



## Courts

To serve the public through support of the judicial system of Loudoun County by providing an independent, accessible, and responsive forum for the just resolution of disputes. Both the State Constitution and the Code of Virginia require the County to provide suitable facilities for the Courts, including the Circuit Court, General District Court, and the Juvenile and Domestic Relations Court, and the Magistrates, although the County is not required to provide any personnel or related expenses. The County provides employees for the Circuit Court while the Commonwealth of Virginia provides the employees to staff the General District Court, Juvenile and Domestic Relations Court, and the Magistrates Office. The Commonwealth also provides the judges for the courts.

### Courts' Programs

#### Circuit Court

Serves as the court of record with original jurisdiction (i.e. the matter can only originate in the Circuit Court); tries civil cases involving disputes between private parties with claims in excess of \$25,000, divorces, wills and estate cases, cases involving real property, felonies, and indicted misdemeanors. Criminal and civil appeals from the General District and the Juvenile and Domestic Relations District Courts are tried de novo, as new trials, in this court; and hears appeals from various administrative agencies.

#### General District Court

Tries criminal, civil, and traffic court cases and arrests; holds mental health hearings; conducts community relations and community services programs.

#### Juvenile and Domestic Relations Court

Hears delinquent and civil cases for any person under the age of 18, as well as juvenile civil commitment hearings and adult domestic relations criminal and civil cases.

#### Magistrates

Conducts probable cause and bail hearings; commits and releases offenders to and from jail; and issues arrest warrants, search warrants, emergency custody orders, temporary detention orders, medical emergency detention orders, and emergency protective orders.

**Courts****Budget Analysis****Department Financial and FTE Summary<sup>1</sup>**

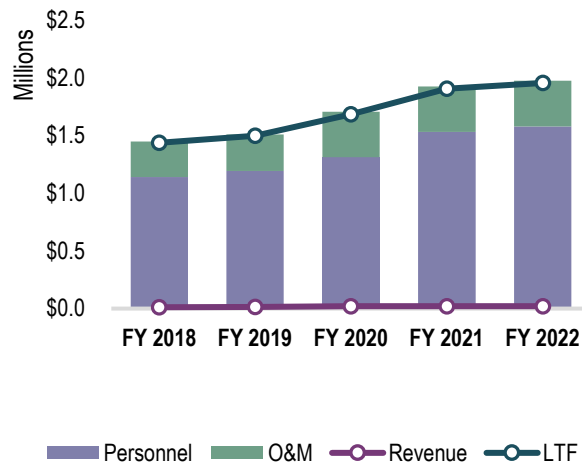
	FY 2018 Actual	FY 2019 Actual	FY 2020 Adopted	FY 2021 Proposed	FY 2022 Projected
<b>Expenditures</b>					
Personnel	\$1,142,204	\$1,193,592	\$1,313,389	\$1,532,724	\$1,578,706
Operating and Maintenance	307,803	317,241	393,531	395,414	399,368
<b>Total – Expenditures</b>	<b>\$1,450,007</b>	<b>\$1,510,833</b>	<b>\$1,706,920</b>	<b>\$1,928,138</b>	<b>\$1,978,073</b>
<b>Revenues</b>					
Recovered Costs	\$11,664	\$12,593	\$20,768	\$20,768	20,768
<b>Total – Revenues</b>	<b>\$11,664</b>	<b>\$12,593</b>	<b>\$20,768</b>	<b>\$20,768</b>	<b>\$20,768</b>
<b>Local Tax Funding</b>	<b>\$1,438,343</b>	<b>\$1,498,240</b>	<b>\$1,686,152</b>	<b>\$1,907,370</b>	<b>\$1,957,305</b>
<b>FTE</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>11.00</b>	<b>11.00</b>

<sup>1</sup> Sums may not equal due to rounding.



## Courts

### Revenue and Expenditure History



#### Revenue/Local Tax Funding

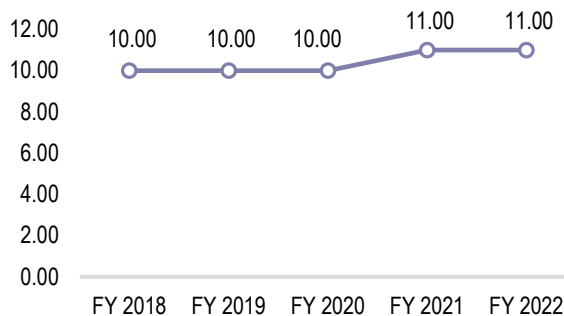
As shown, the Courts Department is primarily funded by local tax funding (over 98 percent). Program-generated revenues are limited to the General District Court's recovered costs revenue for court appointed attorney fees.

