

# County Clerk

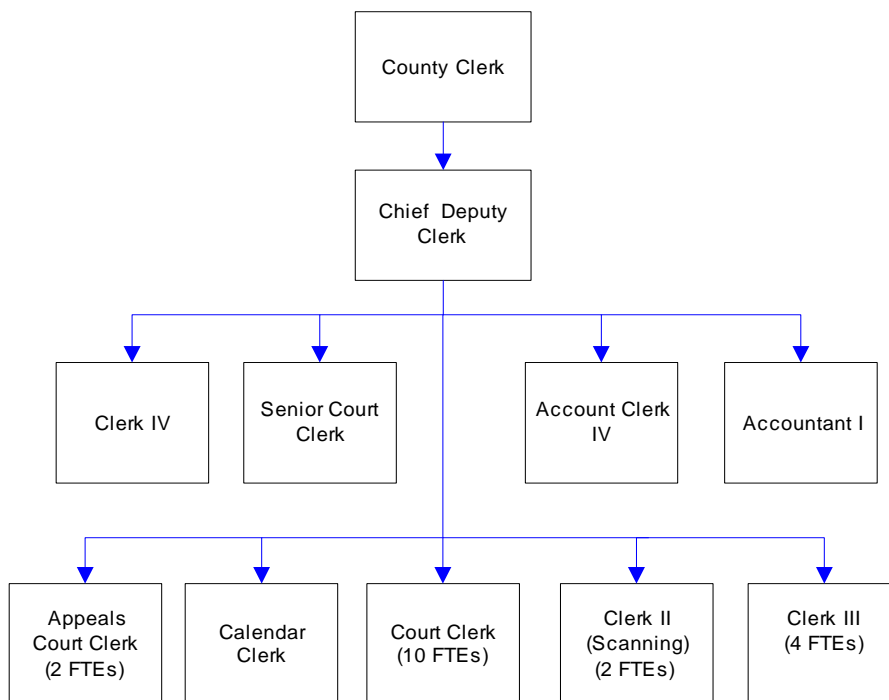
The County Clerk serves as the clerk for Superior Court administering the office, systems, and accounts for records, custody, delivery of records, and exhibits for this court of record for the State of Washington. The Superior Court handles cases involving adult felonies, all juvenile offenses, divorce, child custody, support matters, probate, guardianships, adoptions, property claims in excess of \$50,000, paternity actions, mental incompetency, and abused or neglected children. The County Clerk may also supervise court-related specialty programs.

### FTE's for this department

Year	2003	2004	2005	*2006	*2007	*2008
FTE	-	-	-	25.00	25.00	25.00

*\*budget*

The County Clerk was combined with Superior Court until 2006.  
The chart below shows the organizational structure for 2007 only.



