

# Circuit Court Clerk

The Colonial Heights Circuit Court Clerk is an elected city official responsible for the overall administration of the Colonial Heights Circuit Court. The Clerk is specifically charged with more than 800 statutory responsibilities; many of which extend beyond judicial-related business to non-judicial and fiscal activities.

As it relates to criminal cases, the Clerk's Office provides the Circuit Court general administrative support including recordation of all proceedings, administration of case records, and coordination of case scheduling and other activities with prosecutors and law enforcement. The Clerk's Office also provides overall judicial support by managing juries, maintaining and disposing of evidence, issuing arrest and other legal documents, collecting fines, and serving as repository for the Court's records.

On the non-judicial side, the Circuit Clerk serves as the probate judge in admitting or denying wills to probate and in qualifying executors, administrators, guardians and /or conservators.

The Clerk also serves as the City's Register of Deeds; and is responsible for recording all deeds, deeds of trust, powers of attorney, and real estate liens and releases. Other transactions and recordings processed by the Clerk's Office include judgments, financing statements, marriage licenses, concealed handgun permits and a variety of appointments including ministers, notaries, local Commission and Board members and law enforcement officers.

<b>Performance Indicators</b>	<b>FY 20-21 Actual</b>	<b>FY 21-22 Actual</b>	<b>FY 22-23 Projected</b>	<b>FY 23-24 Projected</b>
Total Cases (Criminal/Civil)	1,178	1,179	1,178	1,250
Wills/Estates Initiated	116	165	136	150
Judgments/Liens/Notices	1,941	1,778	1,379	1,475
Deeds Recorded	2,406	3,360	2,518	3,000
Marriage Licenses	162	166	183	200
Restitution	646	585	446	600
Concealed Handgun Permits	549	345	266	325

## ***Personnel Resources***

<b>Circuit Court Clerk</b>		<b>Authorized Positions</b>		
<b>Classification Title</b>	<b>Status</b>	<b>FY 22-23</b>	<b>FY 23-24</b>	<b>Diff.</b>
Circuit Court Clerk	FT	1.00	1.00	0.00
Chief Deputy/Bookkeeper	FT	1.00	1.00	0.00
<u>Administrative Assistant</u>	<u>FT</u>	<u>0.00</u>	<u>1.00</u>	<u>1.00</u>
Deputy II	FT	1.00	1.00	0.00
<u>Deputy I</u>	<u>FT</u>	<u>3.00</u>	<u>2.00</u>	<u>-1.00</u>
<del>Deputy I</del>	<del>FT</del>	<del>3.00</del>	<del>3.00</del>	<del>0.00</del>
FT = Full Time      PT = Part Time		<b>6.00</b>	<b>6.00</b>	<b>0.00</b>