



Staunton Circuit Court Clerk's Office

About Us

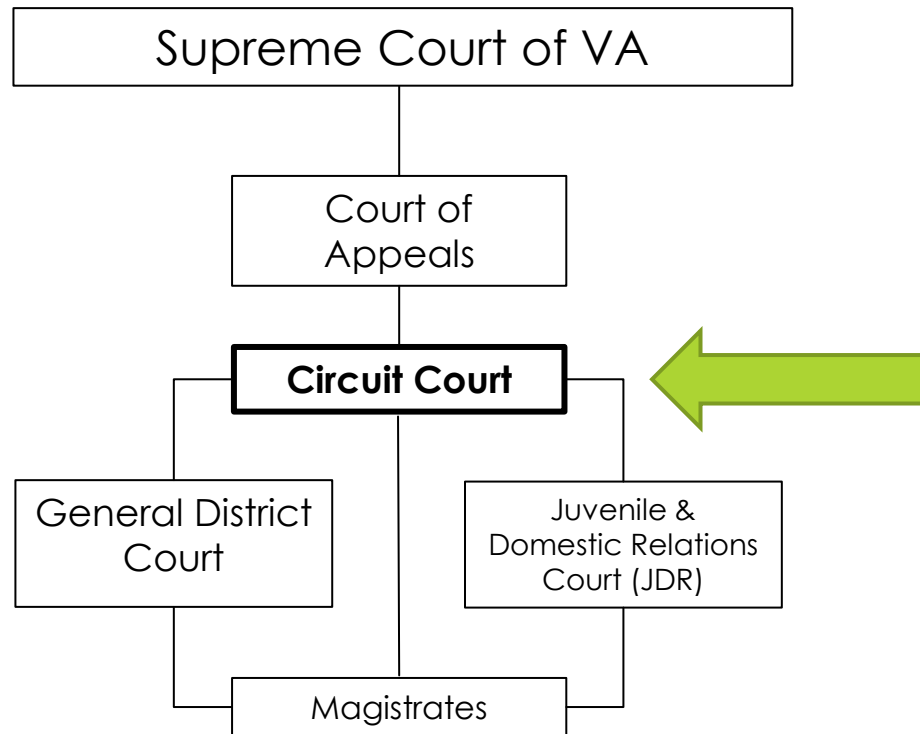
- ▶ Office:
Cochran Judicial Center 3rd Floor
113 E. Beverley Street, Staunton, VA 24401
- ▶ Phone: 540-332-3874
- ▶ Fax: 540-332-3970
- ▶ Website:
<https://www.ci.staunton.va.us/departments/clerk-of-circuit-court>



Our Staff

- ▶ Clerk: **Staci N. Falls**
- ▶ 7 full-time Deputy Clerks:
 - ▶ Cindy Marshall, Chief Master Deputy Clerk
 - ▶ Laura Munse, Master Deputy Clerk
 - ▶ Anna Stansfield, Deputy Clerk/Court Reporter
 - ▶ Cara Morris, Deputy Clerk (Probate)
 - ▶ Baylei Alphin, Deputy Clerk
 - ▶ Robert Banta, Deputy Clerk
 - ▶ Anita Prowant Helpa, Deputy Clerk
- ▶ 1 part-time Deputy Clerk (currently vacant)

The Virginia Judicial System



- ▶ Circuit Court Judges are appointed by the General Assembly for an 8-year term.
- ▶ Circuit Court Clerks are elected by the voters of their locality for an 8-year term (Referred to as “Constitutional Officers”).

Circuit Court Clerk's Office

- ▶ 1 per jurisdiction in Virginia
- ▶ Over 800 mandated duties listed in Virginia State Code
- ▶ Civil claims >\$50,000
- ▶ All felony charges/ancillary misdemeanors certified from district courts or direct indicted
- ▶ Cases appealed from General District Court & Juvenile & Domestic Relations Court
- ▶ Authority to impanel Grand Juries
 - ▶ 4 per year
 - ▶ 7 Grand Jurors per term

Civil

- ▶ Suits for \$4,500 - \$50,000 can be filed in either General District or Circuit Court
 - ▶ All \$50,000+ suits are only filed in Circuit Court
- ▶ Divorce proceedings
- ▶ Western State Appeals
- ▶ Adoptions
- ▶ Judgments & Financing Statements
- ▶ Wills and Estate matters
- ▶ Property disputes