#### Expenditure

The majority of the expenditure budget is dedicated to personnel costs for the County employees of the Circuit Court Judges' office and the County salary supplements for the General District Court and the Juvenile and Domestic Relations Court staff (state employees), and the County salary supplement for the last remaining magistrate that was grandfathered in when the state prohibited local government supplements for magistrates years ago. The

personnel budget increase reflects a 3 percent market-based salary adjustment and a 3.5 percent merit-based increase in FY 2019, a 2 percent market-based salary adjustment and a 3 percent merit-based increase in FY 2020, and adjustments in FY 2020 to reflect a new classification and compensation system approved by the Board in November 2019.

### Staffing/FTE History



The Circuit Court Judges' office is the only entity in this Department with County positions. Staffing has remained level for many years. State positions in the General District Court, Juvenile and Domestic Relations Court, and the Magistrate's office are not presented in the Staffing/FTE History chart.

The Department's expenditures have increased primarily because of personnel costs, which make up most of the Department's expenditures. Increases in personnel have been driven by higher compensation and the expenditures for the Circuit Court Judges office's chief of staff position that is included in the FY 2021 Proposed Budget. Personnel costs consist of salary and fringe benefits for the County employees of the Circuit Court Judges' office and the County salary supplements for the state employees of the General District Court, Juvenile and Domestic Relations Court, and Magistrate's office. In addition, the FY 2021 operating and maintenance expenditures budget increased due to higher central services costs.

The General District Court and to a lesser extent, the Juvenile and Domestic Relations District Court, collect a variety of revenues, including County revenue for traffic fines and tickets written by Loudoun County Sheriff's Office's (LCSO) deputies, fees for courthouse maintenance and security, court fines, and interest on delinquent fines. These revenues are budgeted and recorded in the departments and programs that generate these revenues. For example, LCSO budgets revenue for traffic fines. In addition, the General District Court collects revenue for traffic tickets written by police officers for the towns of Leesburg, Middleburg, and Purcellville and remits those revenues back to each respective town. The Court also collects revenue on behalf of the Metropolitan Washington Airports Authority Police at Washington Dulles International Airport and the Virginia State Police, remitting the revenues to the Commonwealth of Virginia.



## Courts

In FY 2019, the Board of Supervisors (Board) approved the creation of an Adult Drug Court, a specialty docket in the Circuit Court that serves up to 25 participants. In tandem with FY 2020 state funding for the fifth Circuit Court judge for the 20<sup>th</sup> Judicial Circuit, which includes Loudoun, Fauquier, and Rappahannock counties, the program is a cooperative effort involving the Circuit Court; the Clerk of the Circuit Court; the Department of Community Corrections; the Office of the Commonwealth's Attorney; County Administration; the Department of Mental Health, Substance Abuse, and Development Services (MHSADS); and LCSO.

The Mental Health (MH) Docket of the General District Court began operations in July 2018, with one judge dedicated to the program and serving up to ten participants. The FY 2020 Adopted Budget included additional resources in other County departments to expand the MH Docket to serve up to 25 participants. The goal of the program is to increase public safety, reduce recidivism among high risk individuals, divert individuals with serious mental illness from further progressing through the criminal justice system, and improve clinical outcomes for individuals with serious mental illness by connecting them with evidence-based treatment. This specialty docket is a collaborative effort between the departments of Community Corrections and MHSADS. Other partner agencies include LCSO, the Office of the Commonwealth's Attorney, and the Office of the Public Defender.

For FY 2021, the Department's budget request for the chief of staff position focuses on the thematic area of judicial administration.

