



2012 Annual Report

Norfolk Circuit Court Clerk's Office

<http://icourt.info>



Clerk of Court
George E. Schaefer

Chief Deputy
Thomas A. Larson

Executive Assistant
Cheryl A.
Dougherty



COMMONWEALTH OF VIRGINIA

OFFICE OF THE CLERK FOURTH JUDICIAL CIRCUIT NORFOLK CIRCUIT COURT

100 Saint Paul's Boulevard
Norfolk, Virginia 23510
(757) 664-4580



Supervising Deputies

Criminal
DaVida M. Davis
Civil, Deeds & Probate
Anthony Fuller
**Licenses, Permits, Finance
& Jury**
Gerald L. Stokes

Comptroller
Nicholas D. Georges

Systems Administrator
Gregg J. Duquette

May 1, 2013

To: The Honorable City Council Members and City Manager
From: George Schaefer, Clerk of Circuit Court

CC: Budget Director, Circuit Court Chief Judge

Subj: Annual State of the Circuit Court Clerk's Office Report

Ladies and Gentlemen;

It is with great pleasure that I present this report on the state of the Circuit Court Clerk's Office to you. This second term is filled with the promise of continued advancements in court technology, improvements in operations, an increase in productivity and the reduction of long-term costs. The partnership between my office and the city has proven invaluable, bringing new vision, increased citizen accessibility and smarter government to the forefront of our operations.

Continuing the efforts begun in my first term, we have seen a shift from paper intensive to a paper on demand circuit. Virtually all criminal case files have been digitized and 13 years of civil case files have been imaged. This has allowed my staff ready access to information necessary to perform their duties as well as allowing other agencies similar access from their desktops. Collaboration has replaced individual review bringing greater quality to justice. Staff savings and long-term dollar savings in retirement and benefits resulting from this digital effort continue to grow as new efficiencies are realized. Staff needs are changing from data entry to critical thinking and quality oversight.

Through our partnership, construction began on a new courthouse bringing increased use of technology further enhancing the efficiency of the court operations. Work is now complete on the state-wide e-filing system piloted in this court. Thousands of hours of been placed in development of business rules, programming and operational review. The e-filing project, launched April 15, 2013, will result in yet another service to the citizens and practitioners in the court system. Work continues with regards to digitizing the remaining documents under the control of the Clerk adding to the services that we provide to our users.

Overall, 2012 saw little change in the numbers of cases handled. We experienced a slight downturn in the number of divorces finalized, criminal cases processed and wills executed.

Marriage licenses, restitution payments and cash receipts were flat. Noticeable increases were seen in passport applications, concealed weapons permits, civil case filings and more importantly, land record transactions, indicating a continued turn in real estate sales.

Items of note: Norfolk Circuit Court is the only all-digital courthouse in the Commonwealth. We have developed applications in-house to reduce time spent on administrative functions such as an e-sign application for Judges to quickly review and digitally sign their orders, individual courtroom electronic docket boards to assist the public in finding their way. We are working with other agencies to minimize paper flow, thereby reducing mailing costs, runner fees and time spent waiting on paper documents. Our system currently holds over 22 million images of documents held under the control of the Clerk.

Specific examples of our case load follow:

Criminal Cases concluded in CY12: 8,220 (down 13%)

Civil Cases opened in CY12: 8,863 (up 7%)

Will documents processed in CY12: 7,595 (down 9%)

Land Record documents processed in CY12: 45,000 (up 21%)

Other (marriage license, weapons permits, trade names, etc.): 55,857 (up 0.3%)

Staff Back scanning of documents in CY12: 1,219,617 images

Working closely with Sheriff's Office staff, we have processed 240 community service letters resulting in the in-kind payment of \$259,322 dollars in court cost debt owed by inmates.

Passport Services continue to be in demand. We have processed 1,117 passport applications in 2012, an increase of 42%.

With my continued preference toward Norfolk citizens, I am proud to announce that 98% of my staff calls Norfolk home.

Please find attached statistics from 2012. I have included, as a part of this package, graphs that we employ to determine the ebb and flow of the activities at the courthouse. This gives us the ability to manage our staff efficiently and foresee problem areas.

Thank you for your time and I look forward to a continued partnership between the Circuit Court and the City we serve.

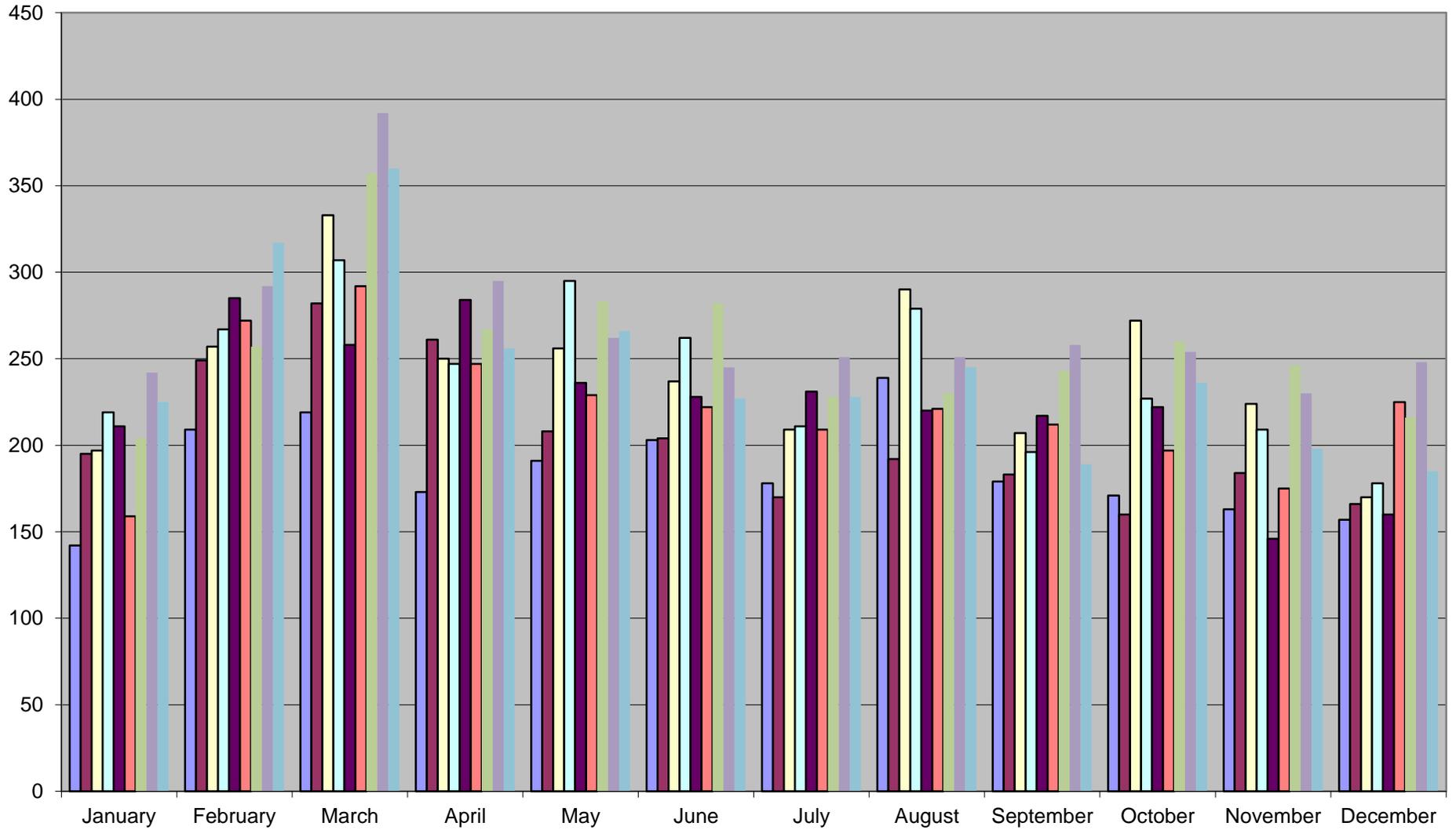
Very truly yours;



