



SUBMISSION FORM

All submission forms must include the following information. Separate submission forms must be turned in for each eligible program. **Deadline: July 1, 2025.** Please include this submission form as the first page of your electronic entry. If you do not receive an email confirming receipt of your entry within 3 days of submission, please contact [Gage Harter](#).

PROGRAM INFORMATION

County: Prince William County

Program Title: Circuit Court Clerk's Seals on Wheels

Program Category: Criminal Justice & Public Safety; Customer Service & Community Outreach

CONTACT INFORMATION

Name: Candi Choi

Title: Communications & Outreach

Department: Office of the Clerk of the Circuit Court, Jacqueline Smith, Esq.

Telephone: 703-792-6264 Website: <https://www.pwcva.gov/departments/ccourt>

Email: cchoi@pwcgov.org

SIGNATURE OF COUNTY ADMINISTRATOR OR DEPUTY/ASSISTANT COUNTY ADMINISTRATOR

Name: Christopher J. Shorter

Title: County Executive

Signature: 



Office of the Circuit Court Clerk
Prince William County, and the Cities of Manassas & Manassas Park
9311 Lee Avenue, Third Floor, Manassas, Virginia 20110
<https://www.pwcva.gov/department/circuit-court>
(703) 792-6015 circuitcourt@pwcgov.org

Jacqueline C. Smith, Circuit Court Clerk
Kristina L. Gleason, Chief Deputy Clerk

To: The Virginia Association of Counties
C/O Gage Harter
Contact: Candi Choi, Communications & Outreach, CChoi@pwcgov.org
Date: May 16, 2025
Subject: VACO Achievement Award Application– PWC Circuit Court Clerk’s Seals on Wheels

Thank you for considering the Prince William County Circuit Court Clerk’s Office for the 2025 Virginia Association of Counties Achievement Award. Enclosed, you will find the completed VACO application submission form, a brief executive summary, a media kit, and a comprehensive overview of our Circuit Court Clerk *Seals on Wheels* service.

This initiative addresses both award categories: **Criminal Justice & Safety** and **Customer Service & Community Outreach**. The enclosed materials highlight the significant impact of *Seals on Wheels* in advancing access to justice and fostering community integration.

We appreciate your time and consideration of our application and look forward to the opportunity to share more about this impactful program with you.

Thank you.



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To: Gage Harter, Virginia Association of Counties
Contact: Candi Choi, Communications & Outreach, CChoi@pwcgov.org
Date: May 16, 2025
Subject: VACO Achievement Award Executive Summary – PWC Circuit Court Clerk's Seals on Wheels

The 31st Judicial Circuit Court is transforming access to court services through an innovative mobile office known as *Seals on Wheels*. Launched in 2022 by the Prince William County Circuit Court Clerk's Office, this first-of-its-kind service brings essential court services directly to residents across Prince William County, Manassas, and Manassas Park. *Seals on Wheels* was developed to address the growing need for flexible, accessible, and community-based services.

Many residents face challenges related to transportation, scheduling conflicts, and limited access to technology. Operating on select Saturdays and outside of regular business hours, the Circuit Court Clerk's *Seals on Wheels* sets up at accessible locations such as public libraries and community festivals.

Residents can complete a variety of tasks in one visit. Services include applying for or renewing a concealed handgun permit, completing marriage license applications and civil celebrant ceremonies, filing deeds, requesting copies of court records, and submitting petitions or motions. Since implementation, *Seals on Wheels* delivered over 950 court services and has become a vital resource for community members.

Beyond regular services, *Seals on Wheels* also plays a critical role in emergency response. The mobile unit can support local courts during times of crisis by helping residents access vital documents and services, including deed records essential for maintaining property rights. This capability strengthens the region's disaster preparedness and recovery efforts.

Seals on Wheels is more than a mobile office—it's a commitment to accessibility, convenience, and community resilience. The initiative sets a new standard in today's fast-paced world.

For more information, including upcoming *Seals on Wheels* dates and locations, please connect with us on social media @PWCCircuitCourt or visit our website at <https://www.pwcva.gov/departments/circuit-court/seals-on-wheels-tour>.



