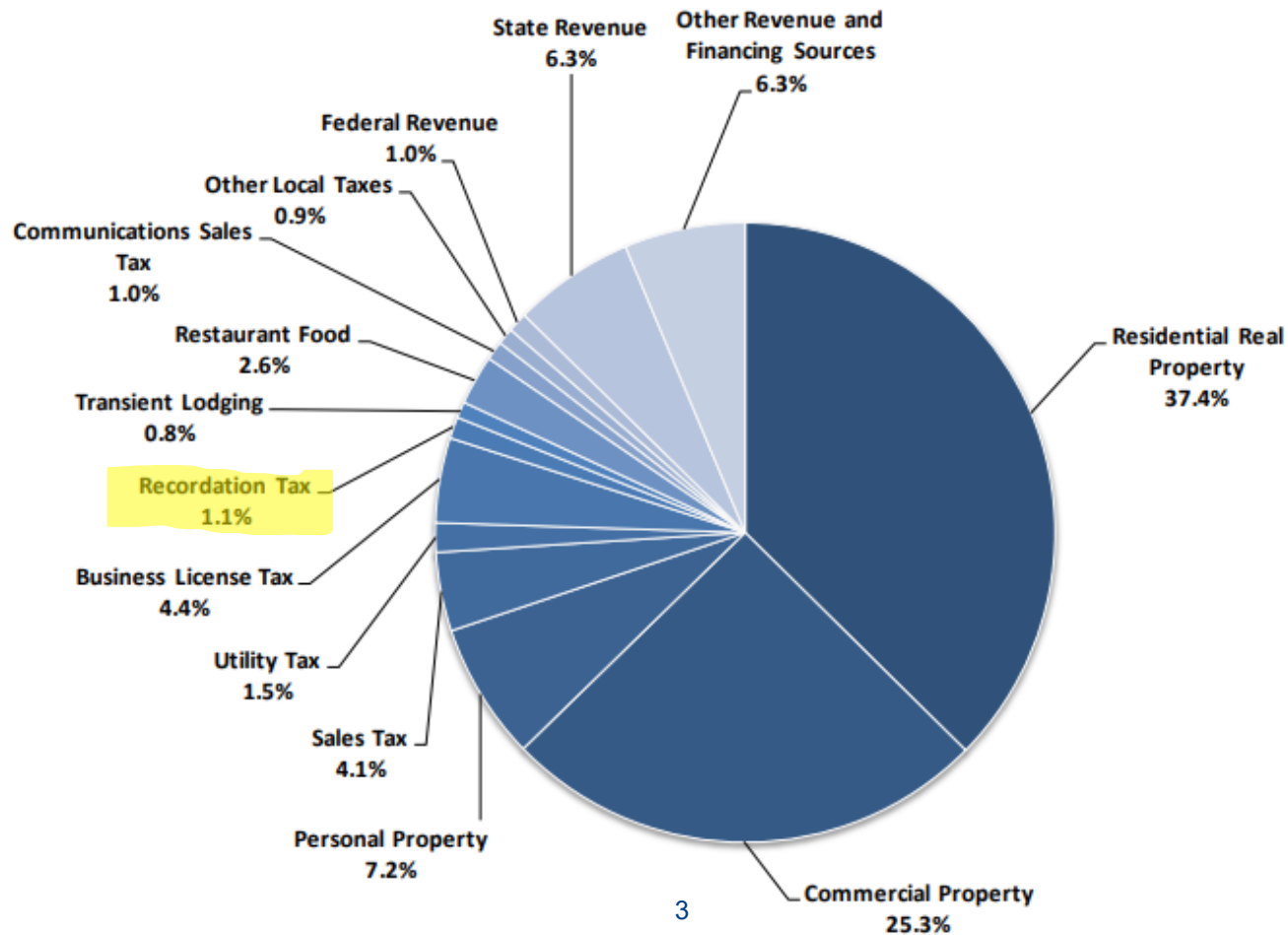


Overview



- Office dates to 1619 when constitutional officers were created by the House of Burgesses
- Elected city-wide to an eight-year term.
- Over 800 duties in Virginia Code: land records, probate of wills and trusts, oaths of office, marriage licenses, courtroom clerks, et al.
- In 2020-21, collected **\$16 Million** in real estate taxes and fees and transferred it to the city, and **\$800,000** in other fines and fees.

City Revenue Collected



Senior Leadership & Staff



- Clerk of Court: **J. Greg Parks** was elected in the November 2019 general election to an 8-year term.
- Chief Deputy Clerk: **John Knippenberg**
- Chief of Staff: **Benjamin Ortiz**
- **22** Deputy Clerks in four divisions



Public Service Division



- Civil Case Filings
- Marriage Licenses
- Concealed Carry Permits
- Notary Public Oaths

Court Support Division



- Criminal Case Filings
- Courtroom Clerks
- Court Orders, Summons, etc.
- Appeals



Land Records Division



- Records deeds, mortgages, refinances
- Records wills and trusts
- Maintains Public Records Room
- Since 2020, added over 50 additional years of land records to the public online access system.



Probate Division

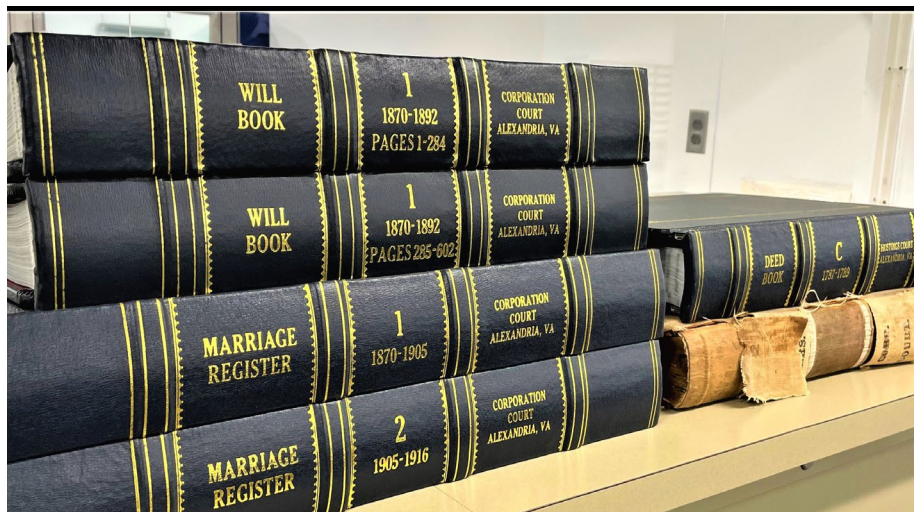


- Probate of Wills and Trusts
- Qualifications of Executors and Administrators
- Appointment of Guardians

Historic Records



- Court of Record
- Records to Founding of Alexandria
- Public Access
- Since 2020, \$65K in Library of Virginia Preservation Grants have Restored 19 Volumes



Election Materials



- Legal Custodian after results certified by Registrar
- Responsible for security during retention
- Typically, 250,000 documents per election
- First ever State audit in 2020



Key Initiatives



- Alexandria Justice Information System (AJIS) Replacement
- Digitization of Records
- Preservation of Records
- Electronic Filing
- West End Service Center

Contact Information



- Web: www.alexandriava.gov/clerkofcircuitcourt
- Telephone: 703-746-4044
- In person or mail: Alexandria Courthouse,
520 King Street, Room 307, 22314
- Email: Greg.Parks@AlexandriaVA.gov
- Hours are 8 a.m. to 4 p.m., Monday to Friday
except holidays.