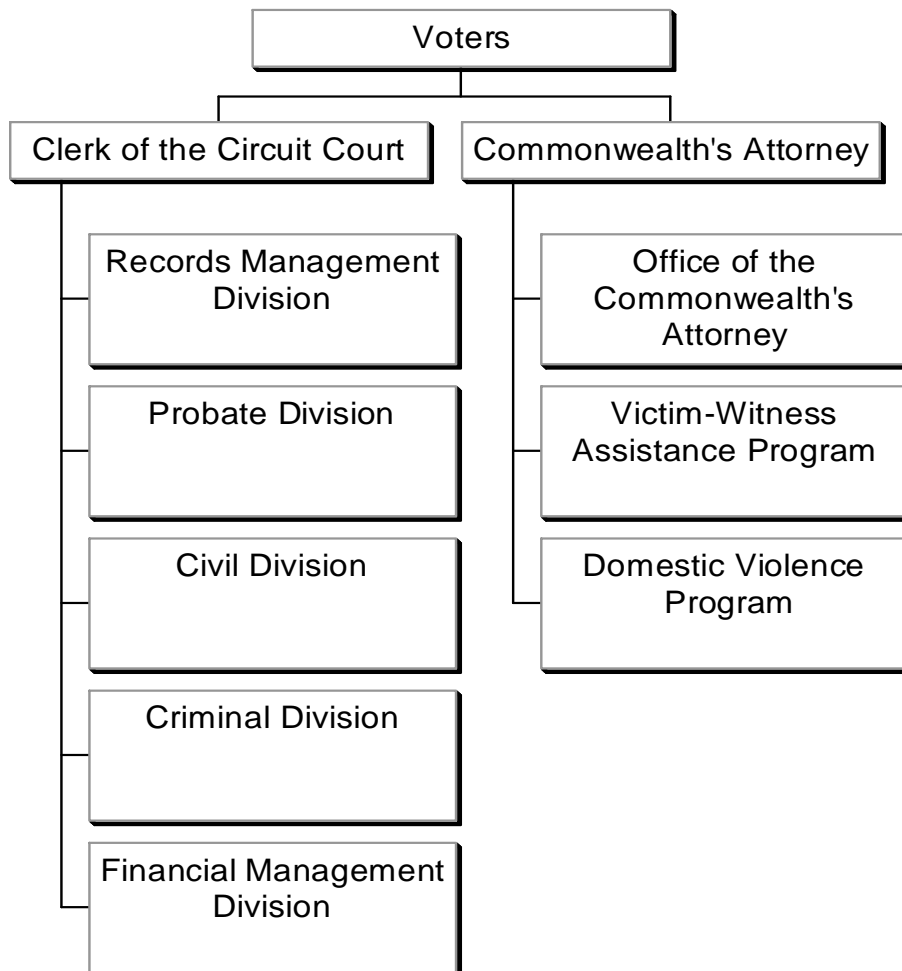


# Clerk of the Circuit Court & Commonwealth's Attorney



## Clerk of the Circuit Court

The Clerk of Circuit Court is the custodian of all permanent records for the citizens of York County and the City of Poquoson. The following divisions accomplish these tasks:

- **Records Management Division** - Assigns document numbers for land records, judgments, financing statements; collects fees and taxes; creates indexes and scans all documents for permanent record; makes copies of permanent records requested by public; issues marriage licenses; files all documents.
- **Probate Division** - Files wills; collects probate tax and clerk's fee; issues certificates of qualification for executors, administrators, trustees, guardians, and conservators authorizing them to manage estates.
- **Civil Division** - Files civil cases (lawsuits, divorces, adoptions, name change petitions, etc.); prepares papers for service; issues subpoenas and concealed handgun permits; processes court orders; docket judgments; submits monthly reports to the Bureau of Vital Statistics.
- **Criminal Division** - Prepares docket and case files for felonies and misdemeanor appeals; assists judge in courtroom for criminal cases; prepares criminal orders; processes criminal orders and distributes them to appropriate agencies; enters fines and costs data into financial system; submits monthly statistical reports to Supreme Court of Virginia; prepares master jury list for each term of court, maintains grand jury list and prepares grand jury orders.
- **Financial Management Division** - Orders supplies; generates payments or payment requests for supplies, court appointed attorneys, juries, witnesses, court reporters, psychologists; balances financial accounts and reconciles bank accounts; collects fines and costs; deposits and disburses trust funds or escrowed funds as directed by court; prepares financial reports required by State.

## Commonwealth's Attorney

The Commonwealth's Attorney's Office is responsible for prosecuting all felonies, misdemeanor appeals and certain misdemeanors and criminal forfeiture cases originating in York County and the City of Poquoson. The Commonwealth's Attorney also advises law enforcement personnel regarding criminal law and procedure; renders advisory opinions to local officials regarding conflicts of interest, and responds to citizen's inquiries regarding State law, local ordinances and the criminal justice system. The Commonwealth's Attorney's Office provides a specially trained prosecutor with extensive expertise to handle cases involving juvenile defendants and supervises two separately funded programs which provide designated services to victims and witnesses of crime and victims of intimate partner violence and other sexual assault:

- **Victim-Witness Assistance Program** - assists crime victims and prosecution witnesses to understand and participate fully with the criminal justice system and with collection of compensation for financial losses which result from criminal offenses; and
- **Domestic Violence Program** - primarily responsible for the prosecution of domestic violence, rape and other sexual assault, and stalking offenses committed against adult women.

## Clerk of the Circuit Court Commonwealth's Attorney's Office

	FY2006 Actual Expenditures	FY2007 Actual Expenditures	FY2008 Actual Expenditures	FY2009 Original Budget	FY2009 Estimated Budget	FY2010 Adopted Budget	% Change Original 2009 / Adopted 2010
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### Expenditure by Activity:

Clerk of the Court	778,496	883,258	923,266	949,909	975,252	902,493	-4.99%
Commonwealth's Attorney	816,594	887,463	910,276	994,435	999,146	993,198	-0.12%
Victim-Witness	122,045	167,742	208,381	186,419	186,419	182,651	-2.02%
Domestic Violence	<u>46,520</u>	<u>53,029</u>	<u>43,192</u>	<u>48,970</u>	<u>45,134</u>	<u>47,572</u>	-2.85%
<b>Total Expenditures</b>	<u><b>1,763,655</b></u>	<u><b>1,991,492</b></u>	<u><b>2,085,115</b></u>	<u><b>2,179,733</b></u>	<u><b>2,205,951</b></u>	<u><b>2,125,914</b></u>	-2.47%

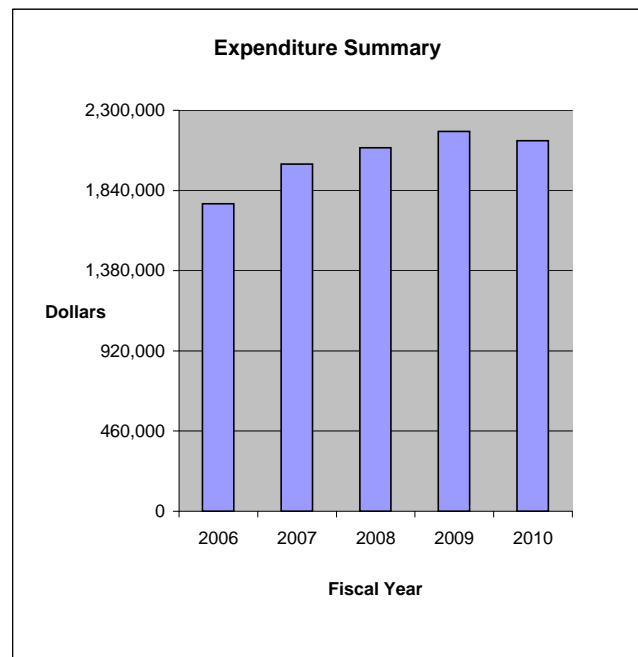
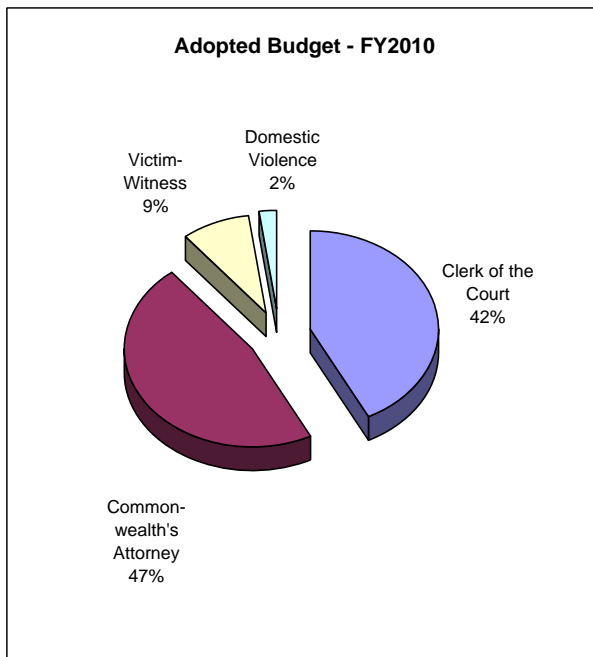
### Expenditure By Category:

