



 **YOU AND THE LAW**
Trial By Jury

Tuesday, April 5, 2016
Roanoke City Courthouse - 315 Church Avenue

Program

- 5:45 p.m. Check In**
- 6:00 p.m. Welcome**
Thomas H. Miller, Esq. - Chairman, You and the Law Committee
- Circuit Court Clerk's Office**
Lance D. Greene, J.D., Chief Deputy Clerk of Court
Discover how the Clerk's office operates and what the clerks can and cannot do to help you with your case.
- 6:20 p.m. Jury Selection Process**
Master Deputy Dean Thompson - Roanoke City Sheriff's Office
Learn how prospective members of the jury are determined and how final members of the jury are chosen.
- Security for the Courtroom and the Jury**
Captain Chuck Ferguson and Lt. Frank Harris - Roanoke City Sheriff's Office
Hear how the Sheriff's office insures the safety of jurors and everyone in the courtroom.
- 6:40 p.m. Grand Jury Process**
William M. Braxton, Esq.
Master Deputy Dean Thompson - Roanoke City Sheriff's Office
Barry Stacy, Grand Jury Member
Get an inside look at how the Grand Jury is selected and what is expected of the members.
- 6:50 p.m. Break**
- 7:00 p.m. Jury Selection**
Master Deputy Dean Thompson - Roanoke City Sheriff's Office
Citizens will be chosen to participate on the jury for a mock trial.
- 7:10 p.m. Commonwealth vs. Ron Baldwin - The Honorable David B. Carson Presiding**
William M. Braxton, Esq. - Representing the Commonwealth
Drew Givens, Esq. - Representing the Defendant
See the evidence, hear the witness testimony, and wait for the jury's verdict.
- 8:10 p.m. Jury Deliberation and Questions/Answers**
While the jury deliberates, the judge and attorneys will answer questions and discuss trial law.
- 8:25 p.m. The Verdict is In!**
- 8:30 p.m. Adjourn**

Circuit Court Clerk's Office

Roanoke City



BRENDA S. HAMILTON, CLERK OF COURT



Overview



History of the Courts

- The Circuit Court for the City of Roanoke was officially established by the General Assembly, on March 17, 1884, the year in which Roanoke was chartered as a City. The first session of Court was held on December 18, 1884. Court was initially held in the City only two months out of the year as the judge had to travel the circuit that included five other jurisdictions. During these years there were 3 other courts in existence as part of the judiciary. These were the Hustings/Corporation court and the Court of Law and Chancery. All 3 courts were merged into the Circuit Court in July of 1973. Through the years Roanoke, along with other localities have been located in various circuits. Today, the City of Roanoke is a part of the 23rd Judicial Circuit of Virginia with the County of Roanoke and the City of Salem. There are currently 5 full time Circuit Court Judges in the 23rd Judicial Circuit. Separate Clerk's Offices are maintained for each locality in the Circuit.

Responsibility

- The Clerk's Office is mandated by State and local statutes to provide a multitude of functions and services that are vital to the operation of a Municipal Government and it's citizens. There are over 800 duties the Clerk of Circuit Court is required to provide as set out in the Code of Virginia, which establishes the Circuit Court as the only court of record. These duties may change annually based on the various bills passed by the General Assembly during their yearly sessions.

Cross-Training



- **Criminal Division**

- Collecting of fines and court costs
- Attend court “clerk the court room”
- Receive and file search warrants
- Process arrest papers
- Issue capiases
- Drug Court
- Docket call
- Etc.

- **Civil Division**

- Issuing of marriage licenses
- Recording of land records
- Issuing of concealed weapons permits
- Filing of will and probate documents
- Recording of assumed names / partnerships
- Etc.



Public Records



- Land Records
- Marriage Records
- Judgments
- Wills and Probate
- Financing Statements
- Criminal Indexes
- Civil Indexes
- Court Orders
- Assumed Names and Partnerships



Online Remote Access (Paid Subscription)



- Deeds
- Land records
- Wills
- Finance Statements
- Marriage Licenses
- Judgments



Minimum of one-year subscription is required (\$600)

Stats and Data



- Will and Probate Documents
 - 3,800+/annually
- Recording judgments
 - 9,000 / annually
- Issue Notary Oaths
 - 500-600
- Concealed Weapons Permit
 - 900+/annually
- Assumed names and partnerships
 - 600+/annually
- Recording of land records
 - 16,000 / annually
 - 80,000 pages / annually
- Collect fines and court costs

Let's Talk Dollars



- \$1,500,000 office budget
 - Personnel and operating budget
- \$4.5 million total **revenue collected**

	2013-2014
State Revenue	\$2,900,072.75
Local Revenue	\$983,445.05
Clerk's Fees	\$640,577.18
	\$4,524,094.98

Liabilities



\$9.9 Million
(Outstanding Costs and Fines)



Other Duties of the Clerk



- Jury Management System
- Office Budget
- Trust Fund- General Receiver
- Comp Board Budget/Technology



Process Improvements



Digital Imaging

- Back scanning conversion of all land records from microfilm to digital imaging.

