



Staunton Circuit Court Clerk's Office

PRESENTED BY: STACI FALLS, MASTER DEPUTY CLERK

General Information

- ▶ Clerk: Thomas E. Roberts
- ▶ Deputy Clerks: Cynthia Marshall, Laura Munse, Staci Falls, Rhonda Miller, Kelsey Harper
- ▶ Location: Cochran Judicial Center, 113 East Beverley Street, 3rd Floor
- ▶ Hours: Monday- Friday 8:30 a.m. – 5:00 p.m.
- ▶ Phone: 540-332-3874
- ▶ Website: <https://www.ci.staunton.va.us/departments/clerk-of-circuit-court>

The Circuit Court Clerk is an elected official and is referred to as a “Constitutional Officer”. The Clerk serves an 8 year term.

Duties

- ▶ The Code of Virginia lists more than 800 responsibilities of the Clerk.
- ▶ Serves as the recorder of deeds and probate judge, issues marriage licenses, concealed hand gun permits, fictitious names, certifies notaries, and is the official court administrator for all civil and criminal court cases.
- ▶ Administers oaths for election officials, elected positions, conservators of the peace, & police officers.
- ▶ Maintains all court files and records, prepares court orders and jury lists, contacts jurors and issues summonses, and prepares garnishments and judgments.

Types of Cases

► Civil

- Claims of more than \$25,000.00
- Divorces
- General District and Juvenile & Domestic Relations Court Appeals
- Western State Appeals
- Adoptions
- Judgments & Financing Statements

Types of Cases

► Criminal

- Felony & Misdemeanor charges (certified from District Courts/Indictments)
- Appeals from General District & Juvenile and Domestic Relations Courts
- Probation Violations & violations of bond & pre-trial release

**All divisions are growing rapidly. The biggest increase the Clerk's Office has seen has been in criminal cases. There has been an increase of 356.4% in criminal cases since 1997.

Professional Development of Staff

- ▶ The Clerk and all four full-time deputies are certified in career development, and have earned the respective professional credential of “Master Circuit Court Clerk” and “Master Circuit Court Deputy Clerk.” This program is sponsored by the Virginia Court Clerk’s Association, with assistance from the State Compensation Board, the Supreme Court of Virginia and the National Center for State Courts.
- ▶ Information on this certification can be obtained at <http://www.vaclerks.org/Career%20Development/Career-Development.html>

Questions



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