Personnel Services	1,639,501	1,821,763	1,902,926	2,051,073	2,051,073	2,029,929	-1.03%
Contractual Services	35,071	25,972	32,384	48,935	53,893	36,045	-26.34%
Internal Services	1,877	83	71	100	100	100	0.00%
Other Charges	27,477	32,423	37,594	36,850	35,614	34,215	-7.15%
Materials & Supplies	23,655	23,745	26,338	25,775	26,555	24,425	-5.24%
Leases & Rentals	-	-	-	-	1,200	1,200	100.00%
Capital Outlay	36,074	87,506	58,919	17,000	36,641	-	-100.00%
Grants, Donations & Cntrbtns	-	-	26,883	-	875	-	0.00%
<b>Total Expenditures</b>	<u><b>1,763,655</b></u>	<u><b>1,991,492</b></u>	<u><b>2,085,115</b></u>	<u><b>2,179,733</b></u>	<u><b>2,205,951</b></u>	<u><b>2,125,914</b></u>	-2.47%

% of Total FY2010  
Funding Sources

### Funding Sources:

Local/State Non-Categorical	301,245	480,554	573,883	757,071	757,071	924,726	43.50%
Permits, Fees, Fines	1,594	775	701	-	-	-	0.00%
Charges for Services	453,557	417,991	370,202	380,000	380,000	165,100	7.77%
State/Federal Aid & Grants	134,767	122,996	144,409	114,056	114,931	106,616	5.02%
State Comp Board	<u>872,492</u>	<u>969,176</u>	<u>995,920</u>	<u>928,606</u>	<u>953,949</u>	<u>929,472</u>	<u>43.71%</u>
<b>Total Funding Sources</b>	<u><b>1,763,655</b></u>	<u><b>1,991,492</b></u>	<u><b>2,085,115</b></u>	<u><b>2,179,733</b></u>	<u><b>2,205,951</b></u>	<u><b>2,125,914</b></u>	<u><b>100.00%</b></u>



## Clerk of the Circuit Court

### **Mission:**

To provide excellent services to the general public in an accurate, courteous, timely, and professional manner, in accordance with the laws and Constitution of the Commonwealth of Virginia.

### **Goals:**

- By July 1, 2010, as required by the Code of Virginia, redact social security numbers back to 1935 from land records, which are available via the internet.
- Enhance records by creating computerized estate records, back-scanning deed books, and re-scanning photostat copies of land records.
- Physical reorganization of office for more efficient workflow so that each division is unified and clearly recognizable.

### **Implementation Strategies for FY2010:**

- Work with County computer and purchasing staff to prepare necessary Request for Proposals for redaction of social security numbers, with the redaction process being paid for by State Technology Trust funds.
- Reorganize tasks of current employees to accomplish conversion of records to digital format.
- Upon completion of back-scanning, remove more storage desks and shelves from record room, move all Records Management employees into record room, and move cash registers into record room to streamline the recording process. Then rearrange workstations in main office into the remaining four divisions: Probate, Civil, Criminal, and Financial Management.

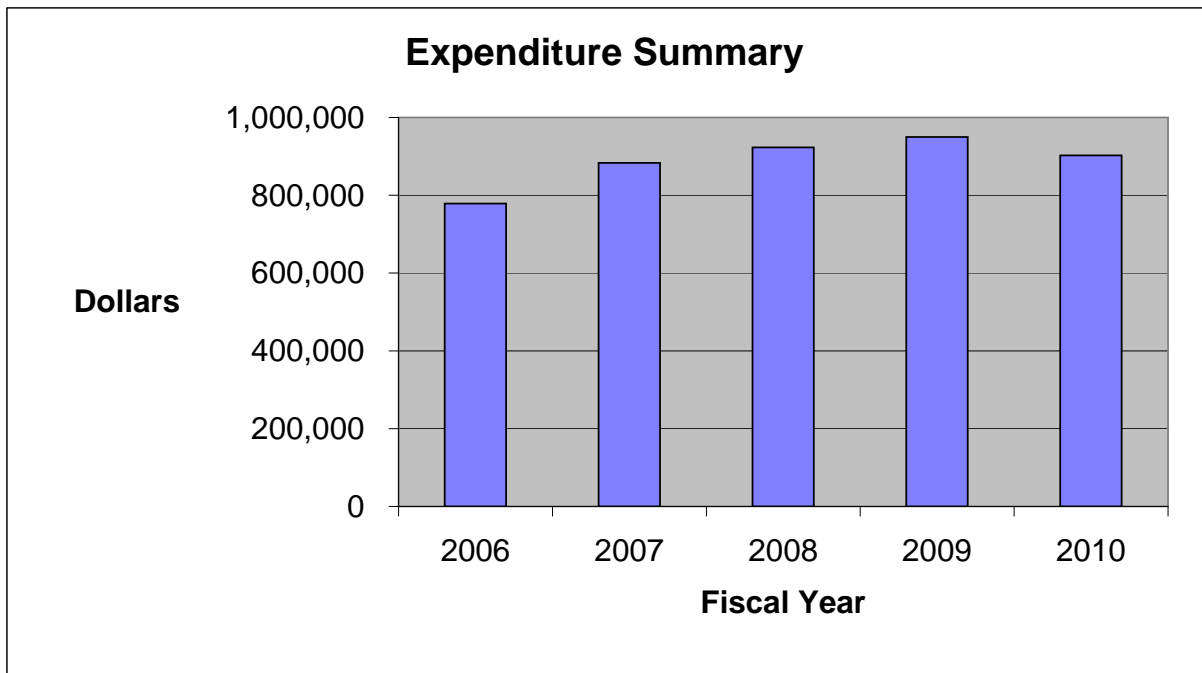
### **Budget Issues:**

- In FY2006, funding was for the replacement of the webserver and switch, which were reimbursed from State Technology funds.
- In FY2007, funds were shifted from central store to office supplies for paper.
- In FY2008, funds were to move the deed books to public storage and for the routine replacement of computers and a work group printer.
- In FY2009, funding was for the routine replacement of computers.
- For FY2010, reductions in funding are due to no step or benefit increases in personnel and no computer replacements. In addition, an Administrative Assistant position will be held vacant. Further reductions are reflected in work-as-required, overtime and maintenance service contracts.

General Fund Expenditures	FY2006 Actual Expenditures	FY2007 Actual Expenditures	FY2008 Actual Expenditures	FY2009 Original Budget	FY2009 Estimated Budget	FY2010 Adopted Budget
<b>20214 Clerk of the Circuit Court</b>						
Personnel Services	697,768	763,340	814,694	870,459	870,459	843,318
Contractual Services	32,462	22,823	28,419	43,200	48,902	31,275
Internal Services	1,227	36	71	50	50	50
Other Charges	8,178	10,985	11,352	12,300	11,100	11,050
Materials & Supplies	13,103	14,499	15,737	16,400	16,400	15,600
Leases & Rentals	-	-	-	-	1,200	1,200
Capital Outlay	<u>25,758</u>	<u>71,575</u>	<u>52,993</u>	<u>7,500</u>	<u>27,141</u>	<u>-</u>
Activity Total	<u>778,496</u>	<u>883,258</u>	<u>923,266</u>	<u>949,909</u>	<u>975,252</u>	<u>902,493</u>
Percentage Change	1.98%	13.46%	4.53%	7.55%	N/A	-4.99%

**FTE's**

Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	8.00	8.00	9.00	9.00	9.00	9.00
Admin/Clerical	<u>5.00</u>	<u>5.00</u>	<u>4.50</u>	<u>4.50</u>	<u>4.50</u>	<u>4.50</u>
Total	<u>14.00</u>	<u>14.00</u>	<u>14.50</u>	<u>14.50</u>	<u>14.50</u>	<u>14.50</u>



# Commonwealth's Attorney

## **Mission:**

The Commonwealth's Attorney prosecutes all felonies, all misdemeanor appeals and certain misdemeanors and criminal forfeitures originating in York County and the City of Poquoson. The Commonwealth's Attorney advises law enforcement personnel regarding criminal law and procedure; renders advisory opinions to local officials regarding conflicts of interest; and responds to citizen's inquiries regarding state law, local ordinances and the criminal justice system.

## **Goals:**

- Prosecute criminal cases vigorously, successfully and efficiently.
- Ensure that crime victims are treated with sensitivity and professionalism by the criminal justice system.
- Provide effective assistance and guidance to law enforcement personnel.
- Enforce forfeitures of property used in criminal endeavors whenever possible.
- Provide prompt and accurate responses to citizen inquiries.

## **Implementation Strategies for FY2010:**

- Continue services to crime victims.
- Continue "in-house" training to meet Sheriffs' and Police Departments' requirements.