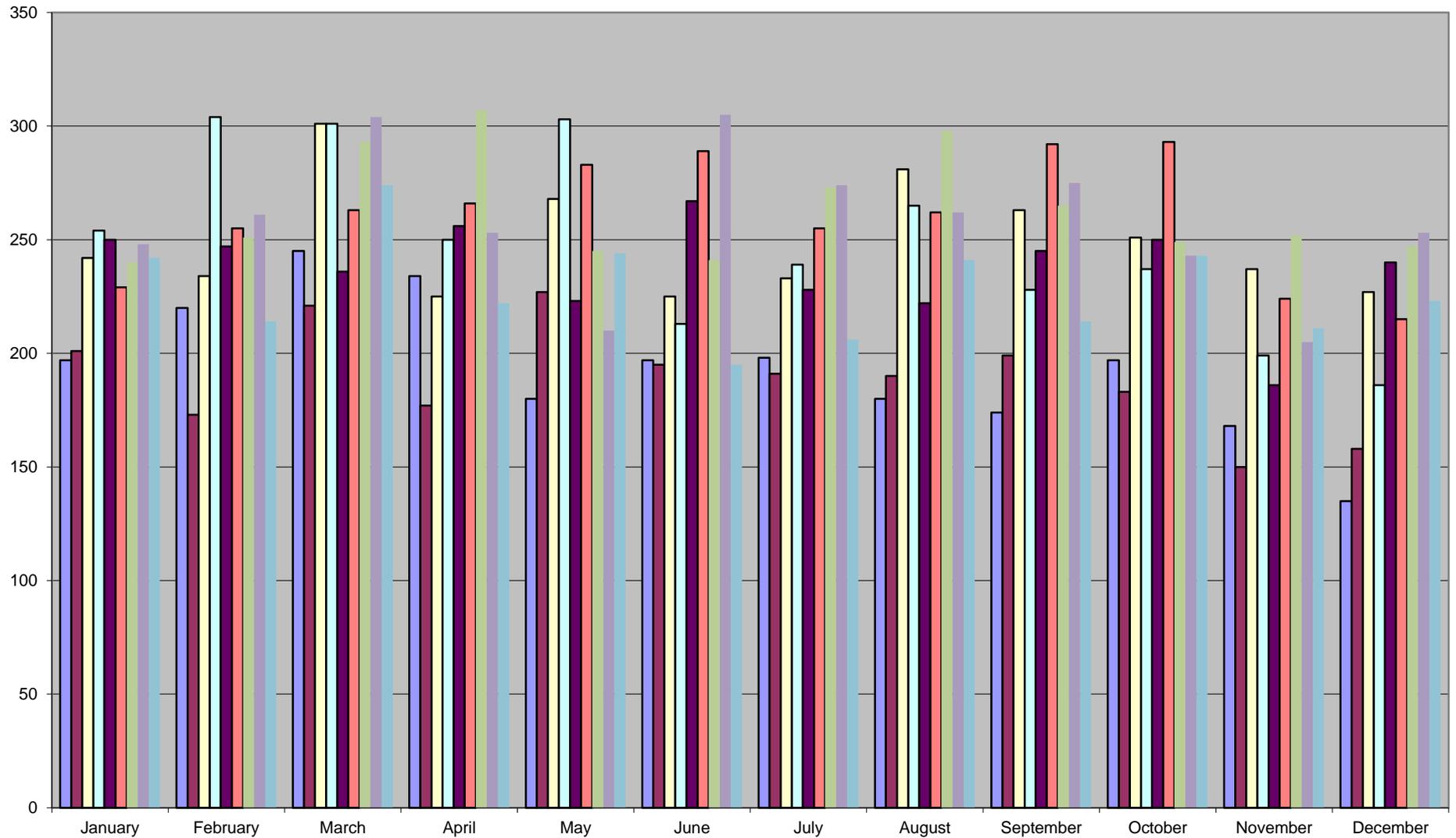
George E. Schaefer
Clerk of Circuit Court

Divorces

■ Divorces Filed 2004 ■ Divorces Filed 2005 ■ Divorces Filed 2006 ■ Divorces Filed 2007 ■ Divorces Filed 2008 ■ Divorces Filed 2009 ■ Divorces Filed 2010 ■ Divorces Filed 2011 ■ Divorces Filed 2012

