
JUDICIAL



CIRCUIT COURT JUDGES

MISSION STATEMENT

To ensure that all of the citizens of Norfolk who are affected by judicial processes are provided with an independent, accessible, and responsible forum for the just resolution of disputes, and to preserve the rule of law while protecting citizens' rights and liberties.

DEPARTMENT OVERVIEW

Provides administrative support for the judges who hear cases brought before the court. Ensures that all of the citizens of Norfolk who appear before the court are provided with an independent, accessible, and responsible forum for the just resolution of disputes to preserve the rule of law and protect the rights and liberties guaranteed by the United States and Virginia Constitutions.

BUDGET HIGHLIGHTS

The total FY2005 approved budget for Circuit Court Judges is \$447,000. This represents an increase of \$7,700 over FY2004 due to changes in personnel costs.

Expenditure Summary				
	FY2002 ACTUAL	FY2003 ACTUAL	FY2004 APPROVED	FY2005 ADOPTED
Personnel Services	357,685	363,145	391,900	407,700
Materials, Supplies and Repairs	14,872	10,557	12,000	12,000
General Operations and Fixed Costs	18,769	22,823	20,400	20,400
Equipment	17,064	4,500	15,000	6,900
TOTAL	408,390	401,025	439,300	447,000

Programs & Services

	FY2003 ACTUAL	FY2004 APPROVED	FY2005 ADOPTED	FULL-TIME POSITIONS
Circuit Court Judges	401,025	439,300	447,000	5
<p>Preside over a court of general jurisdiction in Virginia. This means that the court has authority to try a full range of cases both civil and criminal. Only in Circuit Court is a jury provided.</p>				
TOTAL	401,025	439,300	447,000	5

Position Summary

Position Title	Pay Grade	Minimum	Maximum	FY04 Positions	Change	FY05 Positions
Judicial Executive Assistant	OPS12	35,790	57,213	1		1
Legal Assistant	OPS12	35,790	57,213	1		1
Legal Secretary II	OPS10	30,430	48,644	3		3
TOTAL				5	0	5

GENERAL DISTRICT COURT

MISSION STATEMENT

CRIMINAL DIVISION:

Handles State law and City Ordinances except traffic-related cases. It holds preliminary hearings in felony cases, and trials in misdemeanor cases, and health and housing code violations. Lunacy hearings are also heard under this division.

CIVIL DIVISION:

Hears attachments and other cases not exceeding \$15,000. Other cases include claims to specific personal property or any debt, fine or other money or to damages for breach of contract or for injury to a person. This budget includes a new Small Claims Court that handles suits for \$2,000 or less without attorneys.

TRAFFIC DIVISION:

Handles motor vehicle related cases under State law and City Ordinances, holds preliminary hearings and felony cases and trials in misdemeanors, traffic infraction and parking violations.

DEPARTMENT OVERVIEW

The Norfolk General District Court has three divisions: Criminal, Civil, and Traffic; six courts; six judges; and seven clerks' offices located in the General District Court Building.

BUDGET HIGHLIGHTS

- The total FY2004 budget approved for the General District Court is \$337,000, an increase of \$2,800 over FY2003. This increase is due to adjustments in personnel costs.

PRIOR YEAR ACCOMPLISHMENTS

- Renovated Traffic Court Clerk's Office #1
- Painted and carpeted Room 174/175

Expenditure Summary

	FY2002 ACTUAL	FY2003 ACTUAL	FY2004 APPROVED	FY2005 ADOPTED
Personnel Services	-	-	15,100	21,000
Materials, Supplies and Repairs	25,525	23,386	43,800	43,800
General Operations and Fixed Costs	192,095	239,524	254,800	251,700
Equipment	20,258	37,682	20,500	20,500
TOTAL	237,878	300,592	334,200	337,000

These funds support the retirement contribution for employees grandfathered in the City's retirement system.