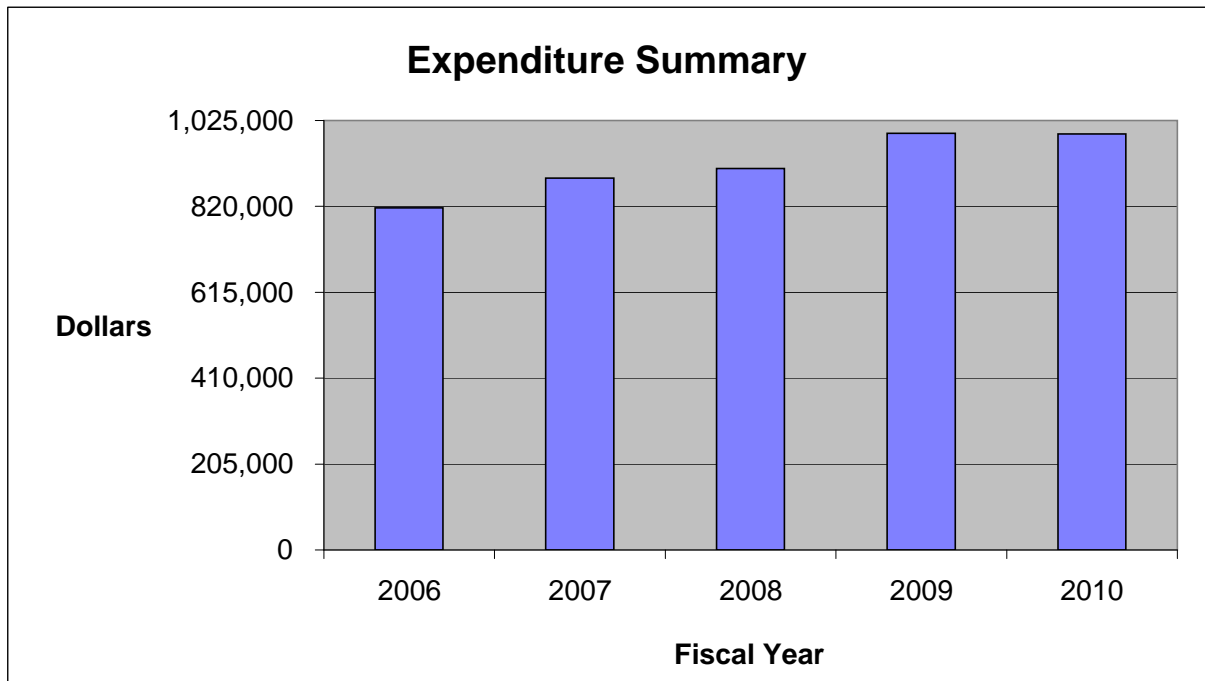
## **Budget Issues:**

- In FY2007, a Paralegal position was added with funds received from the State Compensation Board. Funding also reflected shifting funds from central store to office supplies for paper.
- In FY2009, funding reflected the routine replacement of computers.
- For FY2010, reductions in funding are due to no step or benefit increases in personnel and no computer replacements. Decreases are also reflected in work-as-required, maintenance service contracts, telecommunications and materials & supplies.

General Fund Expenditures	FY2006 Actual Expenditures	FY2007 Actual Expenditures	FY2008 Actual Expenditures	FY2009 Original Budget	FY2009 Estimated Budget	FY2010 Adopted Budget
<b>20221 Commonwealth's Attorney</b>						
Personnel Services	781,341	849,856	882,518	958,715	962,551	966,243
Contractual Services	2,136	2,497	2,851	5,450	4,670	4,485
Internal Services	650	47	-	50	50	50
Other Charges	13,577	13,845	14,654	16,120	16,120	15,370
Materials & Supplies	8,574	6,814	7,253	7,600	8,380	7,050
Capital Outlay	10,316	14,404	3,000	6,500	6,500	-
Grants & Donations	-	-	-	-	875	-
Activity Total	<u>816,594</u>	<u>887,463</u>	<u>910,276</u>	<u>994,435</u>	<u>999,146</u>	<u>993,198</u>
Percentage Change	6.76%	8.68%	2.57%	9.25%	N/A	-0.12%

**FTE's**

Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	4.50	4.50	5.00	5.00	5.00	5.00
Admin/Clerical	4.50	5.50	5.50	5.50	5.50	5.50
Total	<u>10.00</u>	<u>11.00</u>	<u>11.50</u>	<u>11.50</u>	<u>11.50</u>	<u>11.50</u>



# Victim-Witness Assistance Program

## **Mission:**

The Victim-Witness Assistance Program intends to promote sensitive treatment of and provide direct services to victims of crime.

## **Goals:**

- Respond to the emotional and physical needs of crime victims and assist victims of crime in stabilizing their lives after victimization.
- Provide victims with information and referral for services.
- Inform victims and witnesses of their rights pursuant to victims' rights legislation and Virginia's Crime Victim and Witness Rights Act.
- Assist victims to understand and participate in the criminal justice system.

## **Implementation Strategies for FY2010:**

- Program staff will continue to provide comprehensive services to all victims and witnesses of crime in York County, tailored to their requests, needs, and concerns.
- In addition to victims in the *criminal* justice process, the program will continue to assist victims of spousal abuse, stalking, and bodily injury who seek protective orders through the *civil* justice process. Program will strive to provide assistance to crime victims and witnesses in cases that are not prosecuted by the Commonwealth's Attorney's Office.

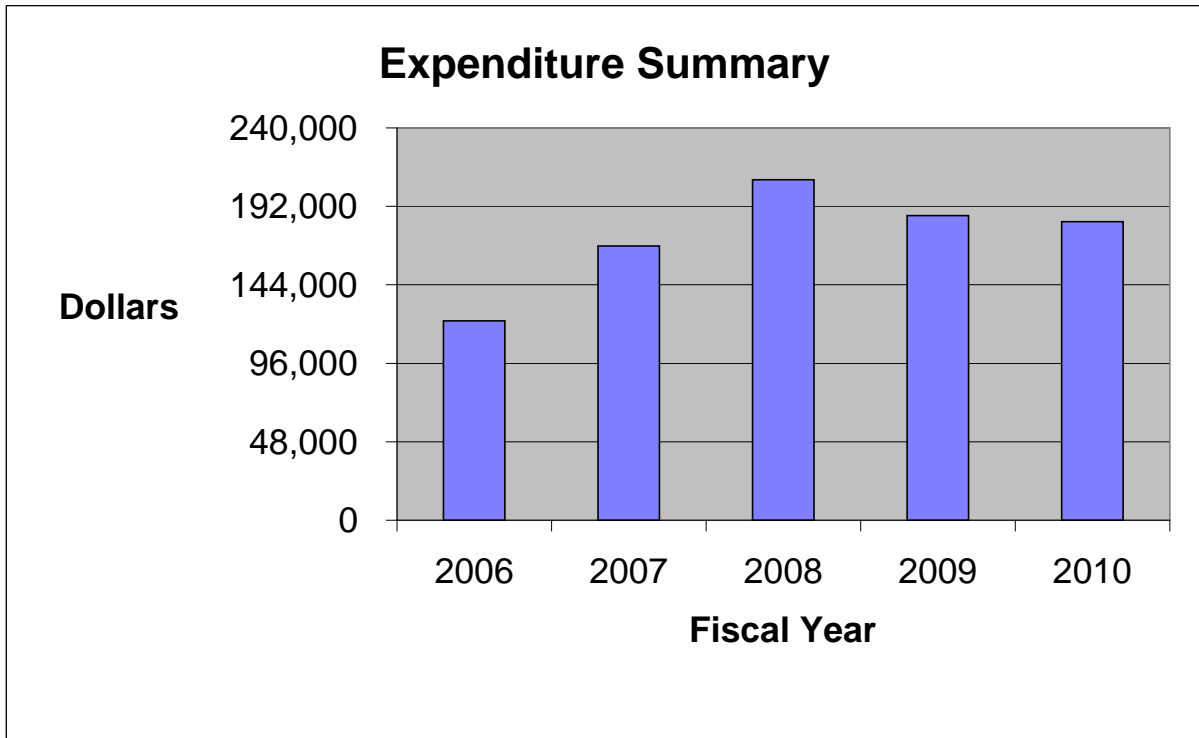
## **Budget Issues:**

- In FY2007, increases reflected an upgrade of the current part-time Victim-Witness Assistant position to full-time. Funding was also for the routine replacement of one computer.
- In FY2009, funding reflected the routine replacement of computers.
- For FY2010, reductions in funding are due to no step or benefit increases in personnel and no computer replacements. Personnel development also reflects a decrease.