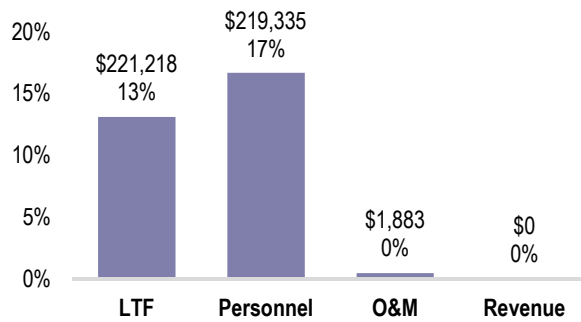
### Judicial Administration

The fifth judge approved for the 20<sup>th</sup> Judicial Circuit for FY 2020 has helped and will continue to help process the increasing workload of the Loudoun Circuit Court, as the County continues to experience significant population growth. The FY 2021 budget includes a chief of staff position to provide senior level management support for the Chief Circuit Court Judge in the execution of the plenary authority to ensure the smooth and efficient system of justice in the 20<sup>th</sup> Judicial Circuit, including Loudoun County Circuit Court, as mandated by Code of Virginia § 17-501. In accordance with this same statute, the new Chief Judge was elected by a majority of the Loudoun Circuit Court judges for a two year term. If approved, the chief of staff would serve at the behest of the Chief Judge and assist with fulfilling many of their statutory responsibilities, which include: monitoring and managing the Court's caseloads and schedules, formulating requests for additional judges from the Commonwealth, preparing and presenting operating budget requests to the Board, and negotiating agreements with the Sheriff and Loudoun's District Courts with respect to court room security, and other areas. This position's need has been necessitated by an increase in the number of Circuit Court judges and the increased focus by the new Chief Judge to carry out his duties as prescribed by the Code of Virginia. The chief of staff position will provide managerial oversight of several key Circuit Court staff in addition to the overall operations of the Circuit Court on his behalf. The new Chief Judge, as part of the majority of Circuit Court judges, has identified this need to better organize administrative operations, which will be greatly enhanced with the addition of this position.



## Courts

### Percent Change from Adopted FY 2020 to Proposed FY 2021

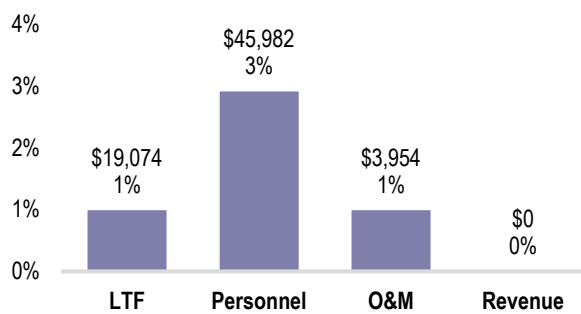


#### Reasons for Change:

**Personnel:** ↑ 1.00 FTE, general pay changes ||

**O&M:** ↑ internal services || **Revenue:** ↔

### Percent Change from Proposed FY 2021 to Projected FY 2022



#### Reasons for Change:

**Personnel:** ↑ 3 percent || **O&M:** ↑ 1 percent

**Revenue:** ↔



## Courts

FY 2021 Proposed Resource Requests<sup>1</sup>

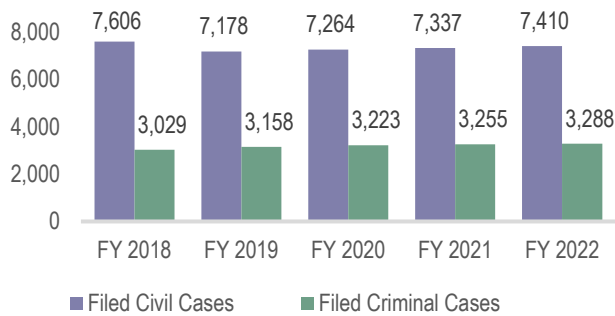
Priority 1: Chief of Staff						
<b>Personnel:</b>	<b>O&amp;M:</b>	<b>Capital:</b>	<b>Reallocation:</b>	<b>Revenue:</b>	<b>LTF:</b>	<b>FTE:</b>
\$149,316	\$68	\$0	\$0	\$0	\$149,384	1.00
<b>Details</b>			<b>Overview</b>			
<b>Service Level:</b>	Enhanced Service Level Request		<ul style="list-style-type: none"><li>• This position’s need is necessitated by the increased workload associated with the addition of a fifth judge in the 20<sup>th</sup> Judicial Circuit and the increased focus by the new Chief Judge to carry out his duties as prescribed by the state code.</li><li>• The new Chief Judge, as part of the majority of Circuit judges, has identified the need to better organize administrative operations, which will be greatly enhanced with the addition of this position, providing managerial oversight of several key Circuit Court staff in addition to the overall operations of the Circuit Court on his behalf.</li><li>• This position will assist the Chief Judge to fulfill many statutory responsibilities.</li></ul>			
<b>Mandates:</b>	Federal/State Mandate					
<b>PM Highlight:</b>	None					
<b>Program:</b>	Circuit Court Judges					
<b>Positions:</b>	Chief of Staff					
<b>Theme:</b>	Judicial Administration					
<b>One-time Costs:</b>	\$0					
<b>Recurring Costs:</b>	\$149,384					
<b>Department Total</b>						
<b>Personnel:</b>	<b>O&amp;M:</b>	<b>Capital:</b>	<b>Reallocation:</b>	<b>Revenue:</b>	<b>LTF:</b>	<b>FTE:</b>
\$149,316	\$68	\$0	\$0	\$0	\$149,384	1.00

<sup>1</sup> The request presented displays total cost, including the acquisition of vehicles, technology, and office furniture (as applicable). Funds for these items are shown in the Non-Departmental section, page 6-2.