Officers of the Court Remote Access (OCRA)

- Is for officers of the court (attorneys) and any authorized agent of such attorneys- as well as certain other approved personnel- to access Roanoke City Circuit Court files electronically.
- To access these files online via "[OCRA](#)", you must submit an [OCRA Application](#) and [OCRA Agreement](#) for approval by the Roanoke City Circuit
- \$150.00 per year per attorney, and \$50.00 per year per staff member supervised by an attorney, and is only available as a one-year subscription.

Upcoming Improvements:

- Electronic Filing (E-filing)
 - ✦ Officers of the Court (Attorney's) and any authorized agent of such Attorney's to file Civil cases electronically.
- Video Docketing –Court Cases electronically displayed daily on a big screen Monitor
- Logan System Inc.
 - ✦ Back scanning conversion of all wills / commissioner accounts to digital imaging

“I Do”



- Voluntary service provided by the Clerk
- 3,500 weddings performed
- All revenue goes back to the local government (Clerk's Fees)
- \$175,000 collected since elected to office





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Clerk of Circuit Court

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Mission/Vision

The Circuit Court of the City of Roanoke is the City's court of general jurisdiction, established by the General Assembly of Virginia. Its primary mission is to provide an effective, efficient, fair and open forum for adjudication, under the law, of every sort of civil and criminal controversy that can be decided in the courts of the City of Roanoke.

Responsibility

The clerk of the circuit court is one of five constitutional officers elected by the citizens of Roanoke. In Virginia, the office dates from 1619. The Code of Virginia provides for over 800 responsibilities for the clerk of circuit court, but his or her chief responsibilities include serving as recorder of deeds, deciding certain issues of probate, issuing marriage licenses, creating court records, and certifying and archiving all records of the circuit courts and other records as provided by law. Roanoke's current clerk of circuit court, Brenda Hamilton, was elected in 2003.



Brenda S. Hamilton
Clerk of Circuit Court

MAIN PHONE NUMBER
(540) 853-6702

MAILING ADDRESS
315 Church Avenue, S.W.
Courthouse - 3rd Floor
Roanoke, VA 24016

OTHER PHONE NUMBERS
Civil Division: (540) 853-6702
Criminal Division: (540) 853-6723
Estates: (540) 853-6711

FAX NUMBER
(540) 853-1024

E-MAIL ADDRESS
brenda.hamilton@roanokeva.gov

OFFICE HOURS
8:15 am to 4:45 pm

HOURS OF OPERATION
8:15 am to 4:45 pm

- Clerk of Circuit Court
- Overview
- Public Records Room
- Circuit Court
- Case Information
- Important Notice
- Civil Division
- Criminal Division
- Probate Division
- Officers of the Court Remote Access (OCRA)

Public Records (Free Online)



www.courts.state.va.us



Hide Header Image
Virginia Courts Case Information



Circuit Court Case Information

This is the case management system for circuit courts in Virginia. This is a project with a limited number of courts. Cases may be searched using name, case number, or hearing date. Searches must be done by individual courts. Statewide searches are not possible.

Please note: The Circuit Courts of Alexandria, Fairfax, and Virginia Beach do not use the statewide Circuit Case Management System, and therefore, cannot participate in the Online Case Information System. However, Virginia Beach Circuit Court previously used the statewide Circuit Case Management System. Accordingly, the Online Case Information System displays information for Virginia Beach cases filed through July 31, 2009. Please contact these courts directly for case information not available through this System. For court contact information click [here](#).

Roanoke City Circuit Court

Begin

Once you have completed your searches, please log off this system.

(Log off buttons are available on each screen.)

Please read the [Disclaimer](#) about this system.

Using this System

This system was designed to work with newer web browsers, and will perform best with Internet Explorer Version 6 or higher. The system also supports Google Chrome, Mozilla Firefox and Safari Internet browsers. Your browser must also accept cookies and allow JavaScript.

Each time you access this system, you need to begin at the Circuit Court Case Information opening page where you select the circuit court. When you are finished using this system, please click the "Logoff" button available on each page. If the system remains inactive, the session will time out and you will be returned to the Circuit Court Case Information opening page.

Please observe the following when using this system:

- Do not use your web browser's "Back" button to move between pages.
- Do not double click on links.
- Do not bookmark any of these pages and then try to return to a specific page later.

Contact Information



Main Phone Number

(540) 853-6702

Mailing Address

315 Church Avenue, S.W.
Courthouse - 3rd Floor
Roanoke, VA 24016

Fax Number

(540) 853-1024

E-mail Address

brenda.hamilton@roanokeva.gov

Office Hours

8:15 am to 4:45 pm

Hours of Operation

8:15 am to 4:45 pm