General Fund Expenditures	FY2006 Actual Expenditures	FY2007 Actual Expenditures	FY2008 Actual Expenditures	FY2009 Original Budget	FY2009 Estimated Budget	FY2010 Adopted Budget
<b>20222 Victim-Witness Assistance Program</b>						
Personnel Services	115,423	157,431	165,875	174,949	174,949	174,641
Contractual Services	434	652	1,070	285	321	285
Other Charges	4,464	5,971	9,980	6,610	6,574	6,150
Materials & Supplies	1,724	2,161	3,147	1,575	1,575	1,575
Capital Outlay	-	1,527	1,426	3,000	3,000	-
Grants & Donations	-	-	26,883	-	-	-
Activity Total	<u>122,045</u>	<u>167,742</u>	<u>208,381</u>	<u>186,419</u>	<u>186,419</u>	<u>182,651</u>
Percentage Change	4.86%	37.44%	24.23%	-10.54%	N/A	-2.02%

**FTE's**

Professional/Technical	<u>2.50</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>
Total	<u>2.50</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>



## **Domestic Violence Program**

### **Mission:**

The Domestic Violence Grant strengthens prosecution strategies, thereby increasing the number of persons prosecuted for crimes against women, and increasing the number of victims receiving services.

### **Goals:**

- To prosecute all cases of domestic violence, sexual assault, and stalking involving 150 women during the grant period.
- To coordinate cooperative efforts among law enforcement, prosecutor, victim assistance programs and victim advocacy groups to better meet the needs of women as victims.
- To maintain case records to include statistics on victims to validate impact of an additional prosecutor on the Court system and on the women being served.

### **Implementation Strategies for FY2010:**

- To analyze data at the end of each quarter to determine impact of V-STOP prosecutor and to determine trends in the caseload.
- Victim Assistance Program will assist prosecutor with victims of domestic violence, sexual assault, and stalking.

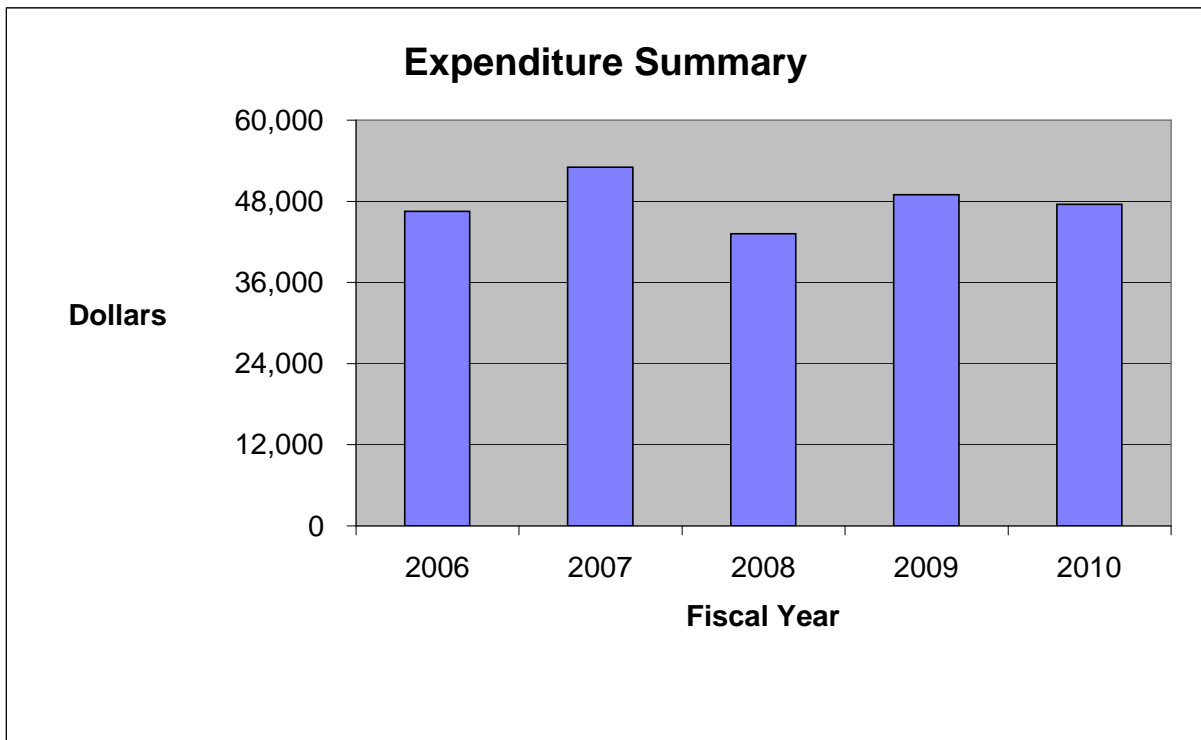
### **Budget Issues:**

- In FY2006, the increase in personnel reflected the partial shifting of an administrative position from the Commonwealth Attorney's budget to the Domestic Violence Program budget to more appropriately align the budget with the duties performed by this employee.
- In FY2008, funding reflected the routine replacement of a computer.
- In FY2009, there were no significant changes.
- For FY2010, reductions in funding are due to no step or benefit increases in personnel.

General Fund Expenditures	FY2006 Actual Expenditures	FY2007 Actual Expenditures	FY2008 Actual Expenditures	FY2009 Original Budget	FY2009 Estimated Budget	FY2010 Adopted Budget
<b>20223 Domestic Violence Program</b>						
Personnel Services	44,969	51,136	39,839	46,950	43,114	45,727
Contractual Services	39	-	44	-	-	-
Other Charges	1,258	1,622	1,608	1,820	1,820	1,645
Materials & Supplies	254	271	201	200	200	200
Capital Outlay	-	-	1,500	-	-	-
Activity Total	<u>46,520</u>	<u>53,029</u>	<u>43,192</u>	<u>48,970</u>	<u>45,134</u>	<u>47,572</u>
Percentage Change	3.79%	13.99%	-18.55%	13.38%	N/A	-2.85%

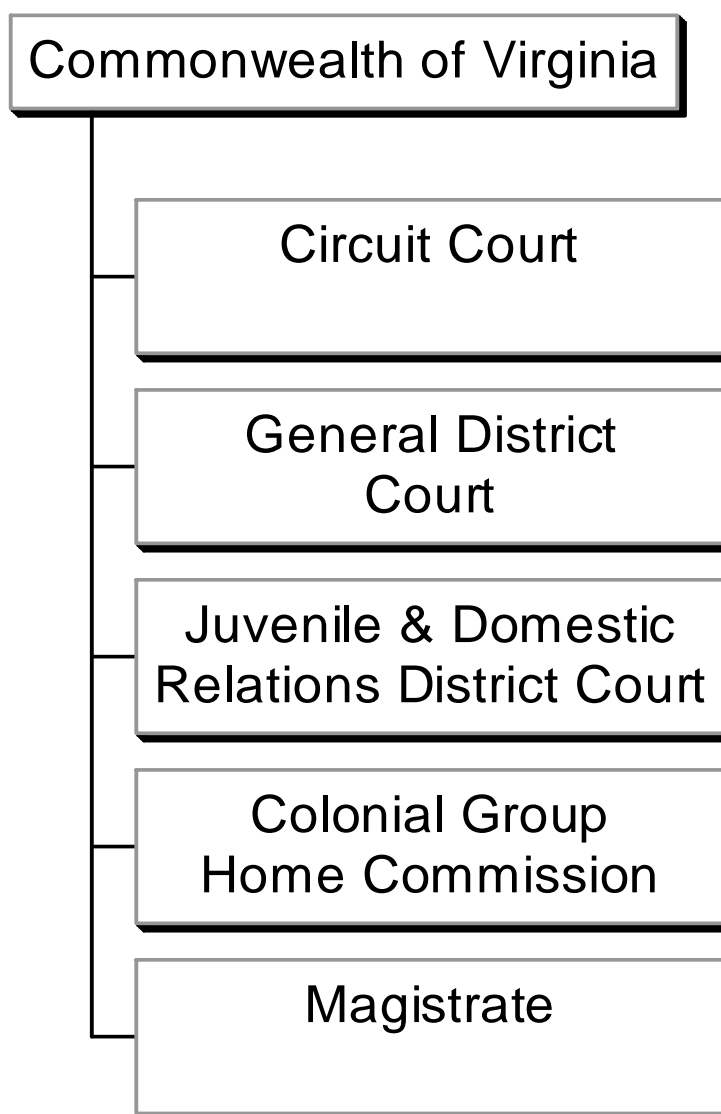
**FTE's**

Professional/Technical	0.50	0.50	0.50	0.50	0.50	0.50
Admin/Clerical	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>
Total	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>



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# Other Court - Related Judicial Services



## Other Court - Related Judicial Services

This section encompasses an array of services, which includes the Circuit Court, General District Court, Juvenile & Domestic Relations District Court, Colonial Group Home Commission, and the Magistrate.