## Courts

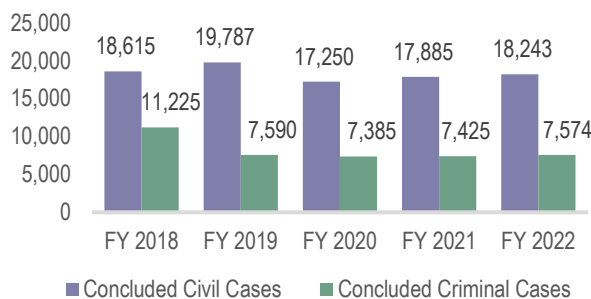
### Key Measures



**Objective:** Maintain judicious, prompt, and efficient handling of Circuit Court cases by concluding cases.

**Measure:** Number of filed civil cases and criminal cases in the Circuit Court.<sup>1</sup>

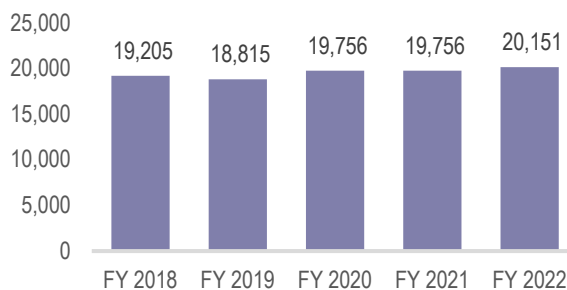
*The number of Circuit Court cases filed is expected to remain relatively stable.*



**Objective:** Ensure General District Court cases are resolved promptly and efficiently by processing all court cases.

**Measure:** Number of concluded civil and criminal cases in the General District Court.

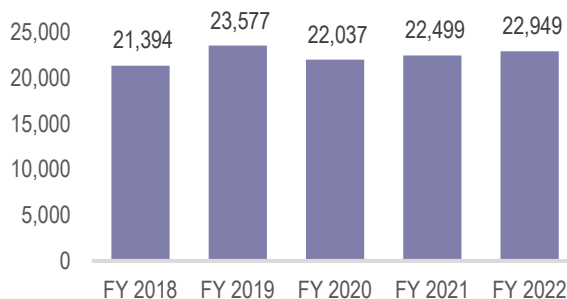
*The number of General District Court cases are projected to increase.*



**Objective:** Provide equitable services for juveniles and families in the judicial system for Loudoun County residents.

**Measure:** Number of Juvenile and Domestic Relations Court hearings.

*The number of Juvenile and Domestic Relations Court hearings is expected to steadily increase.*



**Objective:** Provide judicial services and accomplish statutory responsibilities of the Magistrate's Office on a 24 hours per day/7 days per week/365 days per year basis.

**Measure:** Number of magistrate processes.

*The number of magistrate processes is expected to steadily increase. Position vacancies in the Magistrate's Office affect this measure's data.*

<sup>1</sup> Commenced civil cases include garnishments, civil cases filed, juvenile appeals, and adoptions filed. Commenced criminal cases include indictments, waivers, bench trials, misdemeanor appeals, criminal juvenile appeals, and capias/rules.

**Courts****Department Programs****Department Financial and FTE Summary by Program<sup>1</sup>**

	FY 2018 Actual	FY 2019 Actual	FY 2020 Adopted	FY 2021 Proposed	FY 2022 Projected
<b>Expenditures</b>					
Circuit Court	\$1,206,211	\$1,193,739	\$1,294,816	\$1,518,412	\$1,561,436
Juvenile and Domestic Relations Court	70,012	99,144	125,213	124,436	126,462
General District Court	98,560	161,445	227,664	224,040	227,829
Magistrate's Office	75,224	56,505	59,228	61,249	62,346
<b>Total – Expenditures</b>	<b>\$1,450,007</b>	<b>\$1,510,833</b>	<b>\$1,706,920</b>	<b>\$1,928,138</b>	<b>\$1,978,073</b>
<b>Revenues</b>					
General District Court	\$11,664	\$12,593	\$20,768	\$20,768	20,768
<b>Total – Revenues</b>	<b>\$11,664</b>	<b>\$12,593</b>	<b>\$20,768</b>	<b>\$20,768</b>	<b>\$20,768</b>
<b>Local Tax Funding</b>					
Circuit Court	\$1,206,211	\$1,193,739	\$1,294,816	\$1,518,412	\$1,561,436
Juvenile and Domestic Relations Court	70,012	99,144	125,213	124,436	126,462
General District Court	86,896	148,852	206,896	203,272	207,061
Magistrate's Office	75,224	56,505	59,228	61,249	62,346
<b>Total – Local Tax Funding</b>	<b>\$1,438,343</b>	<b>\$1,498,240</b>	<b>\$1,686,152</b>	<b>\$1,907,370</b>	<b>\$1,957,305</b>
<b>FTE</b>					
Circuit Court	10.00	10.00	10.00	11.00	11.00
<b>Total – FTE</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>11.00</b>	<b>11.00</b>

<sup>1</sup> Sums may not equal due to rounding.