

*Our Mission: To administer justice in a fair, timely and efficient manner in the areas of criminal, traffic, civil, small claims and involuntary civil commitment*

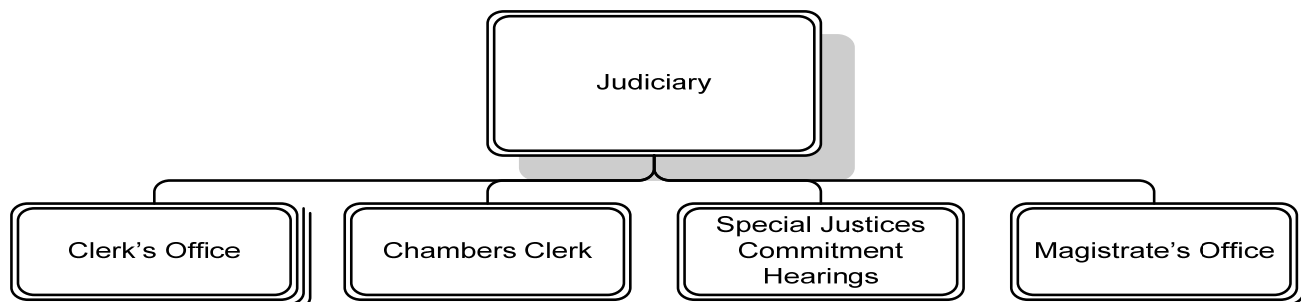
The General District Court is the court with the greatest public contact. It has the largest and most varied caseload of the three courts in Arlington County. The General District Court has five divisions: criminal, traffic, civil, small claims, and involuntary civil commitment.

The Court's responsibilities in criminal matters include arraignment of criminal defendants, bond hearings, trials of defendants charged with misdemeanors, preliminary hearings of defendants charged with felonies and probation violations. In addition, the Court issues protective orders to provide safety to victims of crime. The Court hears all traffic cases involving individuals eighteen years of age or older. The Court's civil jurisdiction is generally limited to matters when the amount in dispute is \$15,000 or less. The Court has jurisdiction for commercial landlord-tenant matters, regardless of the amount. The Court is responsible for conducting involuntary mental commitment hearings.

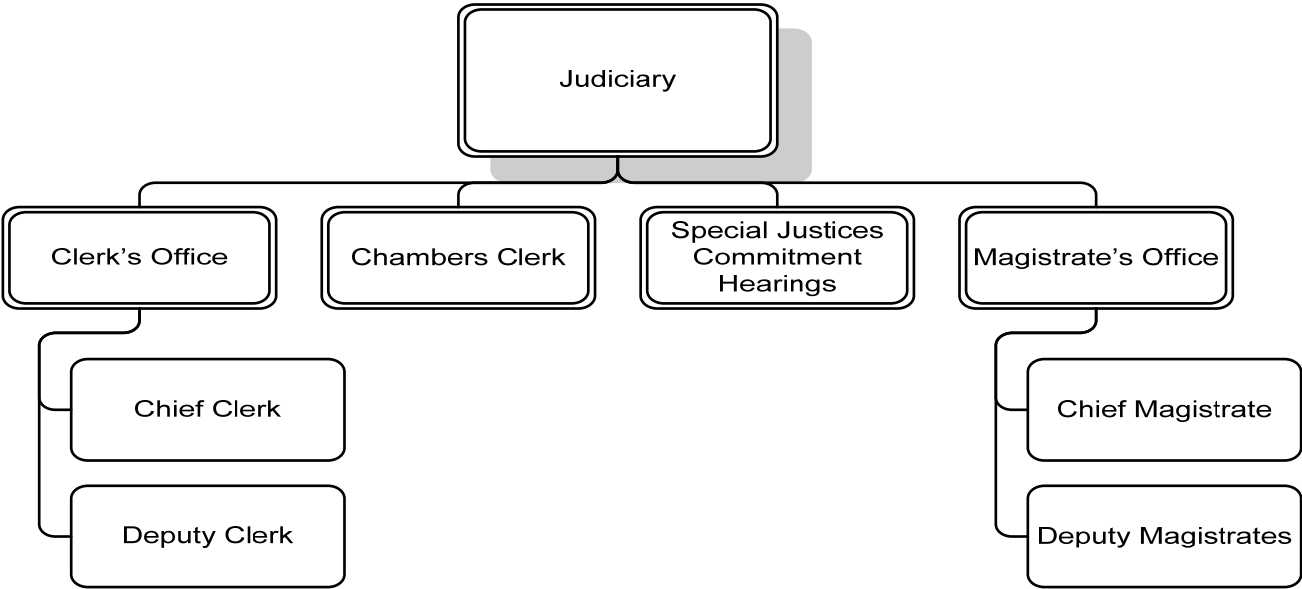
In fulfilling its responsibilities, the General District Court strives to assure courtesy, fairness, and efficiency, and to fulfill its responsibility to dispense justice appropriately in each case. The Court recognizes the challenges presented by its high case volume and continues to monitor its success in these goals.