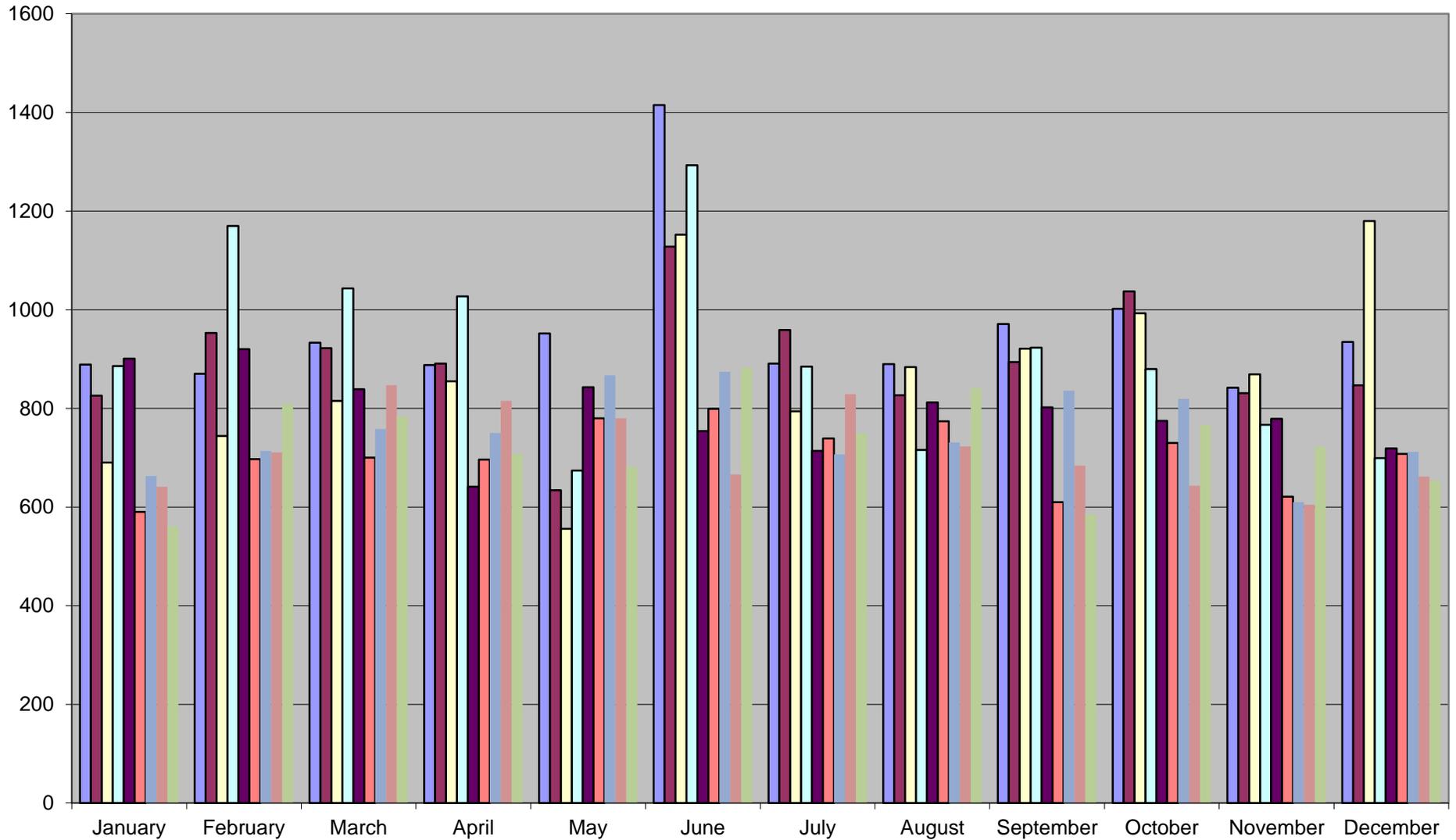


Civil Suits Filed

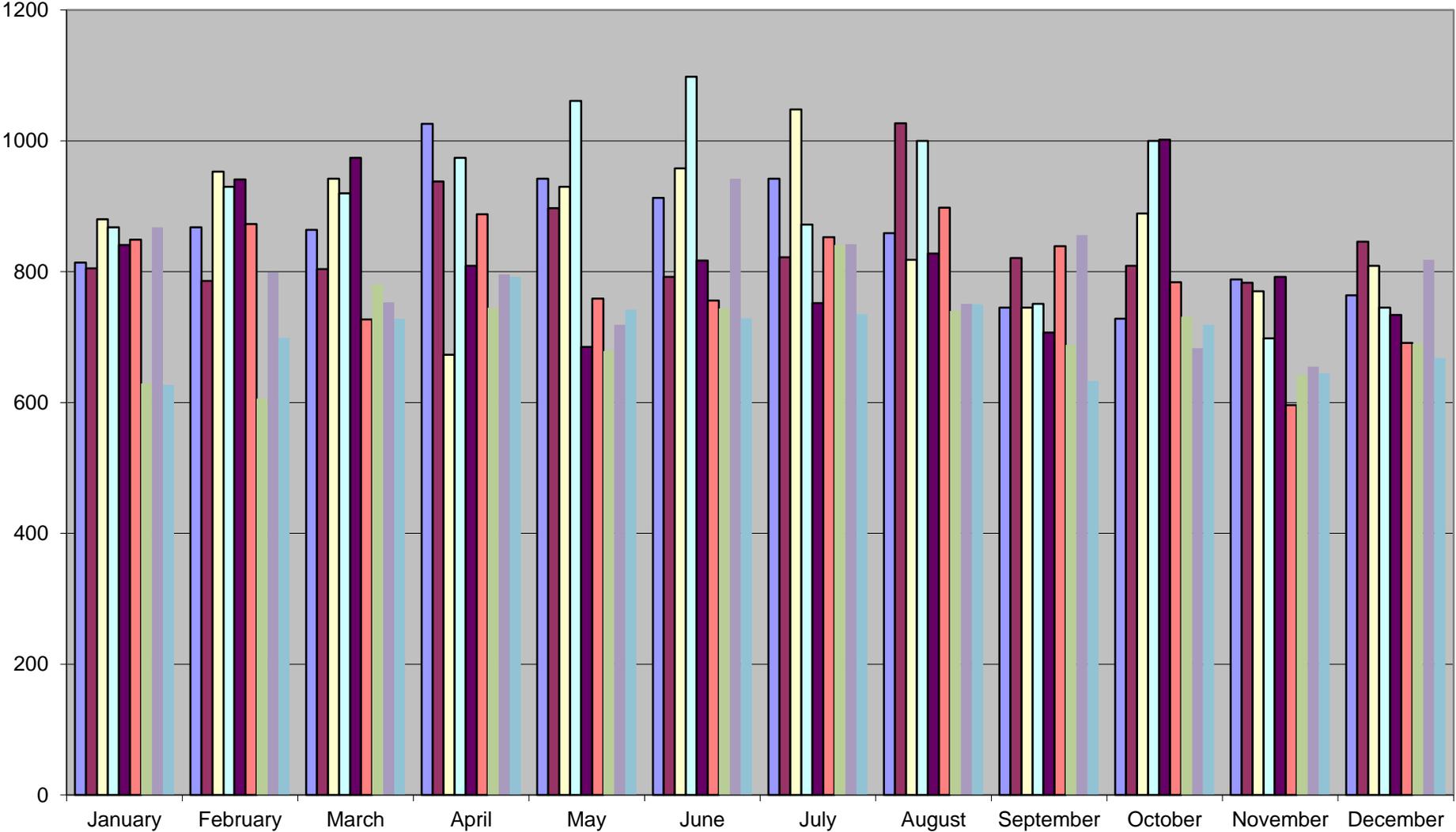
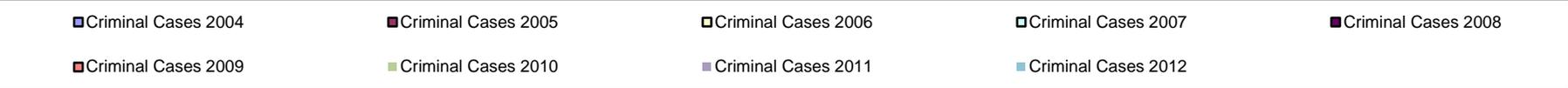


Criminal Cases Commenced

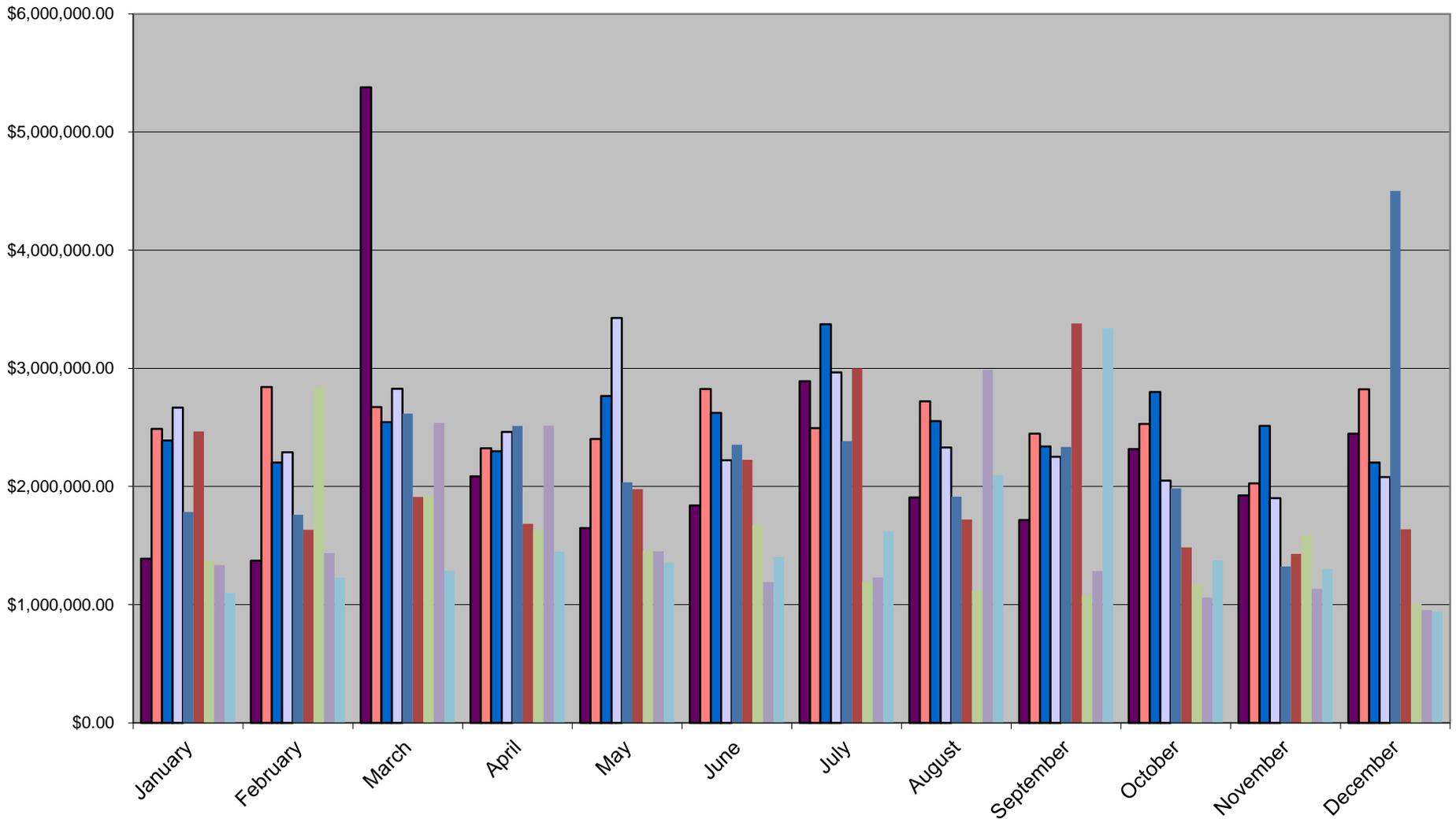
■ Criminal Cases 2004 ■ Criminal Cases 2005 ■ Criminal Cases 2006 ■ Criminal Cases 2007 ■ Criminal Cases 2008 ■ Criminal Cases 2009 ■ Criminal Cases 2010 ■ Criminal Cases 2011 ■ Criminal Cases 2012