Programs & Services

	FY2003 ACTUAL	FY2004 APPROVED	FY2005 ADOPTED	FULL-TIME POSITIONS
GENERAL DISTRICT COURT	300,592	334,200	337,000	0
Tries all civil and traffic cases, and criminal cases not presented by the Commonwealth's Attorney.				
TOTAL	300,592	334,200	337,000	0

JUVENILE & DOMESTIC RELATIONS COURT

MISSION STATEMENT

The Norfolk Juvenile and Domestic Relations District Court is committed to ensuring that all of the citizens of the City of Norfolk who appear before this court are provided with an independent, accessible, and responsible forum for the just resolution of disputes in order to preserve the rule of law and protect the rights and liberties guaranteed by the U.S. and Virginia Constitutions. To ensure that all persons have equal access to justice and the opportunity to resolve disputes without undue hardship, costs, and inconvenience. To ensure that our court system will maintain human dignity and the rule of law, by equal application of the judicial process in all controversies and increase the public's confidence and respect for legal authority and the courts. To protect the confidentiality and privacy of juveniles and to rehabilitate those who come before the court, in addition to protecting the public and holding juvenile offenders accountable for their actions.

DEPARTMENT OVERVIEW

The Norfolk Juvenile and Domestic Relations District Court maintains the court's budget, monitors the needs of the Court, public, and criminal justice agencies and ensures the court's compliance with statutory requirements, policies and procedures.

BUDGET HIGHLIGHTS

The total FY2005 approved Operating Budget for the Juvenile and Domestic Relations District Court is \$107,300. This represents an increase of \$5,000 over the FY2004 increases in costs and enhancements for e supplies, reference materials and equipment necessary to support the operations of the Court.

KEY GOALS AND OBJECTIVES

The Norfolk Juvenile and Domestic Relations District Court will continue to provide court services to the citizens of the City of Norfolk in matters involving the following types of cases:

- Delinquents, juveniles accused of traffic violations;
- Children in need of services or supervision; children who have been subjected to abuse or neglect; family or household members who have been subjected to abuse; adults accused of child abuse, neglect or other offenses against members of their own family;
- Adults involved in disputes concerning the support, visitation, parentage or custody of a child; abandonment of children; foster care and entrustment agreements;
- Court-ordered rehabilitation services, court consent medical treatments, and truancy of juveniles.

Expenditure Summary

	FY2002 ACTUAL	FY2003 ACTUAL	FY2004 APPROVED	FY2005 ADOPTED
Personnel Services*	-	-	5,100	7,000
Materials, Supplies and Repairs	10,509	12,346	14,700	19,700
General Operations and Fixed Costs	46,104	27,845	62,800	62,900
Equipment	16,428	19,956	22,700	19,700
TOTAL	73,041	60,147	105,300	109,300

*These funds support the retirement contribution for employees grandfathered in the City's retirement system.

Programs & Services

	FY2003 ACTUAL	FY2004 APPROVED	FY2005 ADOPTED	FULL-TIME POSITIONS
JUVENILE & DOMESTIC RELATIONS COURT	60,147	105,300	109,300	0
Maintains exclusive jurisdiction over all cases involving children; handles misdemeanors and felonies that deal with children less than 18 years of age. Hears domestic cases.				
TOTAL	60,147	105,300	109,300	0

Strategic Priority: Public Safety

TACTICAL APPROACH:

To ensure the court system will maintain the rule of law through equal application of the judicial process.

PROGRAM INITIATIVES	FY02	FY03	FY04	FY05	Change
Number of new cases	30,946	31,995	33,044	34,044	1,000

MAGISTRATE

MISSION STATEMENT

To provide services to the Norfolk Police Department and ensure that the citizens of Norfolk, who are affected by judicial processes, are provided with an independent, accessible and responsible forum for the resolution of disputes to preserve the rule of law while protecting their rights and liberties.

DEPARTMENT OVERVIEW

The Norfolk Magistrate's Office maintains a twenty-four hour a day; seven day a week schedule that utilizes three shifts. Magistrates are responsible for conducting probable cause hearings and then issuing felony and misdemeanor criminal warrants. In addition, they are responsible for conducting bond hearings, setting bonds, approving search warrants, temporary detention orders and resolving criminal complaints from citizens. They also can accept cash bonds and receive certain types of prepayments for the fines and costs associated with some minor criminal and traffic offenses.

BUDGET HIGHLIGHTS

The Magistrate Department's FY2005 Operating Budget of \$76,200 represents an increase of \$2,300 from FY2004 to FY2005. This is due to additional personnel expenses resulting from an increase in the Magistrates' state salary upon which their 5% City supplement is based, and the application of FICA to the supplemental amounts.

