

# Clerk of the Court

**Mission Statement:** The mission of the Clerk of the Court is to serve as the recorder of all deeds, wills and other legal documents filed in the City; the office provides clerical assistance to the Circuit Court judges in courtroom proceedings and processes all civil and criminal cases filed with the court.

## Expenditure and Revenue Summary

Expenditure By Classification	FY 2009 Actual	FY 2010 Approved	FY 2011 Approved	% Change 2010-2011
Personnel	\$1,512,642	\$1,477,564	\$1,431,991	-3.1%
Non-Personnel	94,296	85,987	86,700	0.8%
Capital Goods Outlay	7,583	0	0	0.0%
<b>Total Expenditures</b>	<b>\$1,614,521</b>	<b>\$1,563,551</b>	<b>\$1,518,691</b>	<b>-2.9%</b>
<b>Less Revenues</b>				
Internal Services	\$0	\$0	\$0	0.0%
Special Revenue Funds	15,173	0	0	0.0%
<b>Total Designated Funding Sources</b>	<b>\$15,173</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>
<b>Net General Fund Expenditures</b>	<b>\$1,599,348</b>	<b>\$1,563,551</b>	<b>\$1,518,691</b>	<b>-2.9%</b>
<b>Total Department FTE's</b>	<b>23.0</b>	<b>23.0</b>	<b>22.0</b>	<b>-4.3%</b>

### Highlights

- In FY 2011 the approved General Fund budget decreased \$44,860 or 2.9%.
- FY 2011 personnel costs decreased by \$45,573, or 3.1%; the decrease was due to the hiring of employees at a lower than previously budgeted level and the elimination of a full-time Record Clerk position (\$41,966) in the Land Records Program, described on the following pages. These reductions were offset by employee step adjustments and an increase in benefit costs.
- Total non-personnel costs increase by \$713, or 0.8%, due to the department's share of costs of the new Cityworks customer relationship management system. (The operating costs of this system are being allocated proportionately to various departments using the system.)

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## Activity Level Summary Information

### Expenditure Summary

Expenditure By Program	FY 2009 Actual	FY 2010 Approved	FY 2011 Approved	% Change 2010-2011
Court Support	\$771,817	\$686,233	\$703,208	2.5%
Land Records	\$441,231	452,829	343,048	-24.2%
Public Services	\$401,472	424,489	472,435	11.3%
<b>Total Expenditures</b>	<b>\$1,614,520</b>	<b>\$1,563,551</b>	<b>\$1,518,691</b>	<b>-2.9%</b>

### Staffing Summary

Authorized Positions (FTE's) by Program	FY 2009 Actual	FY 2010 Approved	FY 2011 Approved	% Change 2010-2011
Court Support	9.9	8.9	8.9	0.0%
Land Records	7.0	7.0	6.0	-14.4%
Public Services	6.2	7.2	7.2	0.0%
<b>Total full time equivalents (FTE's)</b>	<b>23.0</b>	<b>23.0</b>	<b>22.0</b>	<b>-4.3%</b>

### Clerk of the Court Programs and Activities

#### Court Support

- Criminal Case Process
- Civil and Criminal Case Support
- Public Inquiries
- Wills and Probate
- Leadership and Management

#### Land Records

- Recordation of Land Documents
- Public Inquiries
- Recordation of Judgments & Financing Statements

#### Public Services

- Civil Case Filings
- License, Permit & Certificate Processing
- Public Inquiries