Criminal Cases Concluded

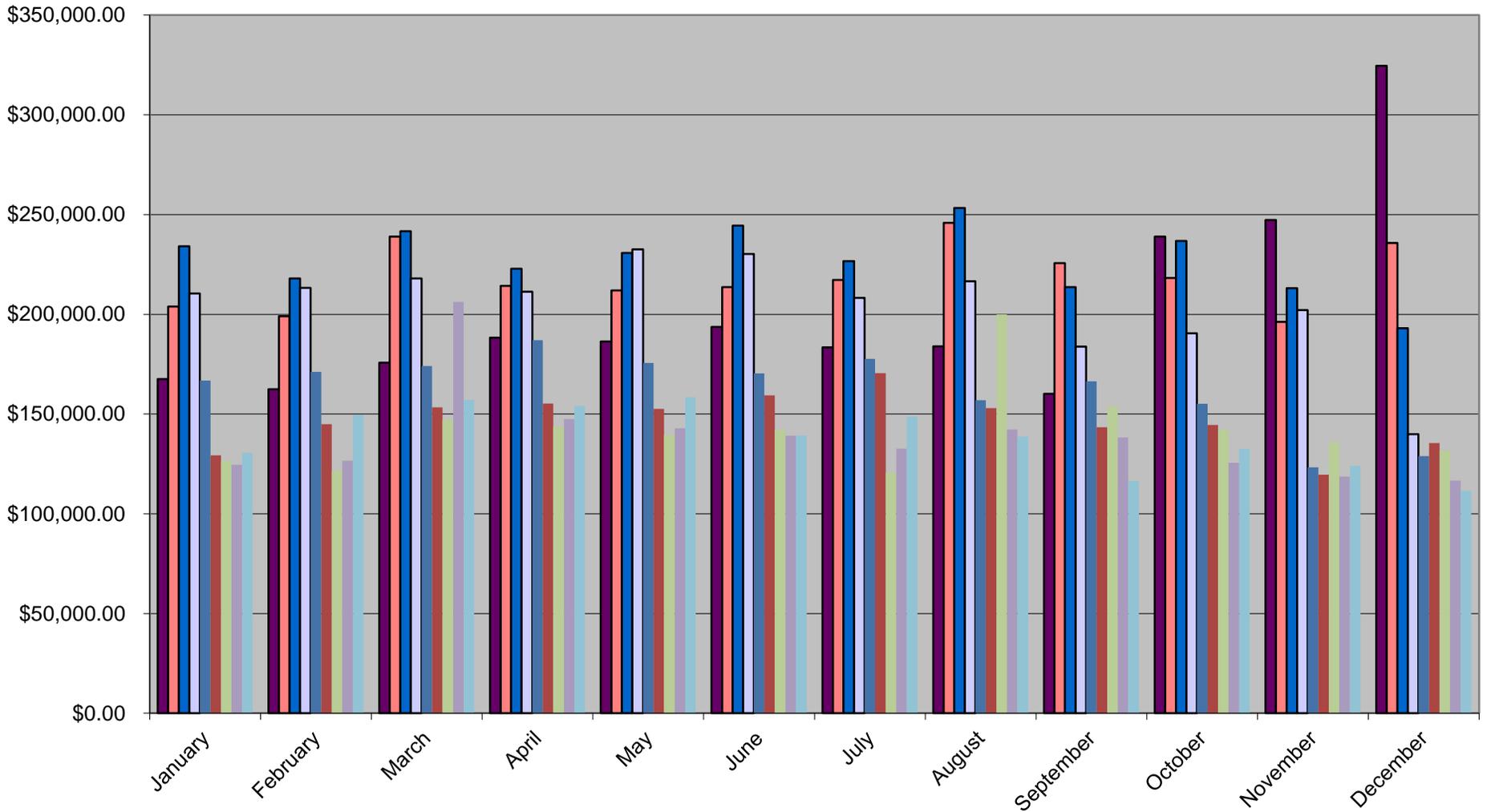


Total Receipts

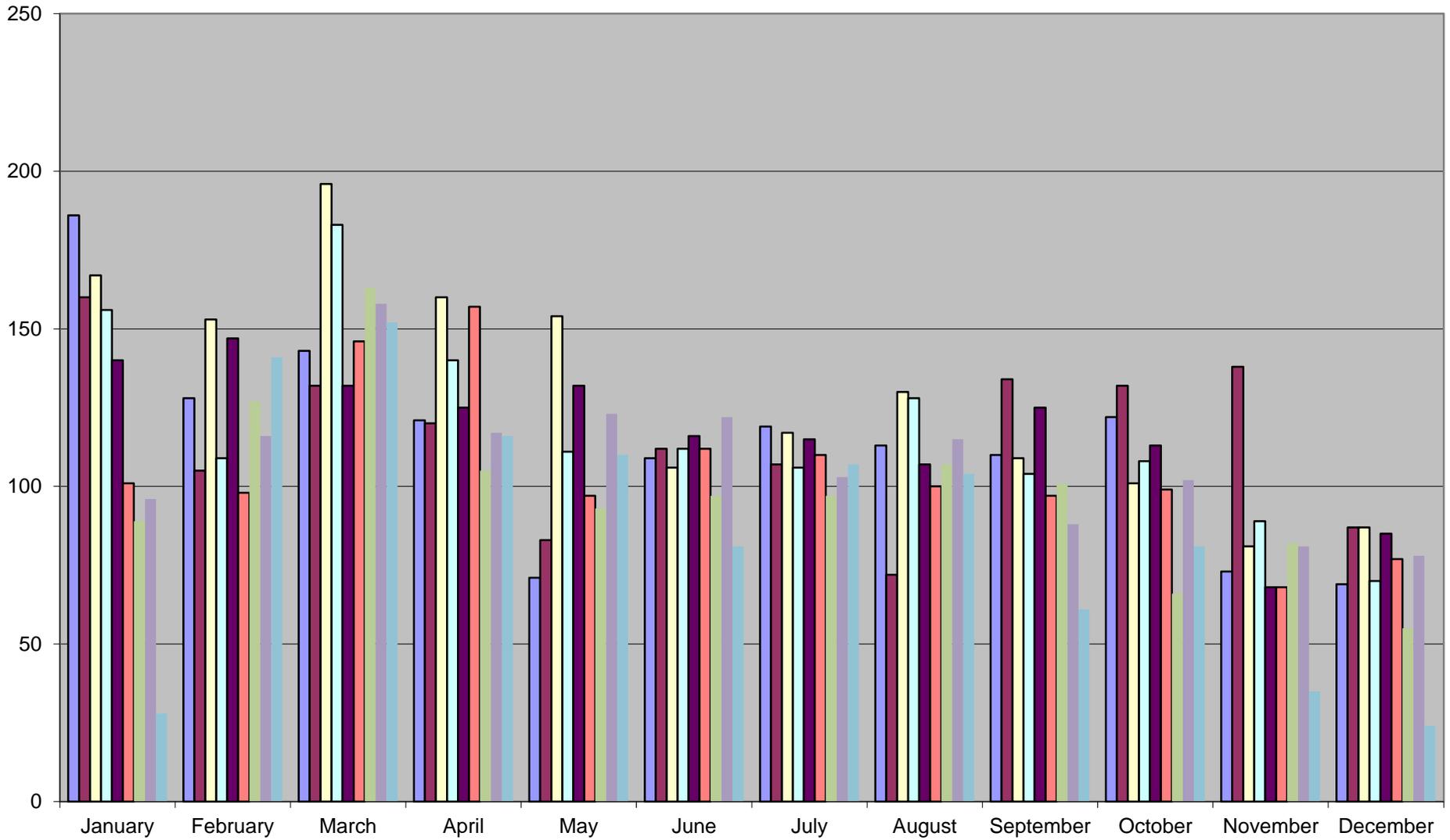


Clerk's Fees

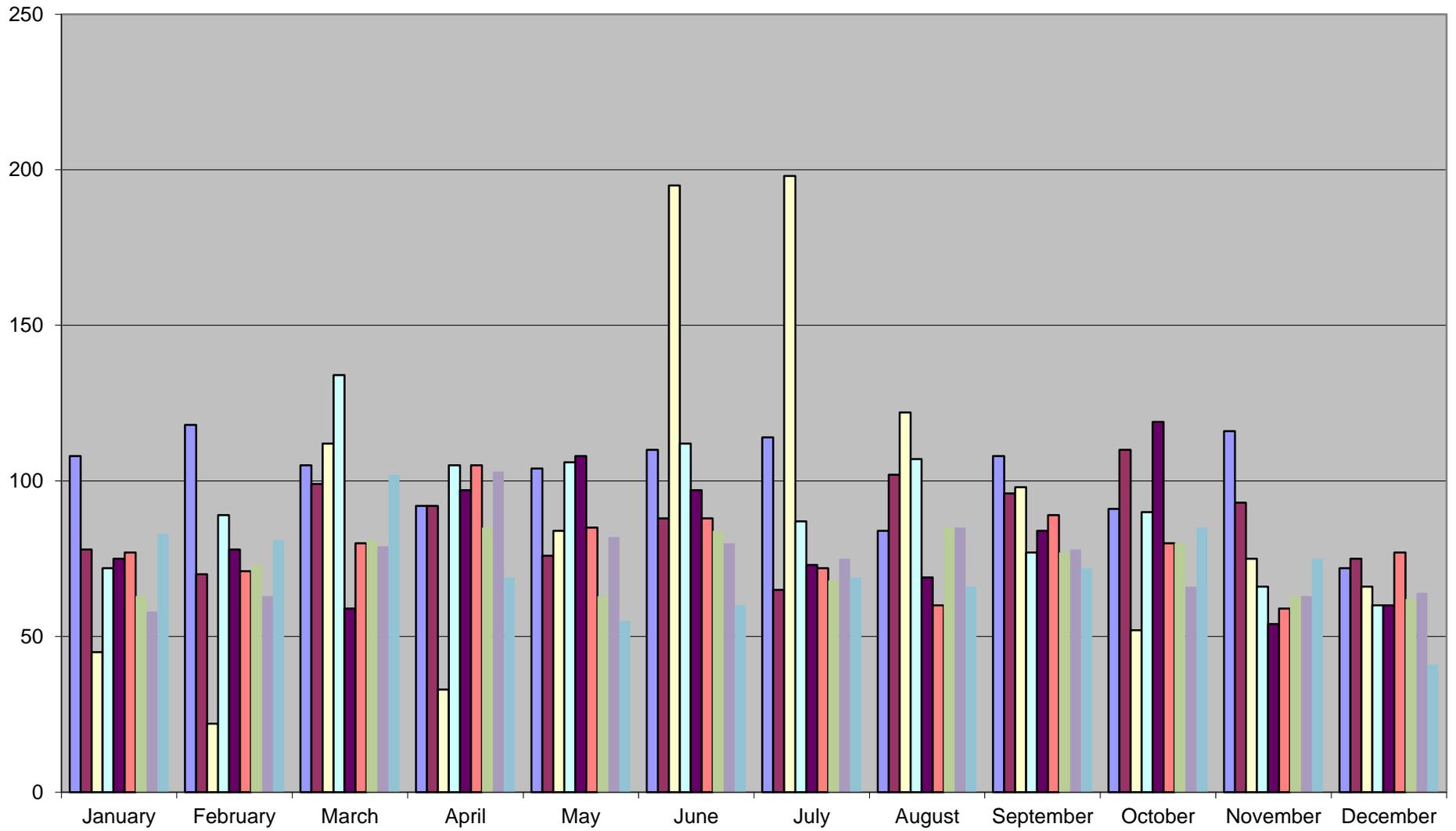
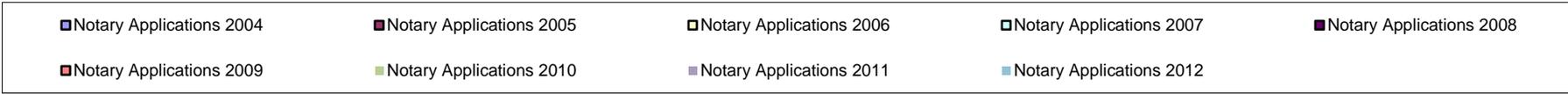
■ Clerk's Fees 2004 ■ Clerk's Fees 2005 ■ Clerk's Fees 2006 ■ Clerk's Fees 2007 ■ Clerk's Fees 2008 ■ Clerk's Fees 2009 ■ Clerk's Fees 2010 ■ Clerk's Fees 2011 ■ Clerk's Fees 2012