## Mission & Objectives

### Mission

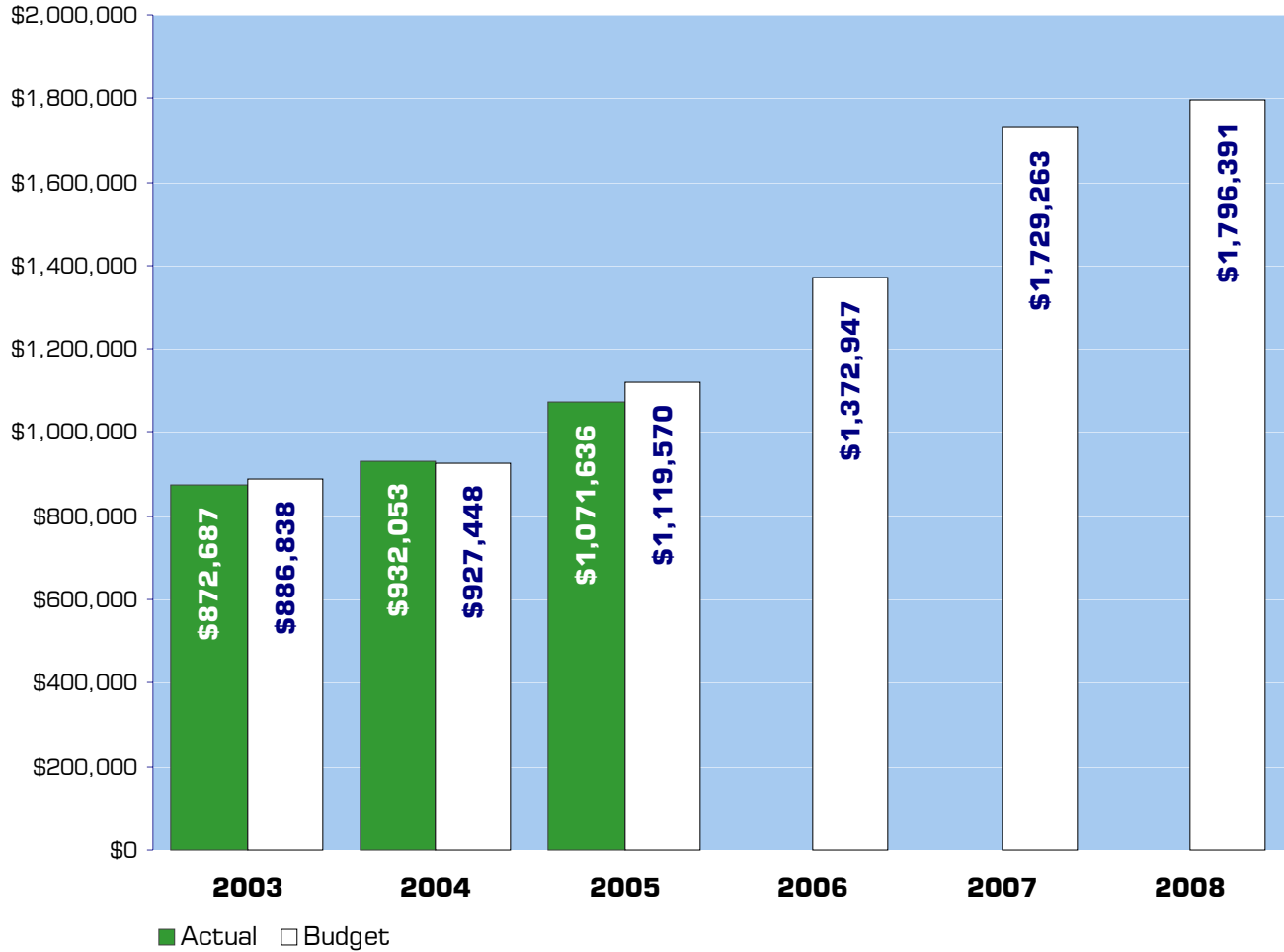
Accept and process all Superior Court case documents timely and accurately to:

- ◆ Assure ease of access for all users, the court, attorneys, litigants and the public.
- ◆ Assure accuracy of indices for all cases.
- ◆ Assure the most expeditious processing of all filed documents.
- ◆ Assure impartial customer service.
- ◆ Assure due process for all.
- ◆ Provide for prompt and accurate forwarding of restitution owed to victims of crime.
- ◆ Hold debtors accountable for legal financial obligations.