### Dept Info

#### Department Contact Info

703.746.4044  
<http://www.alexandriava.gov/clerkofcourt/>

#### Department Head

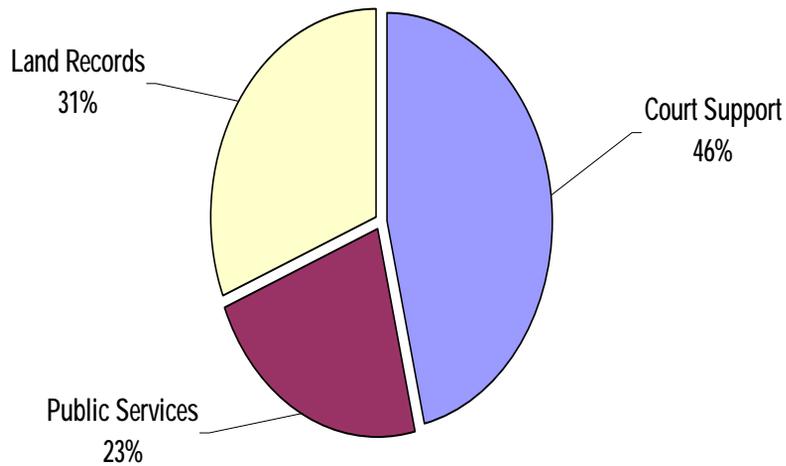
Ed Semonian, Clerk of the Court  
 703.746.4044  
[Ed.Semonian@alexandriava.gov](mailto:Ed.Semonian@alexandriava.gov)

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## Selected Performance Measures

Selected Performance Measures	FY 2009 Actual	FY 2010 Approved	FY 2011 Approved
# of criminal cases processed	1,827	1,740	1,784
Cost per criminal case processed	\$24.84	\$8.82	\$38.70
# of land document transactions processed (total)	23,679	29,000	26,340
Cost per recordation of land document transaction	\$13.39	\$8.75	\$8.81
# civil case filings processed	4,053	3,710	3,882
Cost per civil case filing processed	\$21.23	\$31.82	\$33.78

### FY 2011 Approved Expenditures by Program



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## Court Support Program

The goal of the Court Support Program is to provide assistance at court proceedings, process criminal cases, process all civil and criminal pleadings and orders, and issue and process probate related qualifications to support the effective operation of the Circuit Court.

Program Totals	FY 2009 Actual	FY 2010 Approved	FY 2011 Approved
% of All Funds Budget	47.8%	43.9%	46.3%
Total Expenditures	\$771,817	\$686,233	\$703,208
Less Revenues	\$15,173	\$0	\$0
Net General Fund Expenditures	\$756,644	\$686,233	\$703,208
Program Outcomes			
% of cases and transactions processed within targeted timeframes	100%	100%	100%

### Activity Data

<b>CRIMINAL CASE PROCESS</b> – The goal of Criminal Case Processing is to process all criminal cases in a timely manner to enable contributing agencies to access files via the Alexandria Judicial Information System (AJIS).	<b>FY 2009 Actual</b>	<b>FY 2010 Approved</b>	<b>FY 2011 Approved</b>
Expenditures	\$45,384	\$15,353	\$69,041
FTE's (In FY 2011, FTEs have been reallocated between activities to best accommodate the customer demands)	0.8	0.3	1.4
# of criminal cases processed	1,827	1,740	1,784
Cost per criminal case processed	\$24.84	\$8.82	\$38.70
% of cases processed within two business days	100%	100%	100%
<b>CIVIL AND CRIMINAL CASE SUPPORT</b> – The goal of Civil and Criminal Case Support is to prepare criminal court orders and scan and index all pleadings and court orders in a timely manner in order for the public and contributing agencies to access this information.			
Expenditures	\$183,357	\$176,898	\$120,888
FTE's (In FY 2011, FTEs have been reallocated between activities to best accommodate the customer demands)	3.1	3.0	1.9
# transactions processed (total)	87,574	85,208	86,391
Cost per transaction	\$2.09	\$2.08	\$1.40
% of transactions processed within two business days	100%	100%	100%
<b>PUBLIC INQUIRIES</b> – The goal of Public Inquiries is to answer inquiries by phone or in person in a responsive manner.			
Expenditures	\$71,986	\$66,075	\$73,803
FTE's	1.3	1.1	1.2
# of inquiries handled	19,757	17,699	18,728
Cost per inquiry	\$3.64	\$3.73	\$3.94
% of inquiries handled in a satisfactory manner	100%	100%	100%

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## Court Support Program, continued