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To: Gage Harter, Virginia Association of Counties
Contact: Candi Choi, Communications & Outreach, CChoi@pwcgov.org
Subject: VACO Achievement Award Comprehensive Overview – PWC Circuit Court Clerk’s Seals on Wheels
Date: May 16, 2025

The Prince William County Circuit Court (31st Judicial Circuit) is Advancing Access to Justice Through the Establishment of the Nation’s First Circuit Court Clerk Mobile Services Office, *Seals on Wheels*.

Modernizing court services presents challenges; however, many constitutional rights are facilitated through the Circuit Court Clerk’s office, including property records, marriage licenses, firearm permits, and jury duty. Innovation in judicial services necessitates flexibility, user-friendly processes, and community accessibility. The Prince William County Clerk’s Office has embraced this mission by deploying a retrofitted mobile service van that operates on a flexible schedule to accommodate the public.

The Circuit Court Clerk’s *Seals on Wheels* initiative is founded on the principles of flexibility, accessibility, and convenience. The 21st century has introduced numerous challenges that affect the public’s access to judicial services. The digital divide, along with the increasing demands of work and daily life, can exacerbate limitations related to mobility, transportation, and financial constraints. Acknowledging these complexities, the Prince William County Circuit Court Clerk’s Office has redefined access to court services.

Convenience and Mobility

Through the *Seals on Wheels* initiative, court services are more accessible to residents and integrate seamlessly into their daily routines. *Seals on Wheels* travels to neighborhood libraries throughout the court’s three regional jurisdictions—Prince William County, and the cities of Manassas and Manassas Park. Its

schedule is flexible and extends beyond regular business hours, helping to alleviate potential barriers such as transportation and time constraints.

One resident at an event shared, “*Seals on Wheels* was able to help us get our marriage license and finalize the legal side of our marriage. Timing is [difficult] with our schedules in the medical field. This has been helpful. We can’t thank you enough!”

In Prince William County, 61% of the working population commutes an average of 40 minutes per day to work outside of the county. Residents who wish to exercise their fundamental rights at the Judicial Center must take time off work and travel a significant distance, as the Code of Virginia often requires in-person applications. For hourly wage earners, every hour away from work affects their ability to support their families. Additionally, residents relying on public transportation face travel times reaching up to three hours each way. By bringing the Judicial Center to residents—on their schedule and at their convenience—the *Seals on Wheels* initiative has effectively bridged a critical gap in access to justice within the community.

Implementation and Services

Every function performed by the Clerk’s Office in the Judicial Center, to the extent permitted by Virginia law, can be conducted through *Seals on Wheels*.

On select Saturdays, residents can apply for or renew permits, complete and submit marriage license applications, participate in civil celebrant ceremonies, satisfy deed requirements, obtain copies of court records, file petitions and motions, and pay fines or fees. Since its implementation, residents have received over 950 circuit court services through *Seals on Wheels*. This initiative serves as a convenient solution for accessing circuit court services.

One resident at a *Seals on Wheels* event shared, “We’ve been meaning to get our marriage license, and we took the opportunity to stop by *Seals on Wheels*, which was closer to our home. While here, we found out we could get married too, and I even applied for a CHP. There are a variety of services open to the community at *Seals on Wheels*. It saved me 3.5 hours and at least a half day of work. We’ll be using these services again in the

Community and Collaboration

The Circuit Court Clerk's *Seals on Wheels* initiative brings court services directly into communities by setting up in easily accessible locations such as public libraries and community festivals. This strategic placement ensures that a wide array of essential services is brought directly to residents, eliminating barriers that frequently hinder access to government services.

The collaboration with government entities, police departments, schools, and libraries has expanded the reach of *Seals on Wheels* and underscores the program's multifaceted approach to community integration. Additionally, a cohort of seventeen county agencies collaborates with the Circuit Court Clerk's Office to host *Seals on Wheels* events and facilitate multiple charitable activities that benefit the community.