### Objectives

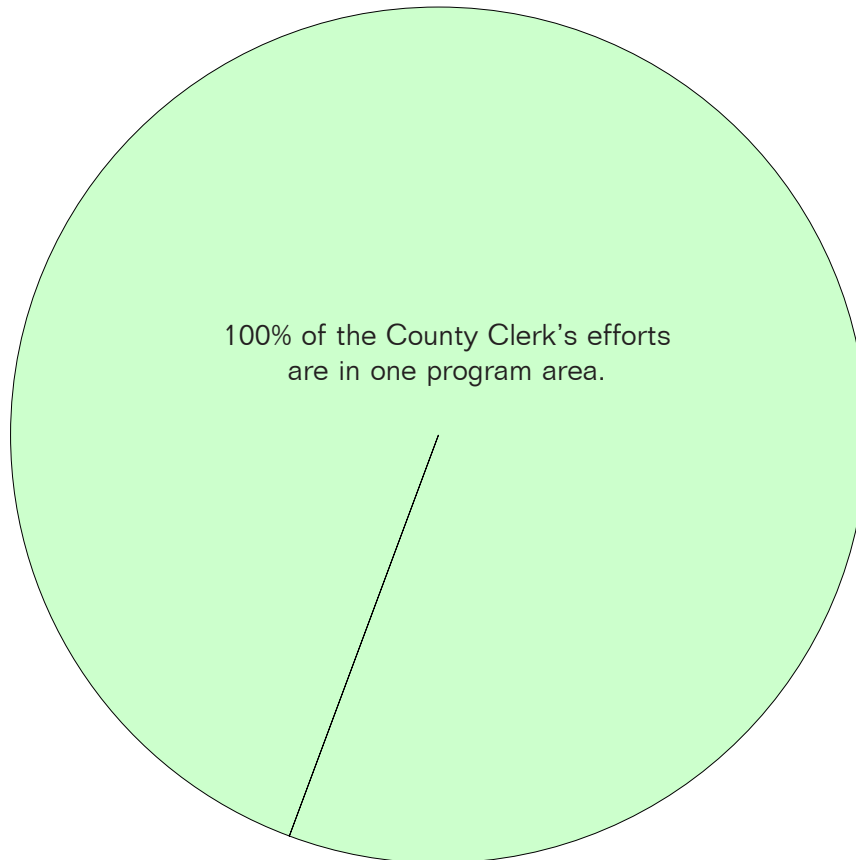
- With full scanning staff, reduce interval between filing and electronic availability of all documents, especially those filed or entered in open court.
- For benefit of Prosecutor, Public Defender and Jail, implement batch scanning of calendar pleadings and minute sheets, prior to indexing.
- Work with Division of Information Technology to get 2005 - 2006 records on internet, reducing customer service labor in office and enhancing access to justice for attorneys, litigants and the public.
- Reduce, when able, the inventory of paper files with a goal of becoming wholly paperless.
- Establish customer service shortcuts for copy requests by reformatting automated telephone menus and online requests.

# Expenditure Trends



*NOTE: Capital expenditures and interfund operating transfers are not shown to more accurately reflect ongoing operational costs.*

## 2007-2008 Budget by Program



*NOTE: Capital expenditures are not shown to more accurately reflect ongoing operational costs.*

# Program Summary

Actual 2003	Actual 2004	Actual 2005	Budget 2006	Budget 2007	Budget 2008
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**OPERATIONS**

**General Fund**

3150 County Clerk	872,687	932,053	1,071,636	1,372,947	1,729,263	1,796,391
<i>Total County Clerk Operations</i>	<i>872,687</i>	<i>932,053</i>	<i>1,071,636</i>	<i>1,372,947</i>	<i>1,729,263</i>	<i>1,796,391</i>
<i>TOTAL COUNTY CLERK</i>	<i>872,687</i>	<i>932,053</i>	<i>1,071,636</i>	<i>1,372,947</i>	<i>1,729,263</i>	<i>1,796,391</i>
Percent Change from Previous Year	9.5%	6.8%	15.0%	28.1%	26.0%	3.9%

## 2007-2008 Funding Sources

	<b>2007</b>	<b>2008</b>
Intergovernmental Revenues	252,075	252,075
Charges for Services	428,031	428,031
Miscellaneous Revenues	13,272	13,272
General Fund	1,035,885	1,103,013
Total Funding	1,729,263	1,796,391

### Intergovernmental Revenue

Reimbursement in the form of federal and state grants for costs incurred in connection with juvenile actions and child support enforcement.