### Activity Data

WILLS AND PROBATE – The goal of Wills and Probate is to meet with and qualify executors, administrators, trustees and guardians and process and maintain wills and associated documents.	FY 2009 Actual	FY 2010 Approved	FY 2011 Approved
Expenditures	\$66,013	\$35,363	\$56,609
FTE's (In FY 2011, FTEs have been reallocated between activities to best accommodate the customer demands)	0.7	0.5	1.0
# of transactions processed (probates, qualifications, and related documents)	7,380	7,244	7,312
Cost per transaction	\$8.94	\$4.88	\$7.74
% of transactions issued, indexed, and scanned within two business days	100%	100%	100%
LEADERSHIP AND MANAGEMENT – The goal of Leadership and Management is to plan, organize, direct and coordinate all activities of the department in order to achieve its goals effectively and efficiently.			
Expenditures	\$405,077	\$392,544	\$382,867
FTE's (In FY 2011, FTEs have been reallocated between activities to best accommodate the customer demands)	4.1	4.1	3.5
# of activities managed	11	11	11
Cost per activity	\$36,825	\$35,686	\$34,806
% of department activities achieving effectiveness objectives	100%	100%	100%

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## Land Records Program

The goal of the Land Records Program is to calculate, receipt, scan, index, verify indexing and maintain all land record documents in order to maintain a permanent legal record for the City including but not limited to: deeds, deeds of trust, assignments, certificates of satisfaction, power of attorneys, financing statements, judgments and plats and easements.

Program Totals	FY 2009 Actual	FY 2010 Approved	FY 2011 Approved
% of All Funds Budget	27.3%	29.0%	22.6%
Total Expenditures	\$441,231	\$452,829	\$343,048
Less Revenues	\$0	\$0	\$0
Net General Fund Expenditures	\$441,231	\$452,829	\$343,048
Program Outcomes			
% of transactions processed within targeted timeframes	100%	100%	100%

### Activity Data

RECORDATION OF LAND DOCUMENTS – The goal of Recordation of Land Documents is to record and process land transactions in a timely manner to facilitate settlements and the return of the original documentation to the owner.	FY 2009 Actual	FY 2010 Approved	FY 2011 Approved
Expenditures	\$317,014	\$302,808	\$231,957
FTE's	4.7	4.7	4.3
# of land document transactions processed (total)	23,679	29,000	26,340
Cost per recordation of land document transaction	\$13.39	\$8.75	\$8.81
% of transactions processed within three business days (excluding time to return documents)	100%	100%	100%

PUBLIC INQUIRIES – The goal of Public Inquiries is to answer inquiries by phone or in person in a responsive manner.			
Expenditures	\$90,922	\$111,693	\$95,632
FTE's	1.7	1.7	1.5
# of inquiries handled	25,347	24,500	24,925
Cost per inquiry	\$3.59	\$4.56	\$3.84
% of inquiries handled in a satisfactory manner	100%	100%	100%

RECORDATION OF JUDGMENTS & FINANCING STATEMENTS – The goal of Recordation of Judgments and Financing Statements is to record, docket and process these items in a timely manner in order to effectuate a lien on real estate.			
Expenditures	\$33,295	\$38,328	\$15,459
FTE's	0.6	0.6	0.2
# of transactions processed (total)	5,921	5,300	5,611
Cost per transaction	\$5.62	\$7.23	\$2.76
% of transactions processed within one business day	100%	100%	100%

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## Public Services Program

The goal of the Public Services Program is to process all civil case filings, issue licenses, certificates and permits to the general public as mandated by the Code of Virginia.

Program Totals	FY 2009 Actual	FY 2010 Approved	FY 2011 Approved
% of All Funds Budget	24.9%	27.1%	31.1%
Total Expenditures	\$401,472	\$424,489	\$472,435
Less Revenues	\$0	\$0	\$0
Net General Fund Expenditures	\$401,472	\$424,489	\$472,435
Program Outcomes			
% of transactions processed within targeted timeframes	100%	100%	100%