Criminal

- ▶ Felony charges
- ▶ Misdemeanor charges (certified or appealed from District Court)
- ▶ Retain Search Warrants
- ▶ Courtroom presence
 - ▶ Maintain exhibits & recording log
 - ▶ Prepare paperwork for the jail
 - ▶ Prepare court orders
- ▶ Violations:
 - ▶ Probation
 - ▶ Bond & Pre-trial



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Growth

- ▶ The number of wills/estates initiated increased between 2023 & 2024.
- ▶ The number of marriage licenses and concealed handgun permits issued increased between 2023 & 2024.
- ▶ The number of criminal cases where we have issued payments for restitution increased between 2023 & 2024.
- ▶ The number of civil cases increased between 2023 & 2024.



Other Duties



LAND RECORDS



FINANCING
STATEMENTS



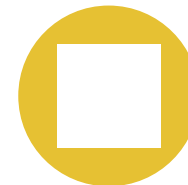
JUDGMENTS



ISSUE MARRIAGE
LICENSES



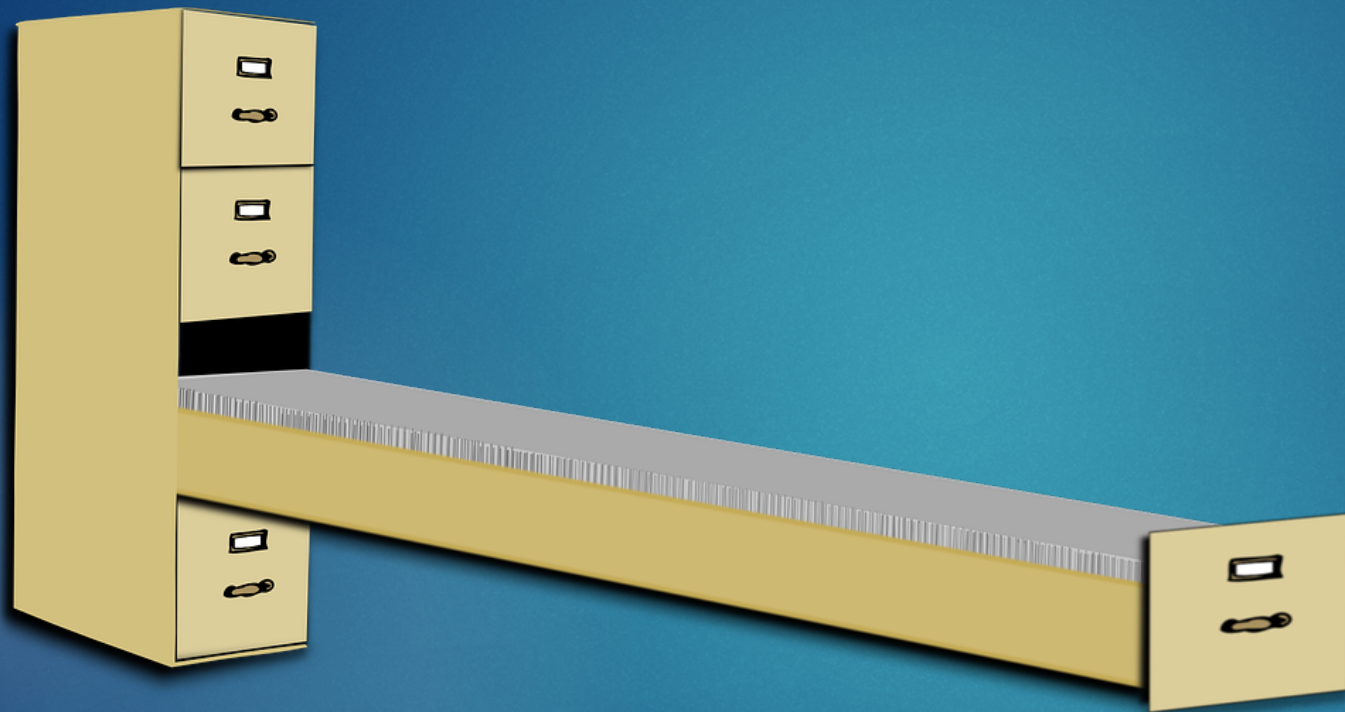
SWEAR IN CITY
OFFICIALS, POLICE
OFFICERS AND
NOTARIES



ISSUE CONCEALED
HANDGUN PERMITS



QUALIFY
GUARDIANS AND
FIDUCIARIES



Holder of
Records

Questions



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