To date, *Seals on Wheels* has hosted and attended approximately forty (40) events across the Prince William County Circuit Court Clerk's service area, strengthening the foundation of trust and cooperation within the community. By aligning with established community groups and government agencies, *Seals on Wheels* ensures visibility and impact, guaranteeing that services are accessible to all residents in need.

Since 2022, *Seals on Wheels* has received overwhelmingly positive feedback from residents. Patrons share information with friends and family, which is essential in expanding access to services across different areas. Almost 10% of residents visiting *Seals on Wheels* have been referred. These interactions and collaborations highlight the program's accessibility and positive impact on the community.

Post-Emergency Response

Seals on Wheels has the capacity to deliver post-emergency Circuit Court services to residents across Virginia. This program has potential to serve as a vital component of the Commonwealth's disaster recovery framework and emergency response strategy. By utilizing mobile technology, *Seals on Wheels* can assist local courts in restoring public access to essential judicial services, including deed records necessary for maintaining property rights. In the aftermath of a major emergency, local Circuit Court clerks and communities across the region can rely on *Seals on Wheels* to provide copies of critical legal documents.

Balancing the Circuit Court Clerk's *Seals on Wheels* initiative with post-emergency capabilities ensures comprehensive support for the community. Its success in delivering constitutional court services, combined with its responsiveness during crises, underscores the value of accessible judicial resources. By meeting immediate needs and reinforcing recovery efforts, this initiative contributes to the long-term resiliency and stability of the community.

Conclusion

Seals on Wheels breaks down traditional barriers to court services, including geographical, occupational, and digital constraints. This mobile service center is active within the community, providing solutions that address a wide range of court-related needs. Its impact goes beyond immediate court services and fosters a proactive approach to governance.

The flexibility and convenience of Seals on Wheels court services prove invaluable in the community. Residents can receive assistance with important services at convenient locations and outside regular business hours, accommodating their daily routines and enhancing their quality of life. This initiative sets a precedent for effectively serving the public by being approachable, flexible, and integrated into the daily lives of residents.

Seals on Wheels removes traditional barriers for accessing court services. By traveling to residents and providing services at convenient times and locations, it ensures that all community members can access essential court resources. This initiative demonstrates modernization in judicial service delivery through community-centered innovation.



Seals on Wheels

Bridging a Gap in Access to Justice
in Prince William County



On August 20, 2022, Jacqueline C. Smith, Clerk of the Circuit Court for Prince William County, launched Seals on Wheels, a first of its kind mobile clerk's office. Seals on Wheels is a fully operational mobile clerk's office with four (4) customer service stations. Every function performed by the Clerk's Office in the Judicial Center can be performed utilizing Seals on Wheels.

Seals on Wheels visits communities across the county on select Saturdays providing services to our constituents to the extent allowed by the Code of Virginia. We issue marriage licenses, process gun permit applications and payments, accept court filings, provide copies of deeds and other records, and more.



We have brought together a cohort of seventeen (17) county agencies who work with us during each event and host multiple charitable activities to benefit the community we are visiting that month. The program provides the added benefit of being on location in case of a natural disaster allowing partnership with the Federal Emergency Management Agency (FEMA).



The Circuit Court Clerk's Office serves as the gatekeeper to the exercise of basic Constitutional rights including owning property, getting married, carrying a gun, and more. In Prince William County, 61% of the working population commute an average of 40 minutes per day to work outside of the county. Residents who want to exercise their basic rights at the Judicial Center must take time away from work and travel a considerable time and distance to do so, as the Code of Virginia frequently requires in-person application. For residents earning an hourly wage, every hour away from work impacts their ability to support their families. For residents who utilize public transportation, the trip to the Judicial Center takes up to three (3) hours each way. By bringing the Judicial Center to our residents on their schedule and when they need us most, we have closed a significant gap in access to justice in our community.

I finally changed my name thanks to Seals on Wheels! I've been wanting to do this for a while. I'm so thankful I didn't have to take a day off from work to do this —thank you!



Seals on Wheels was able to help us get our marriage license and finalize the legal side of our marriage. Timing is really hard with our schedules- this has been really helpful. We can't thank you enough!



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CircuitCourt@pwcgov.org



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