



Staunton Circuit Court Clerk's Office

PRESENTED BY: STACI FALLS, MASTER DEPUTY CLERK

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>

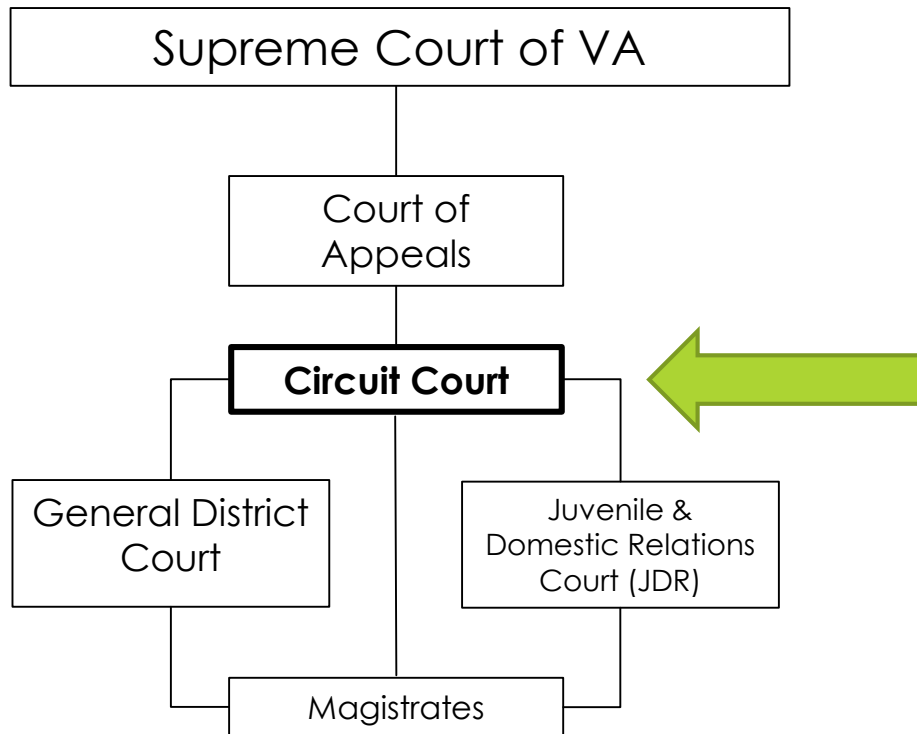


Our Staff

- ▶ Clerk: **Thomas E. Roberts, Master Clerk**
- ▶ 6 full-time Deputy Clerks:
 - ▶ Cindy Marshall, Chief Master Deputy
 - ▶ Laura Munse, Master Deputy
 - ▶ Staci Falls, Master Deputy
 - ▶ Rhonda Miller, Master Deputy
 - ▶ Kelsey Harper, Deputy Clerk
 - ▶ Markita Whatley, Deputy Clerk



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 >\$25,000
- ▶ 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 - \$25,000 can be filed in either General District or Circuit Court
 - ▶ All \$25,000+ 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
- ▶ Violations:
 - ▶ Probation
 - ▶ Bond & Pre-trial



This Photo by Unknown Author is licensed under [CC BY-SA](#)

Appeal

ap-peal • /ə'pēl/

**“ A LEGAL PROCEEDING BY WHICH A CASE IS BROUGHT
BEFORE A HIGHER COURT FOR REVIEW OF THE DECISION OF
A LOWER COURT”**

—MERRIAM WEBSTER DICTIONARY

Appealed cases, both Criminal and Civil, that come from General District or JDR Courts are heard “de novo” (from the beginning).

Growth

- ▶ The number of criminal cases increased 356.4% between 1997 & 2017.
- ▶ Criminal cases have increased 9% this year as of August, 2019.
- ▶ Civil cases have increased 5% this year as of August, 2019.



Other Duties



LAND RECORDS



FINANCING
STATEMENTS



JUDGMENTS



ISSUE MARRIAGE
LICENSES



SWEAR IN CITY
OFFICIALS, POLICE
OFFICERS AND
NOTARIES



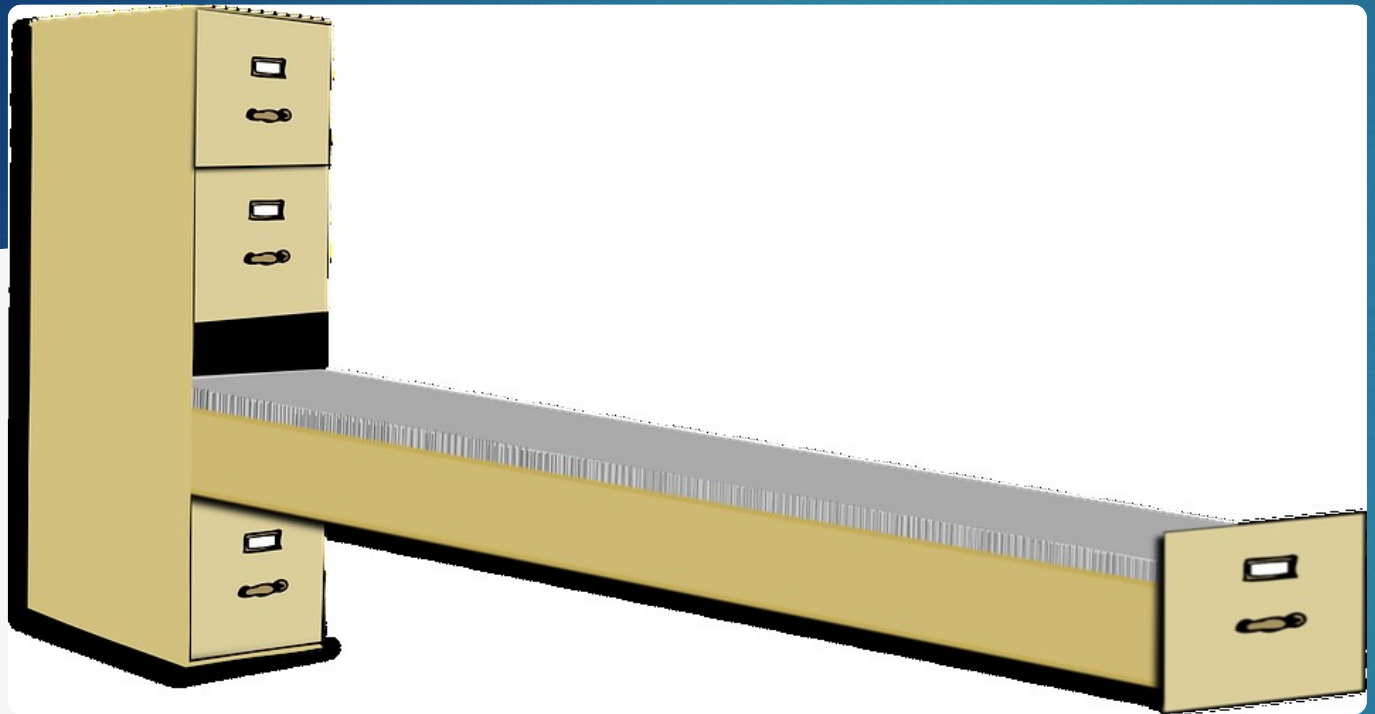
RECORD
ASSUMED/FICTITIOUS
NAMES (UNTIL
JANUARY 2020)



ISSUE CONCEALED
HANDGUN PERMITS



QUALIFIES
GUARDIANS AND
FIDUCIARIES



Holder of
Records

Questions



[This Photo](#) by Unknown Author is licensed under [CC BY-SA](#)