Trade Names

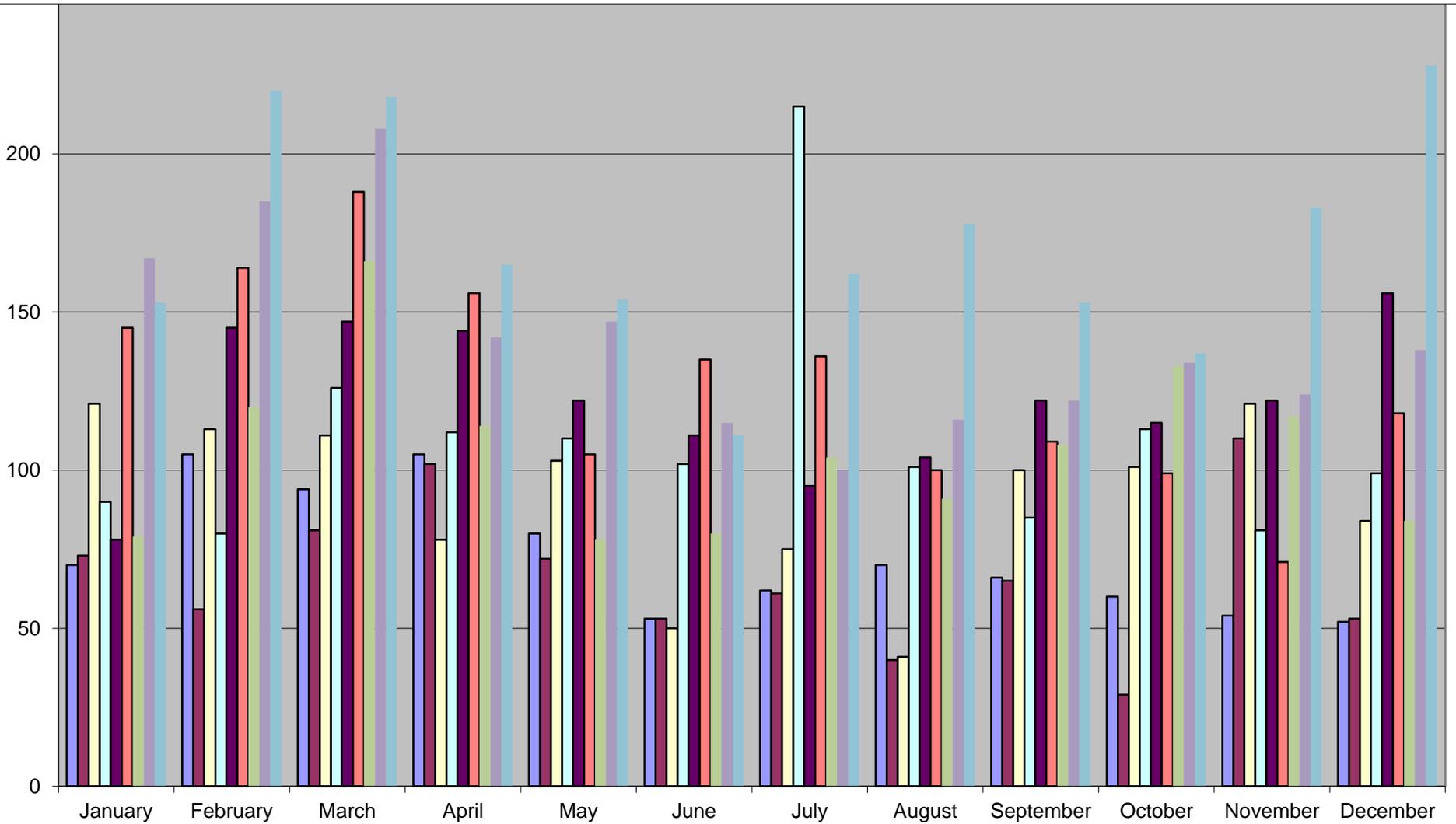


Notary Applications



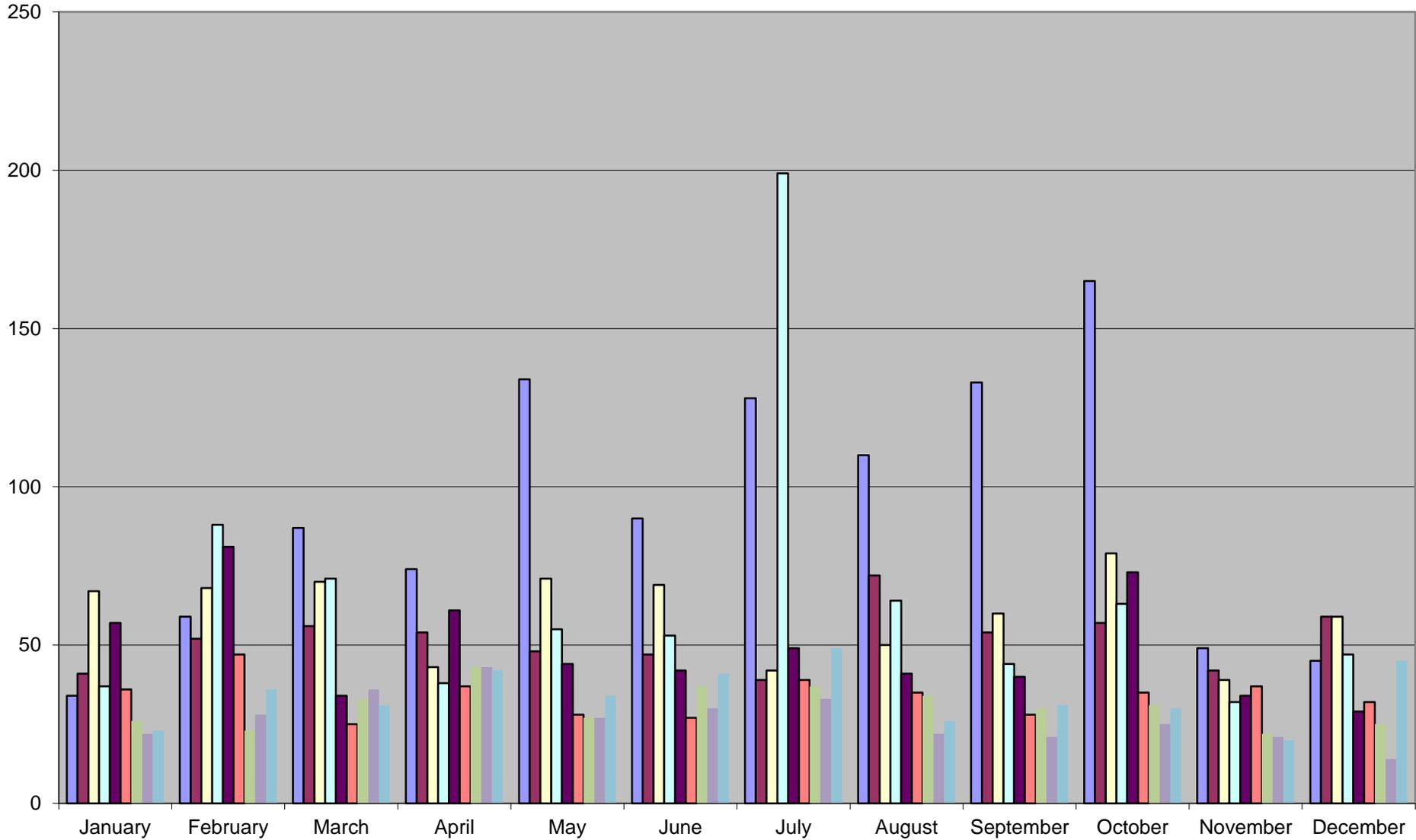
Concealed Weapons Permits

■ Concealed Weapons Permits 2004
 ■ Concealed Weapons Permits 2005
 ■ Concealed Weapons Permits 2006
 ■ Concealed Weapons Permits 2007
 ■ Concealed Weapons Permits 2008
■ Concealed Weapons Permits 2009
 ■ Concealed Weapons Permits 2010
 ■ Concealed Weapons Permits 2011
 ■ Concealed Weapons Permits 2012