PRIOR YEAR ACCOMPLISHMENTS

The Office of the Magistrate continues to process an increased number of transactions per calendar year while maintaining optimum service levels and departmental efficiency. In FY2003 the Norfolk Magistrates referred 243 detainees to the Pre-Trial Release Program (an alternative to housing jail inmates) which provided \$156, 184.91 in cost savings to the City. In addition, the Norfolk Magistrate's Office assumes the responsibility of checking local and national criminal records for each person that appears before the Office of the Magistrate which saves the Norfolk Police Department substantial man-hours. Technologically, the video conferencing capabilities of the Office of the Magistrate, facilitates police operations during probable cause hearings.

Expenditure Summary

	FY2002 ACTUAL	FY2003 ACTUAL	FY2004 APPROVED	FY2005 ADOPTED
Personnel Services	22,298	22,943	29,600	31,900
Materials, Supplies and Repairs	6,578	8,070	9,200	9,200
General Operations and Fixed Costs	32,956	32,639	35,100	35,100
Equipment	-	-	-	-
All- Purpose Appropriations	-	-	-	-
TOTAL	61,832	63,652	73,900	76,200

Programs & Services

	FY2003 ACTUAL	FY2004 APPROVED	FY2005 ADOPTED	FULL-TIME POSITIONS
MAGISTRATE	63,652	73,900	76,200	0
<p>Responsible for issuance of criminal arrest warrants, summonses, setting bond amounts and conditions, issuing temporary mental committal orders, committals to and release from jail, accepting pleas of guilty to some minor criminal and traffic offenses and prepayment of their fines and costs.</p>				
TOTAL	63,652	73,900	76,200	0

PROBATION SERVICES

MISSION STATEMENT

The mission of the Court Service Unit is to ensure the protection of the citizens of Norfolk through the operation of policies, programs and services which assist the Juvenile and Domestic Relations Court in strengthening families, holding juveniles accountable for their negative actions and affording them opportunities to reform.

DEPARTMENT OVERVIEW

Under the direction of the Court Service Unit Director, Deputy Directors, and Supervisors, probation officers provide a comprehensive system of juvenile justice and human service programs and services to support the Juvenile and Domestic Relations Court. This support system provides for the rehabilitation of juveniles charged with criminal and non-criminal violations. All programs and services are designed to insure community protection, the accountability of juvenile offenders and the improved competency of juvenile offenders.

BUDGET HIGHLIGHTS

The non-discretionary account was increased by 75% to include the possibility of having to rent additional office space for our probation staff currently housed at the Little Creek Service Center. Although an exact relocation date has not been set, it is possible that it will occur during FY2005 and we felt it prudent to plan for rent for October through June. Also, we realize that the Court Service Units need to relocate 15 probation officers in that part of the City may be accommodated in another City facility; however, we have not been notified of any plans to do so as of this time.

KEY GOALS AND OBJECTIVES

- Intake Complaints -- 10,000 annually
- Court and Diagnostic Reports -- 1,100 annually
- 900 Juveniles under Court Supervision

PRIOR YEAR ACCOMPLISHMENTS

- Number of Intake complaints processed increased
- Number of Court investigations and reports increased
- Number of juveniles under court supervision remained constant with reduced level of staff and other resources

Expenditure Summary

	FY2002 ACTUAL	FY2003 ACTUAL	FY2004 APPROVED	FY2005 ADOPTED
Personnel Services*	-	-	13,200	18,300
Materials, Supplies and Repairs	8,271	8,220	11,900	11,900
General Operations and Fixed Costs	140,591	143,754	122,300	162,100
Equipment	5,058	14,146	5,000	5,000
TOTAL	153,920	166,120	152,400	197,300

* These funds support the retirement contribution for employees grandfathered in the City's retirement system.

Programs & Services

	FY2003 ACTUAL	FY2004 APPROVED	FY2005 ADOPTED	FULL-TIME POSITIONS
PROBATION SERVICES	166,120	152,400	197,300	0

The Court Service Unit operates many special programs designed to correct anti-social behavior, delinquent activity and family dysfunction. It also contracts with many private treatment providers using a variety of state and local funding streams to provide additional residential, group home and community based programs.

TOTAL	166,120	152,400	197,300	0
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