- **Judges' Office** (\$192,672, 1.20 FTE): Along with handling the judiciary duties of the Court and cases within its jurisdiction, the Court also arranges for appointment of counsel for the indigent, facilitating civil involuntary mental commitment hearings, in cooperation with the Sheriff's Office and the Department of Human Services (DHS).
- **Clerk's Office** (\$62,569, 0.30 FTE): The General District Court Clerk's Office processes criminal warrants, traffic summonses, and civil cases. The Clerk's Office also processes pre-payments of traffic fines; collects fees, fines and court costs assessed in General District Traffic and Criminal Courts; and provides assistance to the public.
- **Magistrate's Office** (\$93,045): The Magistrates' Office issues warrants for the arrest of violators of state law and County ordinances; admits to bail or commits to jail all persons charged with offenses, subject to the limitations and in accordance with the general laws on bail; issues civil warrants; accepts pre-payments of traffic summonses when the Clerk's Office is closed; and issues temporary detention orders. The Magistrate administers oaths, takes acknowledgements, and acts as conservators for the peace.

**DEPARTMENT DIVISIONS**



DEPARTMENTAL ORGANIZATION CHART



**FY 2008 PRIORITIES**

- To continue to review court procedures to assure the needs of all parties with business before the court are met in the best way possible.
- To continue to provide the highest quality service from the Clerk’s Office and the Magistrate’s Office, processing criminal warrants, traffic summonses, fine payments, records, case filings and inquiries.
- To review expansion of the use of mediation as appropriate.
- To continue to improve access to services for non-English speaking clientele.
- To continue cooperation with County and non-profit agencies to serve the Court’s constituency.

**DEPARTMENT FINANCIAL SUMMARY**

	FY 2006 Actual	FY 2007 Revised	FY 2008 Proposed	% Change '07 to '08
Personnel	\$132,910	\$177,576	\$166,421	-6%
Non-Personnel	121,964	181,865	181,865	-
<b>Total Expenditures</b>	<b>254,874</b>	<b>359,441</b>	<b>348,286</b>	<b>-3%</b>
Fees	1,890,217	1,996,217	1,994,968	-
Grants	-	-	-	-
<b>Total Revenues</b>	<b>1,890,217</b>	<b>1,996,217</b>	<b>1,994,968</b>	<b>-</b>
<b>Net Tax Support</b>	<b>(\$1,635,343)</b>	<b>(\$1,636,776)</b>	<b>(\$1,646,682)</b>	<b>1%</b>
Authorized FTEs	1.5	1.5	1.50	
Funded FTEs	1.5	1.5	1.50	

**SIGNIFICANT BUDGET CHANGES**

The FY 2008 proposed budget for General District Court is \$348,286, a three percent decrease over the FY 2007 revised budget.

- ↓ Personnel expenditures include normal salary increases offset by a decrease in salaries of part-time positions budgeted as vacant, an increase in employer retirement contributions to maintain full funding of the retirement fund, and a fifteen percent increase in health insurance.
- ↓ Decrease in revenue is due to projections for Falls Church reimbursements calculated based on reconciliation of prior year Falls Church payments with the corresponding actual expenditures and making an adjustment in FY 2008 (\$1,249).

**PERFORMANCE MEASURES**

Critical Measures	FY 2003 Actual	FY 2004 Actual	FY 2005 Actual	FY 2006 Actual	FY 2007 Estimate	FY 2008 Estimate	FY 2008 Goal
Traffic cases adjudicated	76,103	76,103	77,533	62,292	62,292	65,407	65,407
Criminal cases adjudicated	7,704	7,704	7,528	6,718	6,718	7,053	7,053
Civil cases adjudicated	10,132	10,132	9,974	8,120	8,220	8,526	8,526
Data entry defect rate	N/A	N/A	<1%	<1%	<1%	<1%	<1%
Percent favorable rating on customer service	N/A	N/A	80%	90%	90%	90%	90%
Traffic cases filed	76,194	75,302	76,502	85,340	72,953	76,601	76,601
Criminal cases filed	5,340	6,407	6,407	7,818	11,904	12,202	12,202
Civil cases filed	7,206	9,051	9,051	10,606	9,201	9,661	9,661
Probable cause hearings	7,752	7,695	7,695	5,068	7,600	5,200	5,200
Bond hearings	N/A	N/A	N/A	3,120	3,120	3,200	3,200
Other processes	2,844	2,845	2,845	2,850	3,000	3,000	3,000
Percent of fines collected	80%	84%	85%	88%	86%	88%	88%