UCC Recordings

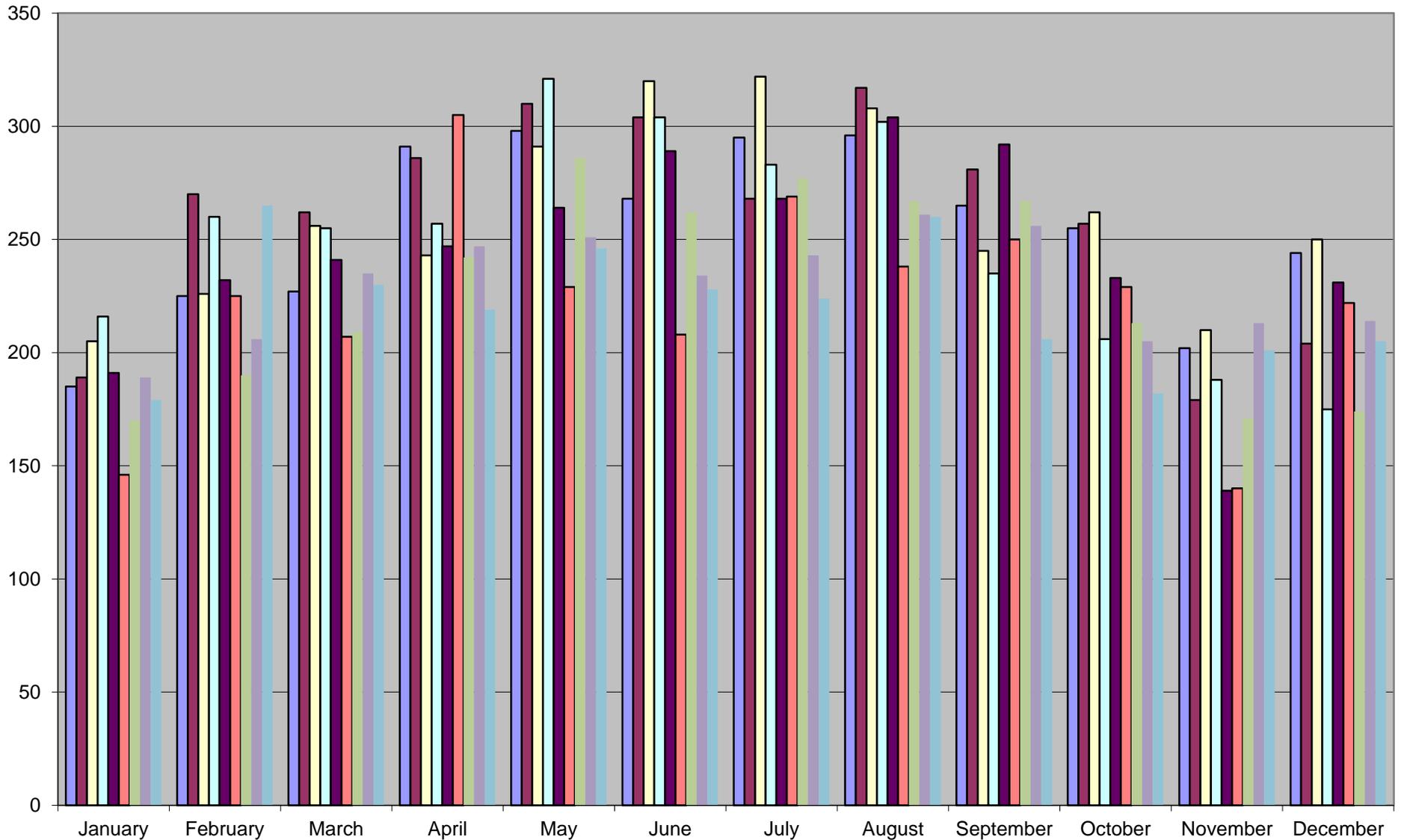
■ UCC Recording 2004 ■ UCC Recording 2005 ■ UCC Recording 2006 ■ UCC Recording 2007 ■ UCC Recording 2008 ■ UCC Recording 2009 ■ UCC Recording 2010 ■ UCC Recording 2011 ■ UCC Recording 2012



Marriage Licenses

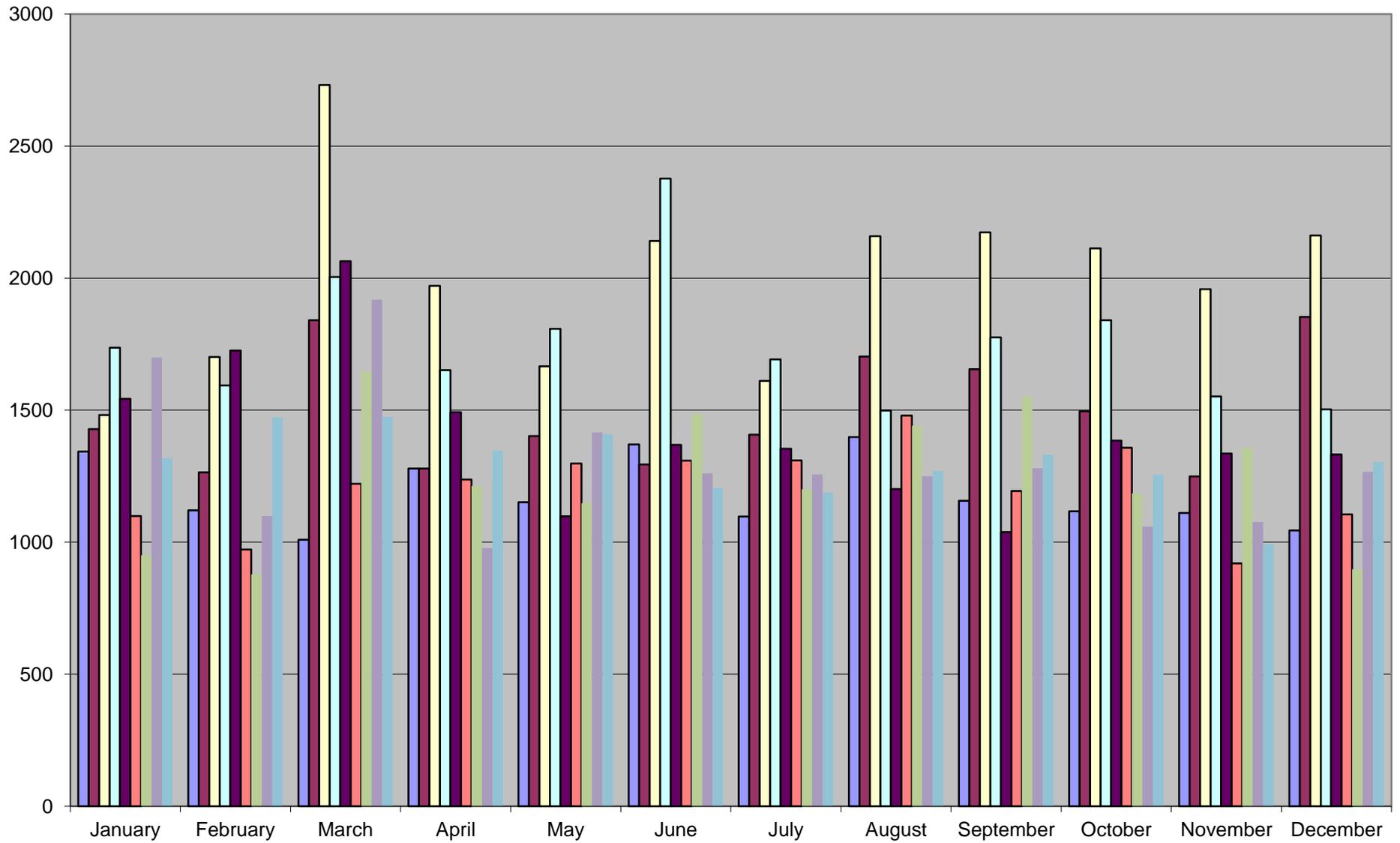
Marriage Licenses 2004
 Marriage Licenses 2005
 Marriage Licenses 2006
 Marriage Licenses 2007
 Marriage Licenses 2008

