

**The Clerk of Court is a constitutional officer elected by her locality for an eight (8) year term. The Code of Virginia lists over 800 responsibilities and duties for the Clerk.**

**Public Safety:** The Clerk is the official record-keeper of criminal felony cases, misdemeanor appeal cases and criminal indictments. The Clerk collects criminal fines and costs levied against criminals upon conviction in court trials. The Clerk is responsible for providing critical public safety information related to criminal convictions and terms of incarceration of criminals to the Department of Corrections, Probation and Parole agencies, the State Police, and many other public safety agencies.

**Court services:** The Clerk provides direct administrative support to the judges in court proceedings. The Clerk prepares many legal documents for the court such as criminal court orders that memorialize the outcome of a criminal court case, summonses and legal service of process, authorizations for arrest, and other judicial directives. The Clerk is responsible for maintaining all court files and ensuring proper recordkeeping of the legal documents in the court files. The Clerk is also responsible for the preparation and submission of appeal files to the Virginia Court of Appeals and the Supreme Court of Virginia.

**Jury Management:** The Clerk manages both grand and petit jury operations. Citizens are assembled by the Clerk on a regular basis to sit on a grand jury to hear testimony on criminal indictments. The Clerk is also responsible for issuing juror questionnaires to establish a qualified petit jury pool, issuing jury summons for petit jury trials, preparing jury lists, providing a comprehensive juror orientation, and coordinating the needs of citizens who report for petit jury duty.

**Land Records:** The Clerk is responsible for collecting the taxes and fees associated with the legal recordation of deeds. Additionally, the Clerk is responsible for retaining all deeds and land records recorded since the inception of the city and for ensuring adequate public access to these public records.

**Probate and Fiduciary:** The Clerk acts as a probate judge when a last will and testament is presented to the Clerk for legal probate of an estate. The Clerk ensures the authentication of the will, conducts a legal hearing with witnesses, makes a legal appointment of an executor or administrator of a decedent's estate, and prepares legal documents and orders related to the handling of the estate. The Clerk collects the applicable probate taxes for the Commonwealth.

The Clerk is also responsible for the appointment and qualification of guardians for minors or incapacitated adults.

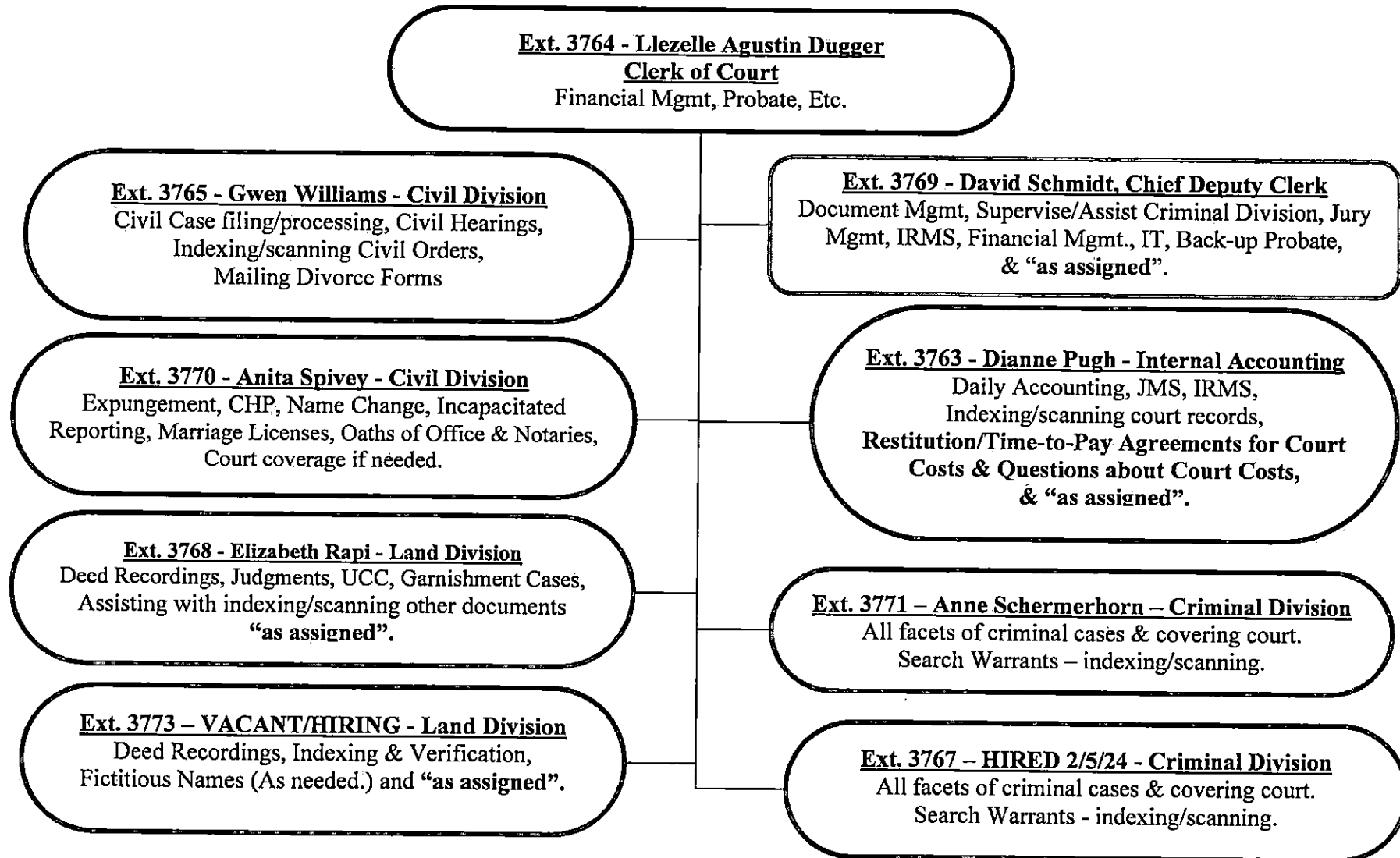
**Custodian of Court Cases:** The Clerk is the official recordkeeper of all circuit court cases which include contract disputes, claims of negligence, criminal cases, divorce proceedings, land disputes, adoptions, requests for name changes, court judgments, and many other types of court cases. Under Virginia law, the Clerk is responsible for providing public access to most court files.

**Public Services:** The Clerk is responsible for issuing marriage licenses in Virginia and processing notary public commissions for citizens in the city. The Clerk issues witness subpoenas in court cases, issues concealed handgun permits, and administers the oath of public office to elected officials, sheriff deputies, and to citizens who are appointed to local or state commission posts. In most jurisdictions, military discharge papers, referred to as DD-214, are filed with the Clerk.

**Official Record keeper of Election Ballots:** The Clerk takes custody of all election ballots after the local election officials have certified the election results.

**Custodian of Historic Records:** The Clerk's Offices throughout the Commonwealth of Virginia possess a wealth of historic records, such as the original last will and testament of George Washington, that are available for public inspection. These historical records require constant protection and preservation work to ensure these artifacts remain in existence for future generations. The General Assembly created a special grants preservation program which is managed by the Library of Virginia and this program allows Clerks to use state grant funding to perform preservation and conservation work to restore and protect Virginia's valuable history.

STAFF ORGANIZATION CHART (12/27/23)



Primary assigned tasks are reflected above. All staff are to assist the general public with receipting payments, issuing marriage licenses, swearing in Notaries, answering/fielding **general** phone calls, locating records or referring the inquiry to the Deputy Clerk responsible for that area for assistance and **undertake any other task(s) "as assigned"**.