- **Circuit Court** - this is the court of record for York County and the City of Poquoson with jurisdiction of proceedings pursuant to Virginia Code § 17.1-513.
- **General District Court** - this court is responsible for the processing and management of traffic, criminal, and civil cases.
- **Juvenile & Domestic Relations District Court** - this court is responsible to protect the confidentiality and privacy of juveniles coming before the Court and in their commitment to rehabilitate those who come before the Court, in addition to protecting the public and holding juvenile offenders accountable for their actions. To adjudicate domestic/family violence, as well as Department of Social Services cases.
- **Colonial Group Home Commission** - consists of several programs whose goal is to provide community-based alternatives for youth referred by the 9<sup>th</sup> District Juvenile & Domestic Relations Court.
- **Magistrate** - judicial officers of the Commonwealth of Virginia whose function is to provide an independent, unbiased review of complaints brought to the office by police officers, sheriff's deputies, and citizens.

## Other Court-Related Judicial Services

	FY2006 Actual Expenditures	FY2007 Actual Expenditures	FY2008 Actual Expenditures	FY2009 Original Budget	FY2009 Estimated Budget	FY2010 Adopted Budget	% Change Original 2009 / Adopted 2010
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### Expenditure by Activity:

Circuit Court	76,876	83,658	87,416	99,249	104,751	97,560	-1.70%
General District Court	37,493	41,310	31,530	50,100	50,100	40,230	-19.70%
Juvenile & Domestic Crt	22,749	18,959	22,542	26,587	26,587	24,520	-7.77%
Colonial Grp Home Comm	314,245	380,184	417,466	443,755	443,755	438,760	-1.13%
Magistrate	1,229	991	899	3,000	3,000	2,850	-5.00%
<b>Total Expenditures</b>	<b>452,592</b>	<b>525,102</b>	<b>559,853</b>	<b>622,691</b>	<b>628,193</b>	<b>603,920</b>	<b>-3.01%</b>

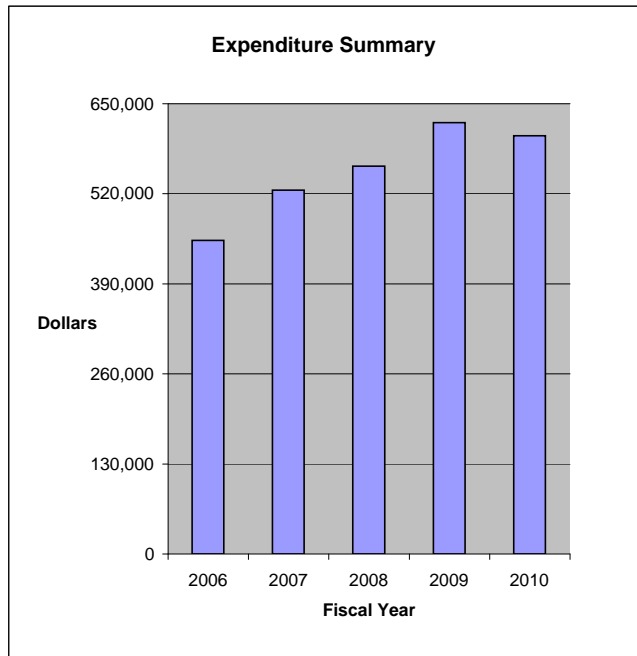
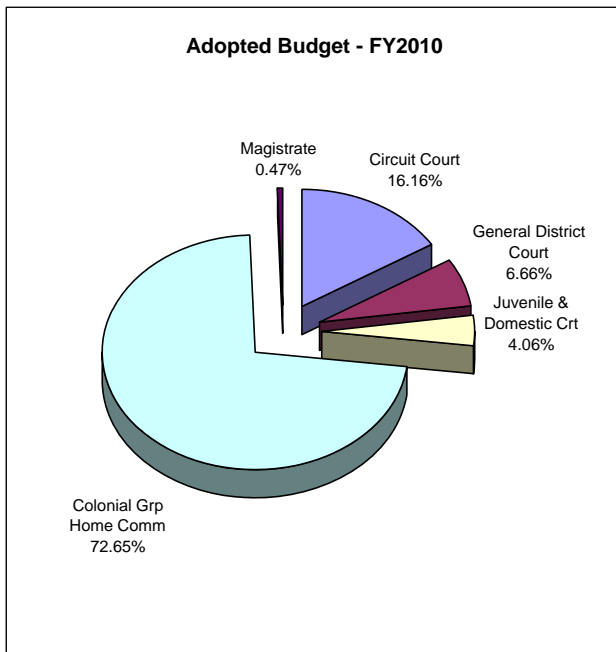
### Expenditure By Category:

Personnel Services	66,750	71,932	78,030	81,304	86,806	84,575	4.02%
Contractual Services	31,805	32,833	32,433	53,237	53,237	41,370	-22.29%
Internal Services	194	-	-	-	-	-	0.00%
Other Charges	16,360	23,900	18,132	24,365	24,365	23,045	-5.42%
Materials & Supplies	18,648	10,040	12,553	16,030	16,030	13,170	-17.84%
Capital Outlay	4,590	6,213	1,239	4,000	4,000	3,000	-25.00%
Grants, Donations & Cntrbtns	314,245	380,184	417,466	443,755	443,755	438,760	-1.13%
<b>Total Expenditures</b>	<b>452,592</b>	<b>525,102</b>	<b>559,853</b>	<b>622,691</b>	<b>628,193</b>	<b>603,920</b>	<b>-3.01%</b>

% of Total FY2010  
Funding Sources

### Funding Sources:

Local/State Non-Categorical	363,127	428,749	467,802	529,570	529,570	517,978	85.77%
Charges for Services	8,400	6,640	6,892	7,200	7,200	5,000	0.83%
State/Federal Aid & Grants	81,065	89,713	85,159	85,921	91,423	80,942	13.40%
<b>Total Funding Sources</b>	<b>452,592</b>	<b>525,102</b>	<b>559,853</b>	<b>622,691</b>	<b>628,193</b>	<b>603,920</b>	<b>100.00%</b>



# Circuit Court

## **Mission:**

The Circuit Court will maintain and improve the quality of justice for all county citizens, emphasize efficiency, effectiveness and fairness, and value and respect the individual.

## **Goals:**

- To hear and decide promptly matters brought before the court, without bias or prejudice, remaining faithful to the law, and not be swayed by partisan interests, public clamor or fear of criticism.
- To require order, decorum, and civility in proceedings before the court.
- To require staff, court officials, and others subject to the court's control to refrain from bias or prejudice and employ courtesy and decorum in the performance of their duties.
- To exercise the power of appointment impartially and on the basis of merit.

## **Implementation Strategies for FY2010:**

- As Chief Judge of the Ninth Judicial Circuit, to work toward uniform local practices and procedures throughout the Circuit which includes Poquoson, Williamsburg, York, Charles City, James City, King William, King and Queen, Gloucester, Mathews, Middlesex, and New Kent Counties.
- Statistics provided by the Supreme Court of Virginia indicate that in 2007 (the most recent yearly figures available) in the York County Circuit Court, 656 civil cases were commenced and 666 concluded; 1144 criminal cases were commenced and 1204 concluded. Grand juries met six times; petit juries were impaneled 11 days. Included in the concluded civil cases: 214 divorces, 382 other law cases, 58 petitions for individuals to change their names, 37 garnishments, 0 petitions for guardians for incapacitated persons were granted, and 3 conservators of the peace were appointed. 478 concealed weapon permits were issued.

