



SUBMISSION FORM

All submission forms must include the following information. Separate submission forms must be turned in for each eligible program. **Deadline: Friday, April 3, 2026.** Please include this submission form as the first page of your electronic entry. Contact [Gage Harter](#) with any questions.

PROGRAM INFORMATION

County: Prince William County, Virginia

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 Circuit Court Clerk, Jacqueline Smith

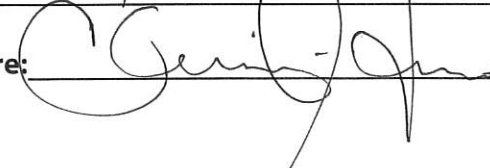
Telephone: 703-792-6264 **Website:** www.pwcva.gov/department/circuit-court

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
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(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: March 20, 2026

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 2026 Virginia Association of Counties Achievement Award. Enclosed, you will find the completed VACO application submission form, a brief executive summary, and an overview of our Circuit Court Clerk *Seals on Wheels* service.

This program 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 engagement.

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

Thank you, kindly,

Candi Choi

Communications & Outreach

Office of the Circuit Court Clerk, Jacqueline Smith

Serving Prince William County, and the Cities of Manassas & Manassas Park

Subject: VACO Achievement Award Executive Summary – PWC Circuit Court Clerk’s Seals on Wheels

The Prince William County Circuit Court Clerk’s Office is strengthening community access to essential court services through *Seals on Wheels*, the first mobile circuit court clerk program in Virginia and the United States. Established in 2022, the initiative brings a fully equipped mobile clerk’s office directly into neighborhoods across Prince William County, Manassas and Manassas Park, reducing barriers for residents who face long commutes, limited transportation options or scheduling challenges.

The Clerk’s Office developed a mobile model designed to ensure that residents can access critical services without traveling long distances or taking significant time away from work. *Seals on* reflects strong intergovernmental cooperation and community partnership. Prince William County government, local jurisdictions, nonprofit organizations and more than 20 community partners continue to support the program’s operations and outreach.

Seals on Wheels regularly stations at neighborhood libraries, festivals and community events, offering services such as marriage licenses, concealed carry permits, name changes, payments, court case copies and property deed records. In 2025, the program delivered 130 services, including 65 unplanned, on-site requests. One resident shared, “*Seals on Wheels* helped us get our marriage license and finalize the legal side of our marriage. With our schedules in the medical field, this has been incredibly helpful.”

Seals on Wheels reflects the Clerk’s Office’s commitment to meeting residents where they are physically, financially and practically. By combining mobile service delivery, flexible access points and strong community partnerships, the program advances a more accessible and responsive justice system and demonstrates how innovation can bring government closer to the people it serves.

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/department/circuit-court/seals-on-wheels-tour>.



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

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: March 20, 2026

Background

Established in 2022, the Circuit Court Clerk’s Seals on Wheels program continues to provide mobile circuit court services throughout the Prince William County region. The Office of the Circuit Court Clerk, serving the 31st Judicial District, developed and implemented the program. The idea originated in the aftermath of Hurricane Katrina, when many Louisiana residents struggled to obtain essential court records, including property records, needed to maintain their rights as property owners and to protect their basic constitutional rights.

Once the concept was in place, the Prince William County Office of the Circuit Court Clerk sought support from the Office of the Executive Secretary of the Supreme Court of Virginia. Office leadership encouraged innovation among internal and external partners. Circuit Court Clerk logistical staff ensured the vehicle was properly retrofitted and equipped for mobile service. Deputy clerks volunteered compensatory hours on weekends and continue to serve residents through the program.

The successful launch and ongoing operation of Seals on Wheels is the result of collaboration among staff within the Office of the Clerk of the Circuit Court, Prince William County government, and the Office of the Executive Secretary of the Supreme Court, as well as local governments and jurisdictions, agencies, and nonprofit organizations.

Innovation

The 31st Judicial Circuit Court is expanding 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 functions directly to residents across Prince William County, Manassas and Manassas Park. The program was created to meet the growing need for flexible, accessible and community-based services.

