



# **Office of the Clerk of the Circuit Court Prince George's County**

**Presented by: the Honorable Mahasin El Amin  
March 7, 2024**

**14735 Main Street  
Upper Marlboro, MD 20772  
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(301) 952-3319**

# The Clerk's Office



- Heartbeat of the Courthouse
  - Administrative Arm
- Constitutional Office
- Staff total - 203 positions
- State Funded - Administrative Office of the Courts
  - Budget FY24 - \$20, 174,401<sup>(appropriated)</sup>
  - Budget FY23 - \$17,613,285
  - Budget FY22 - \$17,736,932
- Office locations
  - Courthouse
  - Judicial Administrative Services Building
  - County Administration Building (CAB)
  - 2 Warehouses - Largo Road



# About the Clerk's Office



- Record Keeper for the Circuit Court
  - Process and maintain court's files
    - Criminal
    - Juvenile
      - Children In Need of Assistances (CINA)
    - Civil Law and Equity
      - Foreclosure
      - Communications Center - new cases
      - Liens - federal and state
      - Microfilm
      - Appeals
    - Civil Domestic
      - Guardianship
      - Adoption
      - Domestic violence
    - Child Support and Paternity

# About the Clerk's Office



- Land Records
  - Real estate records
    - *i.e. Property Deeds/Deeds of Trust*
- Licenses
  - Issue and renew business licenses
  - Marriage Licenses (\$70 fee)
    - Perform marriage ceremonies (\$25 fee)
  - Administer oath of office
    - Notaries
    - Governor appointments
    - Special police
  - Passport acceptance facility (new passports)
- Jury Office
  - Clerk's office employees

# Circuit Court Clerk's Office Statistics

- **Civil Cases Filed**

- FY22 - 4,117
- FY23 - 4,023
- FY24 - 2,536 (YTD as of 2/20/24)

- **Criminal Cases Filed**

- FY22 - 2,608
- FY23 - 4,012
- FY24 - 2,386 (YTD as of 2/20/24)

- **Domestic Cases Filed**

- FY22 - 9,940
- FY23 - 10,033
- FY24 - 6,618 (YTD as of 2/20/24)

- **Foreclosure Cases Filed**

- FY22 - 952
- FY23 - 2,247
- FY24 - 1,345 (YTD as of 2/20/24)

- **Liens Filed**

- FY22 - 16,958
- FY23 - 20,854
- FY24 - 12,628 (YTD as of 2/20/24)

- **Deeds Recorded**

- FY22 - 158,365
- FY23 - 94,751
- FY24 - 55,185 (YTD as of 2/26/24)

- **Business Licenses Issued**

- FY22 - 9,804
- FY23 - 9,363
- FY24 - 2,624 (YTD as of 2/26/24)

- **Marriage Licenses Issued**

- FY22 - 4,360
- FY23 - 4,379
- FY24 - 1,312 (YTD as of 2/26/24)



# Circuit Court Clerk's Office Statistics

- **Marriage Ceremonies Performed**

- FY22 - 885
- FY23 - 1,672
- FY24 - 1,130 (YTD as of 2/26/24)

- **Notaries Oath Administered**

- FY22 - 3,577
- FY23 - 2,022
- FY24 - 1,312 (YTD as of 2/26/24)

- **Clerk Administered Oaths**

- FY22 - 355
- FY23 - 829
- FY24 - 311 (YTD 2/29/24)





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# QUESTIONS

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