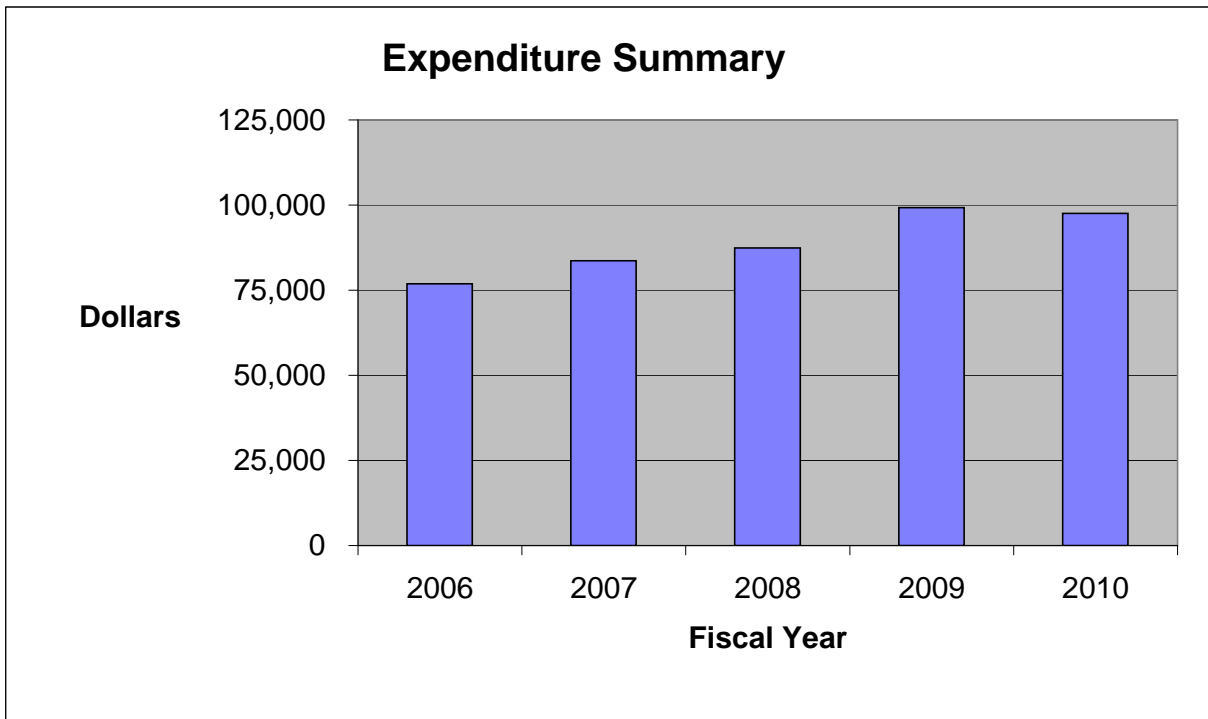
## **Budget Issues:**

- In FY2007, funding reflected shifting funds from central store to office supplies for the purchase of paper.
- In FY2008, funding was for security equipment maintenance.
- In FY2009, there were no significant changes.
- For FY2010, decreases are programmed in repairs & maintenance and materials & supplies.

General Fund Expenditures	FY2006 Actual Expenditures	FY2007 Actual Expenditures	FY2008 Actual Expenditures	FY2009 Original Budget	FY2009 Estimated Budget	FY2010 Adopted Budget
<b>20211</b>						
<b>Circuit Court</b>						
Personnel Services	66,750	71,932	78,030	81,304	86,806	84,575
Contractual Services	5,198	7,801	5,731	11,485	11,485	7,685
Internal Services	32	-	-	-	-	-
Other Charges	1,214	1,676	1,457	2,450	2,450	2,140
Materials & Supplies	<u>3,682</u>	<u>2,249</u>	<u>2,198</u>	<u>4,010</u>	<u>4,010</u>	<u>3,160</u>
Activity Total	<u>76,876</u>	<u>83,658</u>	<u>87,416</u>	<u>99,249</u>	<u>104,751</u>	<u>97,560</u>
Percentage Change	7.46%	8.82%	4.49%	18.64%	N/A	-1.70%

**FTE's**

Admin/Clerical	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>
Total	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>



# General District Court

## **Mission:**

The operations of the Court and its Clerk's office include record management, financial management, personnel management, and public relations. The Clerk's office issues various types of legal documents generated as part of the judicial process; maintains case papers for ten years; and responds to requests from outside agencies and the general public. The Clerk's office is fully automated allowing access to Court records through an on-site public access terminal and the Internet. The general duties of the Court staff have increased dramatically in the customer service field.

## **Goals:**

- To accurately prepare and process all cases filed in the Court in a timely and efficient manner.
- To continue intensive employee training utilizing many different media to ultimately provide the best possible customer service to all Court users.
- To continue improvements to the General District Court Web Page and expand access to the Court.
- To investigate ways to meet the demands of pro se litigants and the general public regarding court procedures and court forms, specifically in the civil and small claims divisions.

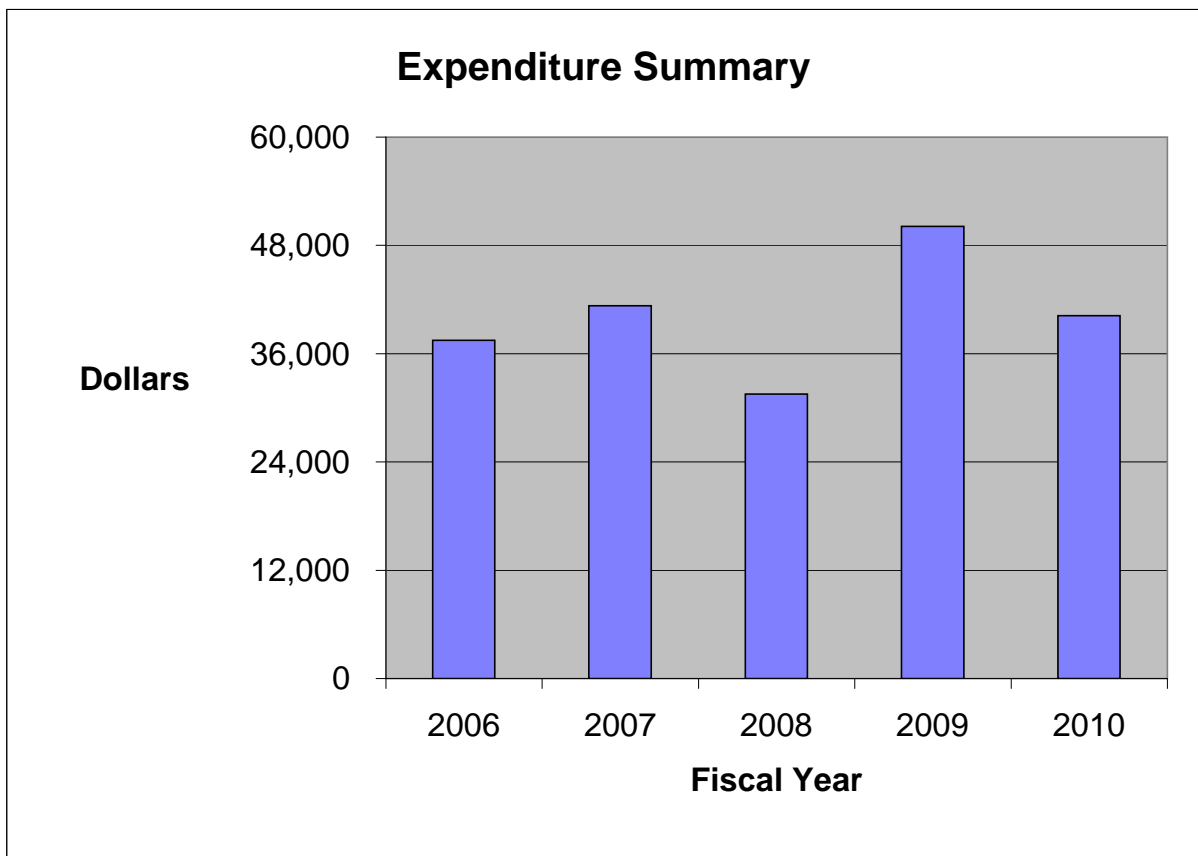
## **Implementation Strategies for FY2010:**

- The Court is responsible for the processing and management of traffic, criminal and civil cases. The Criminal and Traffic Divisions process state law violations and local ordinance violations for the County and the City of Poquoson. The Clerk's office serves more than 120 law enforcement officers with the second largest caseload in the Ninth Judicial District.
- The General District Court has exclusive original jurisdiction over civil cases involving amounts of \$4,500.00 or less and concurrent jurisdiction with the Circuit Court in amounts between \$4,500.01 and \$15,000.
- A Small Claims Division established in 1999 involves pro se litigation and amounts not to exceed \$5,000. Demands in this area have prompted action to provide better customer service, "How To" instruction manuals for use in the Clerk's office by the general public and access to forms online will be available via the Supreme Court of Virginia's website.

## **Budget Issues:**

- In FY2006, increased funding was for court-appointed counsel fees that are reimbursed to the County and an upgrade to MS Office software.
- In FY2007, funding was for a copy machine.
- In FY2008, funding was for video arraignment equipment maintenance and postage.
- In FY2009, there were no significant changes.
- For FY2010, decreases are programmed in legal services and personnel development.

General Fund Expenditures	FY2006 Actual Expenditures	FY2007 Actual Expenditures	FY2008 Actual Expenditures	FY2009 Original Budget	FY2009 Estimated Budget	FY2010 Adopted Budget
<b>20212</b>						
<b>General District Court</b>						
Contractual Services	19,479	17,760	18,877	33,680	33,680	25,180
Other Charges	9,388	12,701	6,951	10,660	10,660	9,900
Materials & Supplies	8,626	4,636	5,702	5,760	5,760	5,150
Capital Outlay	-	6,213	-	-	-	-
Activity Total	37,493	41,310	31,530	50,100	50,100	40,230
Percentage Change	15.30%	10.18%	-23.67%	58.90%	N/A	-19.70%



# Juvenile & Domestic Relations District Court

## **Mission:**

Juvenile and Domestic Relations District Courts differ from other courts in their duty to protect the confidentiality and privacy of juveniles coming before the Court and in their commitment to rehabilitate those who come before the Court, in addition to protecting the public, and holding juvenile offenders accountable for their actions. The Juvenile and Domestic Relations District Courts have jurisdiction over all cases involving:

- Delinquent juveniles and juveniles charged with traffic infractions and violations.
- Children in need of services and supervision and children who have been subjected to abuse and/or neglect.
- Family or household members who have been subjected to abuse.
- Adults accused of child abuse or neglect, or of offenses against any child, except for certain labor violations, or in which members of their families are victims.
- Adults accused of abuse of a spouse, ex-spouse, person with whom they have a child in common, or family or household member.
- Adults involved in disputes concerning the support, visitation, parentage, or custody of a child.
- Parentage determinations.
- Petitions for judicial authorization of abortion without the consent of an authorized person.
- Abandonment of children.
- Foster care and entrustment agreements and the execution of consent in certain adoption cases.
- Court ordered rehabilitation services, consent for certain medical treatments.