Moving services from a traditional brick-and-mortar judicial setting into the community can be a significant change. More than 65% of residents commute out of Prince William County for work. Most spend an average of 40 minutes traveling each way, and nearly 25% commute an hour or more. Depending on where they live, about 5% of residents who rely on public transportation may spend up to four hours one way to reach the Judicial Center. For many hourly wage earners, that time away from work can mean sacrificing a paycheck or a meal for their family.

Increasing access and convenience has long been a priority for the Office of the Circuit Court Clerk. One major step toward that goal is the Seals on Wheels program, which brings court services directly into neighborhoods by setting up at local libraries, festivals and other community events near residential and commercial areas. This approach saves residents time, reduces travel costs and makes judicial services more accessible to the people who need them.

A resident said, "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 schedule in the medical field. This has been helpful."

Intergovernmental Cooperation

The justice system operates at the intersection of federal, state and local government. Through strong intergovernmental cooperation, Seals on Wheels has become a pioneering initiative, it is the first in Virginia and the first in the United States to offer circuit court clerk services directly in the community. The Office of the Circuit Court Clerk partners with about 20 community organizations to support participation in local events and festivals. A key component of the program is its partnership with neighborhood libraries, which are centrally located where residents live, work and conduct daily business. When residents visit the library for other resources, they can also access services through the Seals on Wheels mobile Circuit Court Clerk's Office.

The office works closely with local entities on public relations, communications and media outreach. Prince William County government also helps guide funding streams through programs designated for courts and made available to localities by the Commonwealth of Virginia. The Circuit Court Clerk's Office has pursued available grants through the Office of the Executive Secretary of the Supreme Court of Virginia. These funding sources help support the implementation, continuation and expansion of the Seals on Wheels program.

Many of the services offered through Seals on Wheels involve constitutional responsibilities under both Virginia and U.S. law, including providing jury duty information, processing concealed carry permits, filing marriage licenses and name changes, and offering access to records. In 2025, Seals on Wheels delivered 130 court services, including 65 that were unplanned or requested on site.

The Seals on Wheels van is also equipped to mobilize in post disaster situations, when residents across the region may need access to critical court information. The vehicle operates on battery power and includes a secure Wi Fi system. Its mobility, reliability and community centered approach have strengthened intergovernmental collaboration and expanded access to the justice system.

Model

The Prince William County Circuit Court Clerk's Seals on Wheels program demonstrates innovative and fiscally responsible service delivery, operating through grant funding and minimizing costs to the taxpayer. As a mobile office, it can move between locations without requiring additional infrastructure or workspace. Once on site, residents can walk or drive up to receive assistance. The program relies on dedicated staff who extend service beyond traditional business hours and on select Saturdays, supported by compensatory scheduling.

Conveniently located within close reach of residential areas, Seals on Wheels offers residents the ability to complete numerous services in a single visit. These include obtaining marriage licenses, applying for or renewing concealed carry permits, filing name changes, making payments, and accessing court case copies, property deed records and other essential documents. Staff provide on-site guidance, highlight additional services and programs, and distribute gun locks through a partnership with Project ChildSafe. By bringing Judicial Center services directly into the community, Seals on Wheels has become a critical resource for expanding access to justice and meeting residents where they are.

The primary goal of Seals on Wheels is to ensure that residents experience as few barriers as possible when accessing their fundamental rights through the justice system. The program operates through a fully retrofitted mobile circuit court clerk's office and is funded by grants, minimizing financial impacts on the taxpayer. Grant opportunities are also available to other courts through the Office of the Executive Secretary of the Supreme Court of Virginia. While not every court requires a fully equipped mobile unit, many can expand access by offering extended hours or locating services where residents already go for essential needs.

To further reduce obstacles, the Office of the Circuit Court Clerk has installed self-service kiosks in major government buildings. These kiosks allow residents to complete many of the same services at their convenience whenever they visit a government facility.

Together, these efforts reflect a broader commitment to meeting residents where they are physically, financially, and practically. By combining mobile services, flexible access points and strategic partnerships, Seals on Wheels advances a more accessible and responsive justice system. This approach not only strengthens public trust but also demonstrates ways innovation can bring government closer to the people it serves.