Marriage Licenses 2009
 Marriage Licenses 2010
 Marriage Licenses 2011
 Marriage Licenses 2012



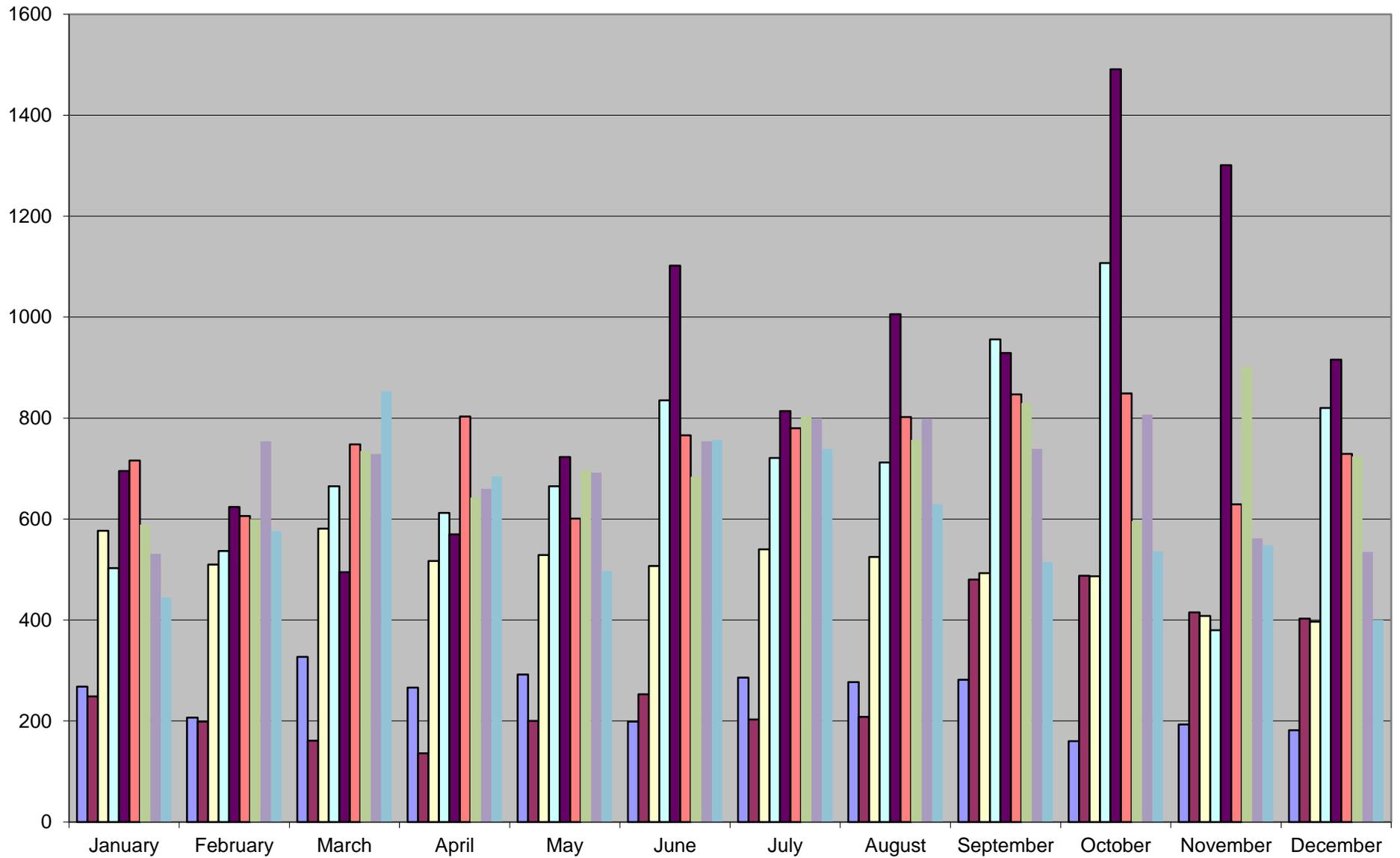
Judgements

Judgments 2004 Judgments 2005 Judgments 2006 Judgments 2007 Judgments 2008 Judgments 2009 Judgments 2010 Judgments 2011 Judgments 2012

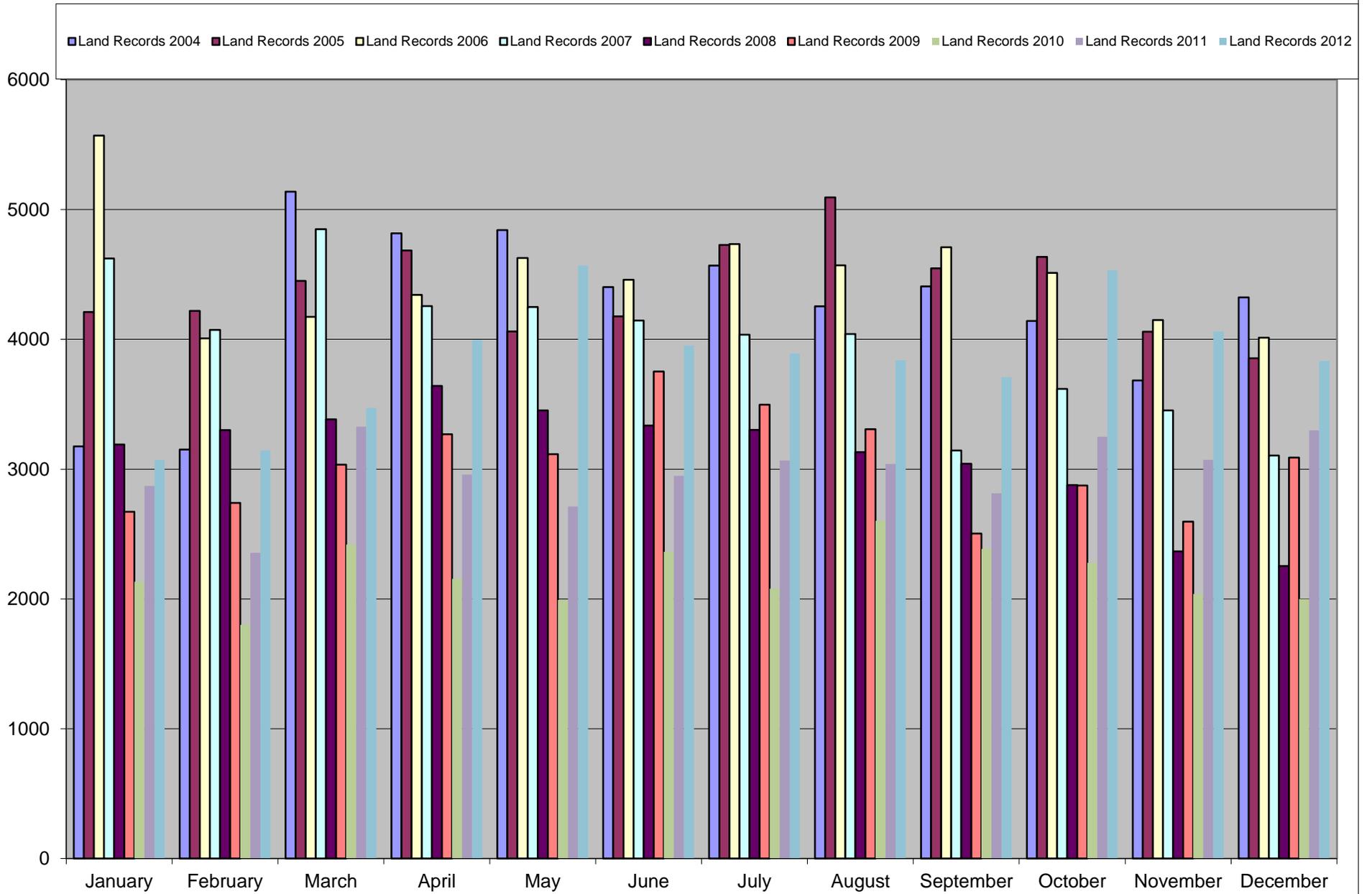


Wills

■ Wills 2004 ■ Wills 2005 ■ Wills 2006 ■ Wills 2007 ■ Wills 2008 ■ Wills 2009 ■ Wills 2010 ■ Wills 2011 ■ Wills 2012