### Activity Data

CIVIL CASE FILINGS – The goal of Civil Case Filings is to scan, receipt, index and issue process in all divorce and law cases for attorneys and the general public in a timely manner.	FY 2009 Actual	FY 2010 Approved	FY 2011 Approved
Expenditures	\$86,058	\$118,063	\$131,153
FTE's (In FY 2011, FTEs have been reallocated between activities to best accommodate the customer demands)	1.7	2.2	2.1
# civil case filings processed	4,053	3,710	3,882
Cost per civil case filing processed	\$21.23	\$31.82	\$33.78
% of filings processed within two business days	100%	100%	100%
LICENSE, PERMIT, & CERTIFICATE PROCESSING – The goal of License, Permit and Certificate Processing is to issue and process marriage licenses, concealed handgun permits, notarial certificates; register business names; qualify notaries; record military discharge certificates; and administer oaths to elected and appointed officials.			
Expenditures	\$156,834	\$153,502	\$166,169
FTE's (In FY 2011, FTEs have been reallocated between activities to best accommodate the customer demands)	2.5	2.7	2.6
# of transactions processed (total)	17,406	16,060	16,733
Cost per transaction	\$9.01	\$9.56	\$9.93
% of licenses, permits, and certificates issued, scanned, and indexed within two business days	100%	100%	100%
PUBLIC INQUIRIES – The goal of Public Inquiries is to answer inquiries by phone or in person in a responsive manner.			
Expenditures	\$158,580	\$152,924	\$175,113
FTE's (In FY 2011, FTEs have been reallocated between activities to best accommodate the customer demands)	2.1	2.4	2.6
# of inquiries handled	44,101	44,064	44,083
Cost per inquiry	\$3.60	\$3.47	\$3.97
% of inquiries handled in a satisfactory manner	100%	100%	100%

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## Summary of Budget Changes

### Expenditure Reductions

<b>Activity</b>	<b>Reduction Option</b>	<b>FTE's</b>	<b>FY 2011 Approved</b>
<b>Land Records</b>	<i>Personnel</i>	<b>(1.0 FTE)</b>	<b>(\$41,966)</b>
<p>This reduction reflects the elimination of a full-time Record Clerk position in the Land Records program. The elimination of the position could impact the Department's customer service at the counter and on the phone, as well as the ability of providing clerks for courtroom proceedings.</p>			

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## Miscellaneous

### "Net City Share" of Clerk of Court Operations

	FY 2009 Actual	FY 2010 Approved	FY 2011 Approved
<b>General Fund Expenditures</b>			
Personnel	\$ 1,512,642	\$ 1,477,564	\$ 1,431,991
Non-Personnel	94,296	85,987	86,700
Capital Goods	7,583	-	-
<i>Total General Fund Expenditures</i>	<i>\$ 1,614,521</i>	<i>\$ 1,563,551</i>	<i>\$ 1,518,691</i>
<b>General Fund Revenues<sup>11</sup></b>			
State Reimbursement for Personnel Costs	\$ 797,594	\$ 974,319	\$ 951,639
Excess Clerks' Fees Collected	384,242	150,000	150,000
<i>Total General Fund Revenues</i>	<i>\$ 1,181,836</i>	<i>\$ 1,124,319</i>	<i>\$ 1,101,639</i>
<b>Net City Share (General Fund Expenditures less General Fund Revenues)</b>	<b>\$ 432,685</b>	<b>\$ 439,232</b>	<b>\$ 417,052</b>

<sup>11</sup> In addition to the General Fund revenues reflected here, The Clerk of Courts collects Real Estate Recordation taxes, which as of September 1, 2004, are generally assessed at a total rate of \$0.3333 per \$100 of value of the deed or documentation being recorded. Of the total \$0.3333 per \$100 of value of the deed, \$0.08333 per \$100 is remitted to the City (budgeted as General Fund revenue) and \$0.25 per \$100 is remitted to the State. In FY 2011, it is estimated that the City will receive \$3.8 million for this tax. A portion of the recordation taxes returned to the State from Northern Virginia jurisdictions is pledged as the debt service payment for the State transportation bonds that have been previously issued for a series of high priority Northern Virginia transportation projects.

The office also collects court fines and forfeitures and remits these to the City or the State as appropriate under applicable laws.