## **Goals:**

- To process all case papers in an accurate and timely manner, keep Court records and provide information to the people involved in a case, to the extent permitted by law.
- To work with and assist all law enforcement agencies, as well as other agencies, in the effective flow of all cases before the Court.
- To process money received and transmit to the proper authority.
- To maintain effective and time-efficient scheduling practices.

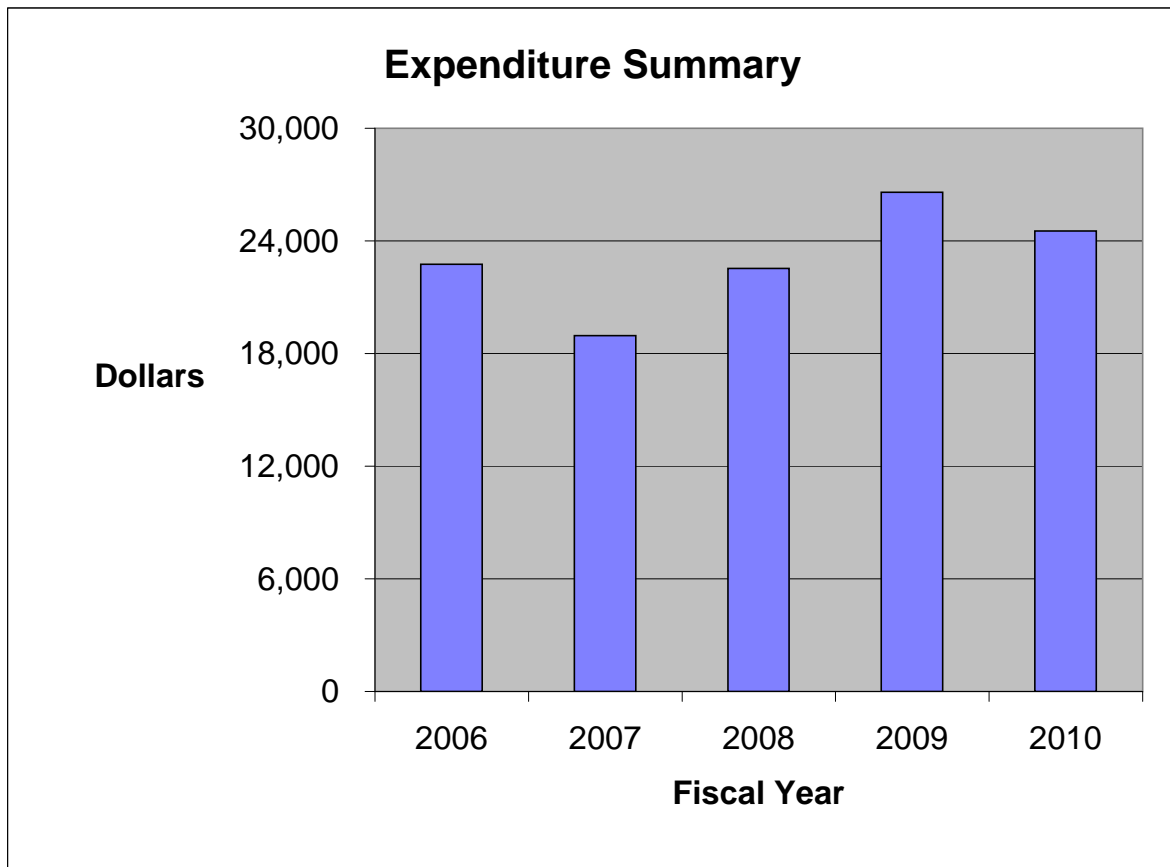
## **Implementation Strategies for FY2010:**

- To improve its services to the community.
- To plan for the projected growth of the County, to include population, commercialism and tourism, and it's effect on the Court system.
- The Clerk's office staff will be completing extensive training on legal advice guidelines as well as additional computer training.

## **Budget Issues:**

- In FY2006, increased funding was for an upgrade to MS Office software and expansion of the second phase of the filing system.
- In FY2007, funding was for minor furnishings.
- In FY2008, funding was for postal services and file cabinets.
- In FY2009, funding was for the replacement of a copy machine.
- For FY2010, decreases are programmed in materials & supplies.

General Fund Expenditures	FY2006 Actual Expenditures	FY2007 Actual Expenditures	FY2008 Actual Expenditures	FY2009 Original Budget	FY2009 Estimated Budget	FY2010 Adopted Budget
<b>20213 Juvenile &amp; Domestic Relations District Court</b>						
Contractual Services	7,128	7,272	7,825	8,072	8,072	8,505
Internal Services	162	-	-	-	-	-
Other Charges	5,119	8,828	9,010	9,955	9,955	9,705
Materials & Supplies	5,750	2,859	4,468	4,560	4,560	3,310
Capital Outlay	<u>4,590</u>	<u>-</u>	<u>1,239</u>	<u>4,000</u>	<u>4,000</u>	<u>3,000</u>
Activity Total	<u>22,749</u>	<u>18,959</u>	<u>22,542</u>	<u>26,587</u>	<u>26,587</u>	<u>24,520</u>
Percentage Change	24.12%	-16.66%	18.90%	17.94%	N/A	-7.77%



## Colonial Group Home Commission Juvenile Services Division

### **Mission:**

The York County Division of Juvenile Services consists of several programs whose goal is to provide community based alternatives for youth referred by the 9th District Juvenile and Domestic Relations Court. The Colonial Group Home Commission administers these programs with member jurisdictions from City of Williamsburg and the Counties of York, Gloucester, and James City. York County is the managing jurisdiction for these programs.

### **Goals:**

- To strengthen all existing programs by offering an enhanced level of therapeutic services.
- To continue to review all discretionary grants and funding opportunities that will allow us to provide fundamental and essential juvenile services in all Commission localities.
- To plan for the ultimate assumption of existing grant services, while at the same time limiting the amount of local revenue needed to do so.
- To work closer with all community based agencies that provide services to adolescents in an attempt to provide a true local continuum of services.

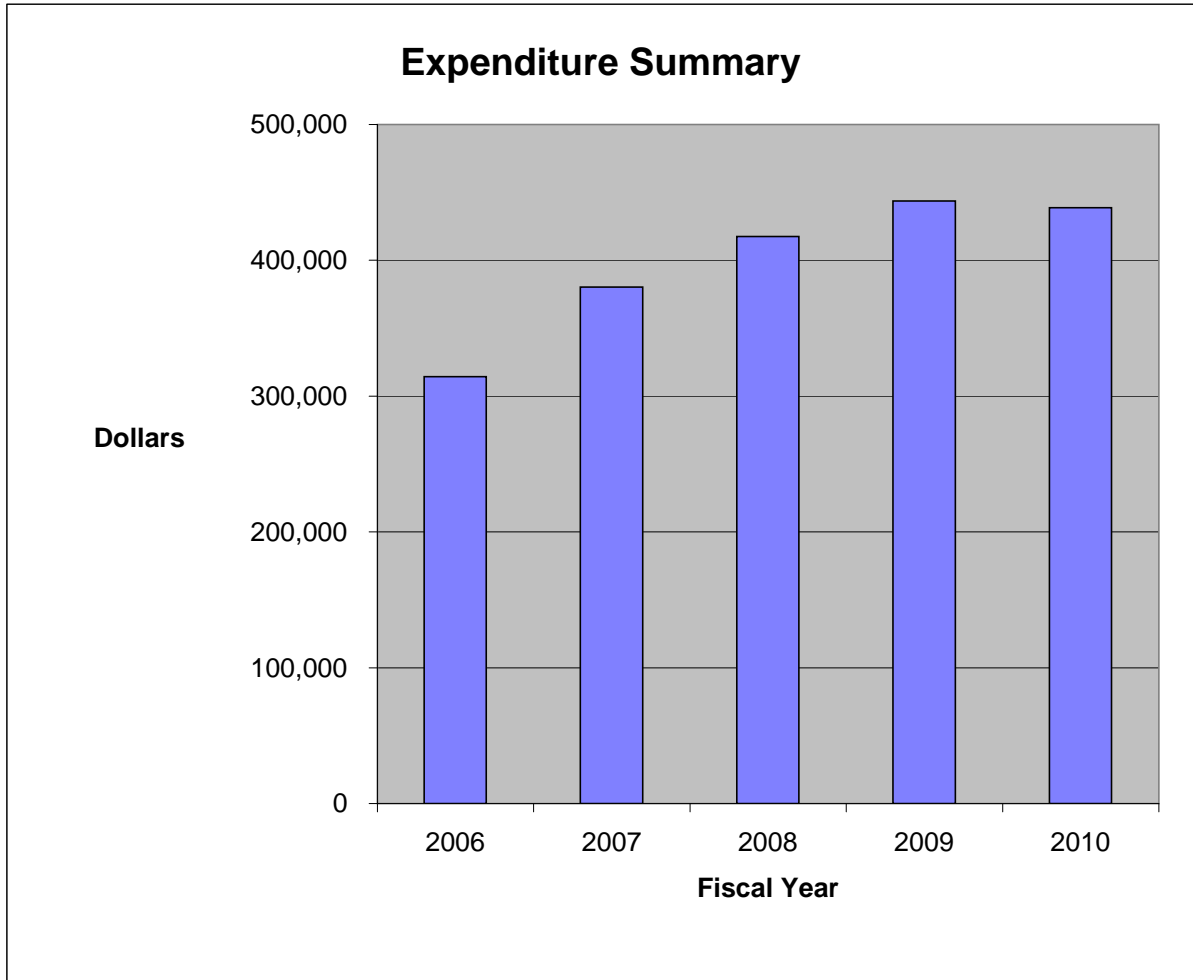
### **Implementation Strategies for FY2010:**