### Charges for Service

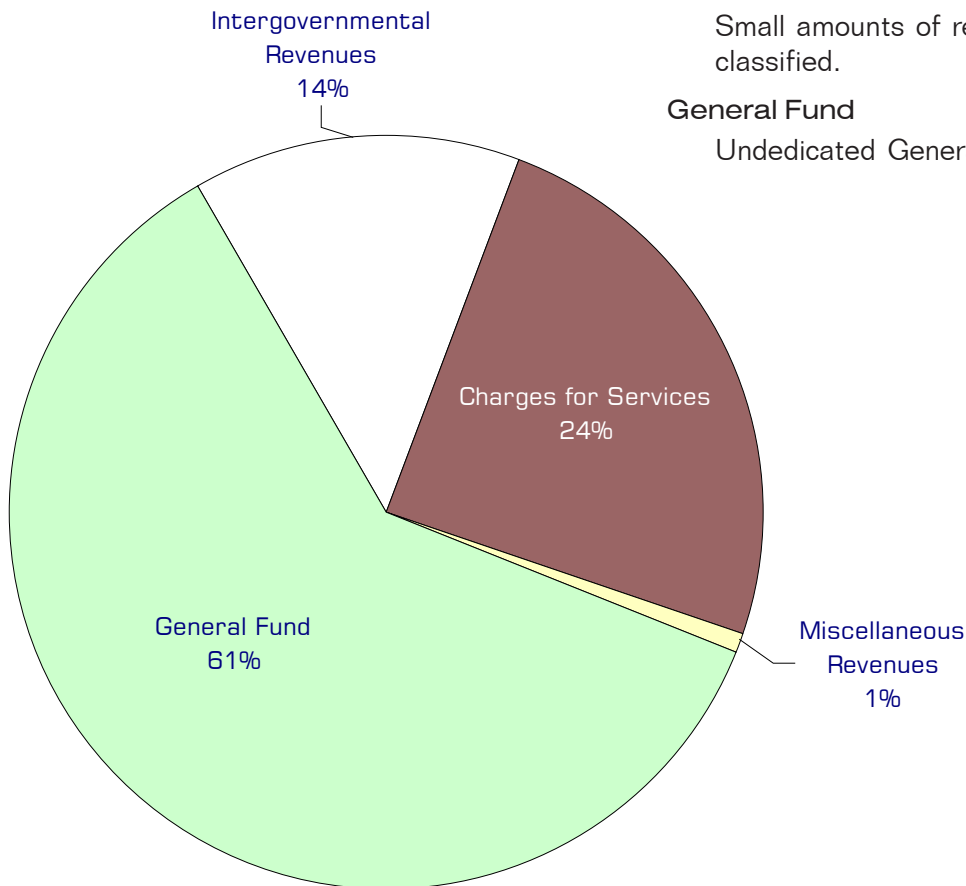
Charges for filings and various other services. Judicial fines and forfeits are not included as Clerk revenue.

### Miscellaneous Revenues

Small amounts of revenue not otherwise classified.

### General Fund

Undedicated General Fund Resources.



## Performance / Activity Measures

	Actual 2003	Actual 2004	Actual 2005	Projected 2006	Projected 2007	Projected 2008
Time from document filing to electronic accessibility			3 days	2 days	1 day	1 day
Feet of paper files remaining to be scanned				613	200	20

# Expenditures Summary

	Actual 2003	Actual 2004	Actual 2005	Budget 2006	Budget 2007	Budget 2008
<b>GENERAL FUND</b>						
3150 County Clerk						
Salaries & Wages	581,035	619,775	712,037	892,420	986,339	1,004,360
Benefits	181,133	201,692	236,853	352,327	411,791	451,218
Supplies	27,744	23,926	29,817	36,400	18,095	18,347
Other Services & Charges	82,775	86,660	92,929	91,800	313,038	322,466
<b><i>TOTAL COUNTY CLERK</i></b>	<b>872,687</b>	<b>932,053</b>	<b>1,071,636</b>	<b>1,372,947</b>	<b>1,729,263</b>	<b>1,796,391</b>
<i>Percent Change from Previous Year</i>	9.5%	6.8%	15.0%	28.1%	26.0%	3.9%

## Services

### **Civil Cases**

Scan, index and file documents.

### **Criminal Cases**

Process all criminal cases; staff all criminal calendars/trials; collect and disburse fines, fees and restitution.

### **Domestic Relations**

Scan, index and file documents; staff all domestic hearings and trials, including paternity, divorce, and child custody cases.

### **Involuntary Commitments**

Scan, index and file documents.

### **Juvenile Dependency**

Scan, index and file documents; staff hearings and trials.

### **Juvenile Offenders**

Scan, index and file documents; staff hearings and trials.

### **Paternity & Adoptions**

Index and file documents, respond to research requests, generate notices; hearings; trials; monitor sealed and unsealed portions of files.

### **Probate & Guardianship**

Index and file documents; respond to phone and mail research requests; estate settlement; guardianship monitoring; hearings; trials; issuing Form K's; Letters Testamentary/Administration.