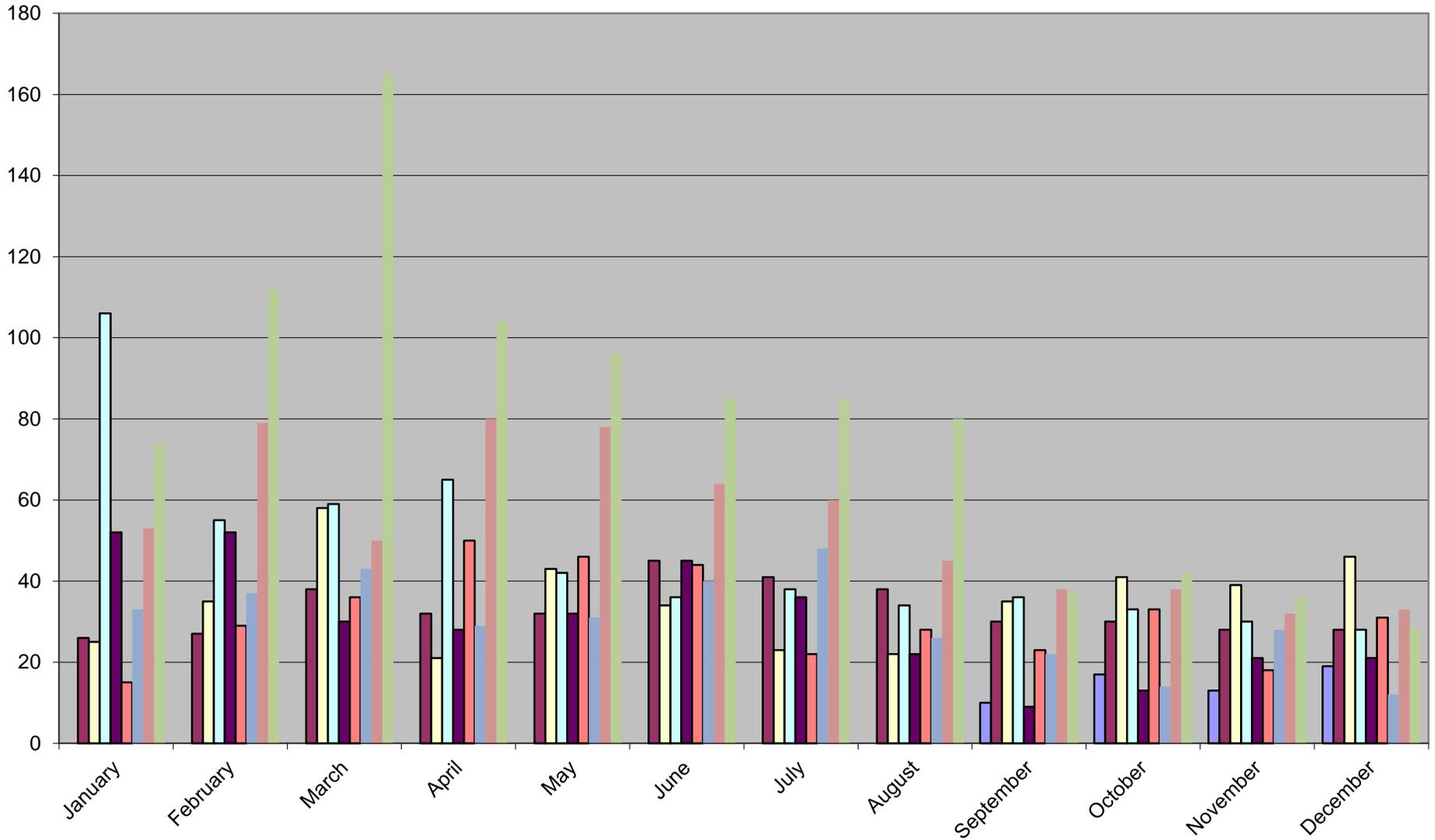


Land Records



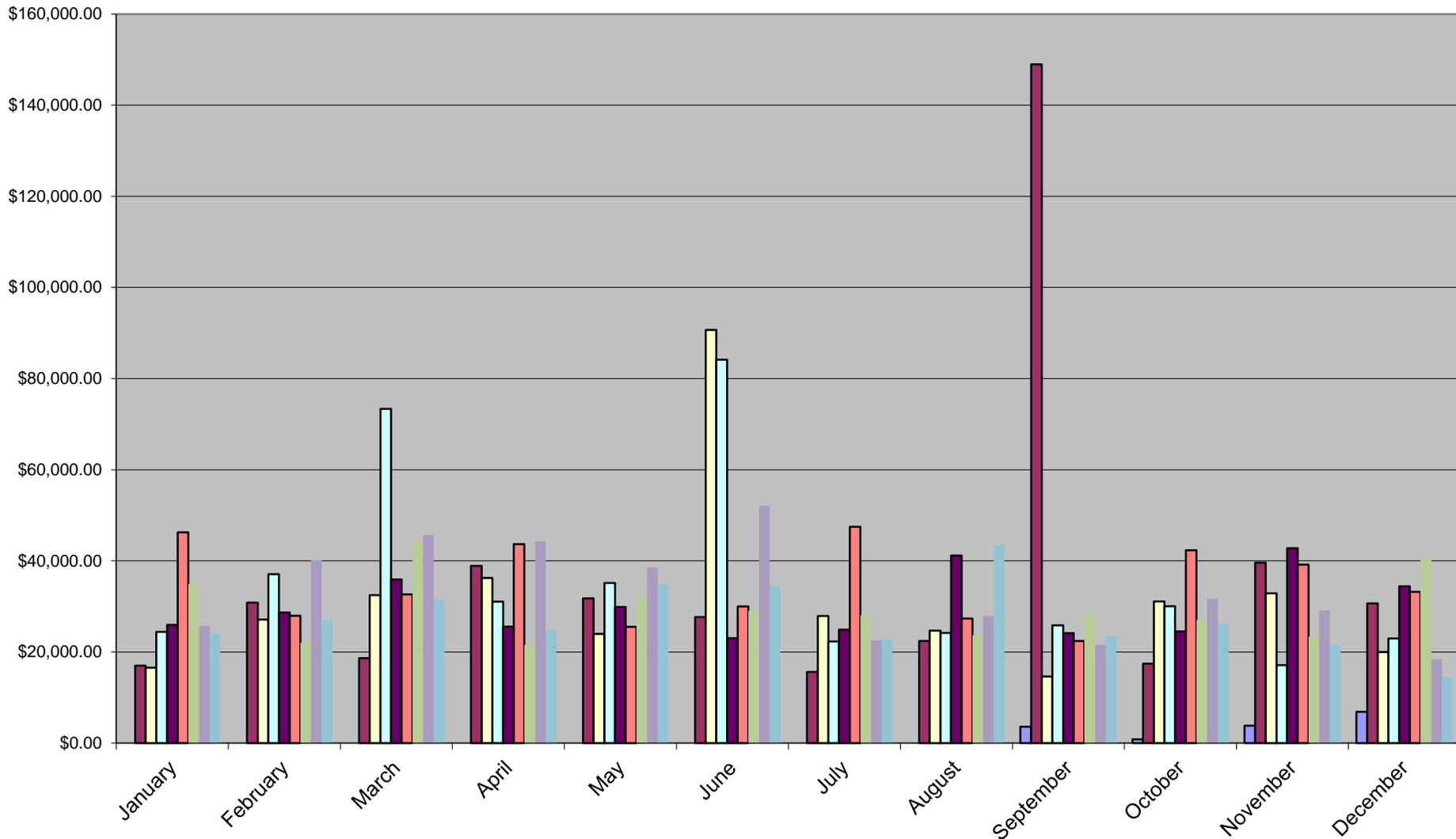
Passports

■ Passports 2004 ■ Passports 2005 ■ Passports 2006 ■ Passports 2007 ■ Passports 2008 ■ Passports 2009 ■ Passports 2010 ■ Passports 2011 ■ Passports 2012



Restitution to Victims

- Restitution to Victims 2004
- Restitution to Victims 2005
- Restitution to Victims 2006
- Restitution to Victims 2007
- Restitution to Victims 2008
- Restitution to Victims 2009
- Restitution to Victims 2010
- Restitution to Victims 2011
- Restitution to Victims 2012



Liens

■ Liens 2004 ■ Liens 2005 ■ Liens 2006 ■ Liens 2007 ■ Liens 2008 ■ Liens 2009 ■ Liens 2010 ■ Liens 2011 ■ Liens 2012