- *Crossroads Community Youth Home* - group home that offers a structured, homelike environment for teenagers who are having adjustment problems at home, in school, or in the community.
- *Project Insight* - community service work program that provides the opportunity for young people to perform public service work in lieu of other traditional sanctions.
- *Community Supervision* - program designed to provide home-based family-centered intervention for juvenile delinquents that are at risk of being placed out of their home and community.
- *Outreach Detention* - program provides intensive supervision to adolescents who might otherwise be held in a detention facility while awaiting adjudication and/or disposition by the judge.
- *Electronic Monitoring* - program is an appendage to the outreach program, adding an electronic house arrest feature.
- *Psychological Services* - program provides therapeutic and Substance Abuse interventions such as assessment and diagnosis, counseling and case management, and education and training to youth and families.
- *Family Counseling Services* - short-term family-based prevention and intervention program utilizing a multi-systemic approach targeting youth aged 11-17 that are before the Juvenile Court.

### **Budget Issues:**

- In FY2007, the local match increase was due to the rising costs of programs.
- In FY2008, the local match increase was due to the rising costs of the programs and a decrease in anticipated revenue due to the closing of the Family Oriented Group Home program.
- In FY2009, the local match increased was due to the rising costs of the programs.
- For FY2010, the projected reduction in pass-through funding is based on an anticipated decrease in the State VJCCA grant.

General Fund Expenditures	FY2006 Actual Expenditures	FY2007 Actual Expenditures	FY2008 Actual Expenditures	FY2009 Original Budget	FY2009 Estimated Budget	FY2010 Adopted Budget
<b>20216 Colonial Group Home Commission</b>						
Contributions	<u>314,245</u>	<u>380,184</u>	<u>417,466</u>	<u>443,755</u>	<u>443,755</u>	<u>438,760</u>
Activity Total	<u>314,245</u>	<u>380,184</u>	<u>417,466</u>	<u>443,755</u>	<u>443,755</u>	<u>438,760</u>
Percentage Change	4.38%	20.98%	9.81%	16.72%	N/A	-1.13%



# Magistrate

## **Mission:**

Magistrates are judicial officers of the Commonwealth of Virginia whose function is to provide an independent, unbiased review of complaints brought to the office by police officers, sheriff's deputies, and citizens. They are specially trained to issue search warrants, temporary detention orders, subpoenas, arrest warrants, summonses, setting bail, and committing persons to jail.

## **Goals:**

- Provide magistrate services in a timely manner to all persons who require them.
- Effectively utilize all communications and technical resources to improve the delivery of magistrate services.

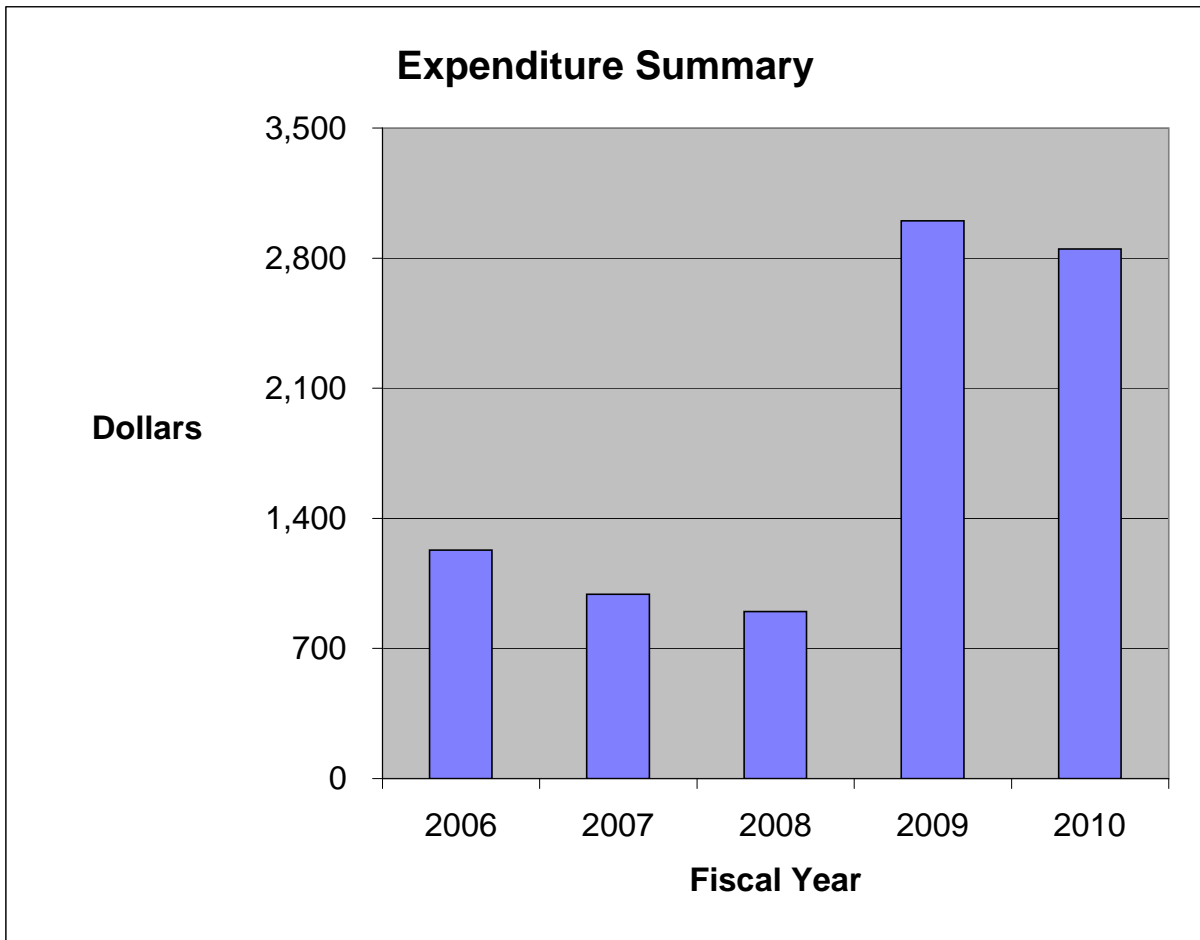
## **Implementation Strategies for FY2010:**

- Continue and expand video conferencing equipment and train magistrates in its use.
- Continue to seek new and improved methods of delivering magistrate services.
- Provide services 24 hours a day, 365 days a year.
- Trends indicate continued increases in the number of cases presented.

## **Budget Issues:**

- In FY2006, funding was for supplies and an upgrade to MS Office software.
- In FY2009, there were no significant changes.
- For FY2010, reductions are reflected in minor furnishings.

General Fund Expenditures	FY2006 Actual Expenditures	FY2007 Actual Expenditures	FY2008 Actual Expenditures	FY2009 Original Budget	FY2009 Estimated Budget	FY2010 Adopted Budget
<b>20217            Magistrate</b>						
Other Charges	639	695	714	1,300	1,300	1,300
Materials & Supplies	<u>590</u>	<u>296</u>	<u>185</u>	<u>1,700</u>	<u>1,700</u>	<u>1,550</u>
Activity Total	<u>1,229</u>	<u>991</u>	<u>899</u>	<u>3,000</u>	<u>3,000</u>	<u>2,850</u>
Percentage Change	204.96%	-19.37%	-9.28%	233.70%	N/A	-5.00%



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