

County Clerk

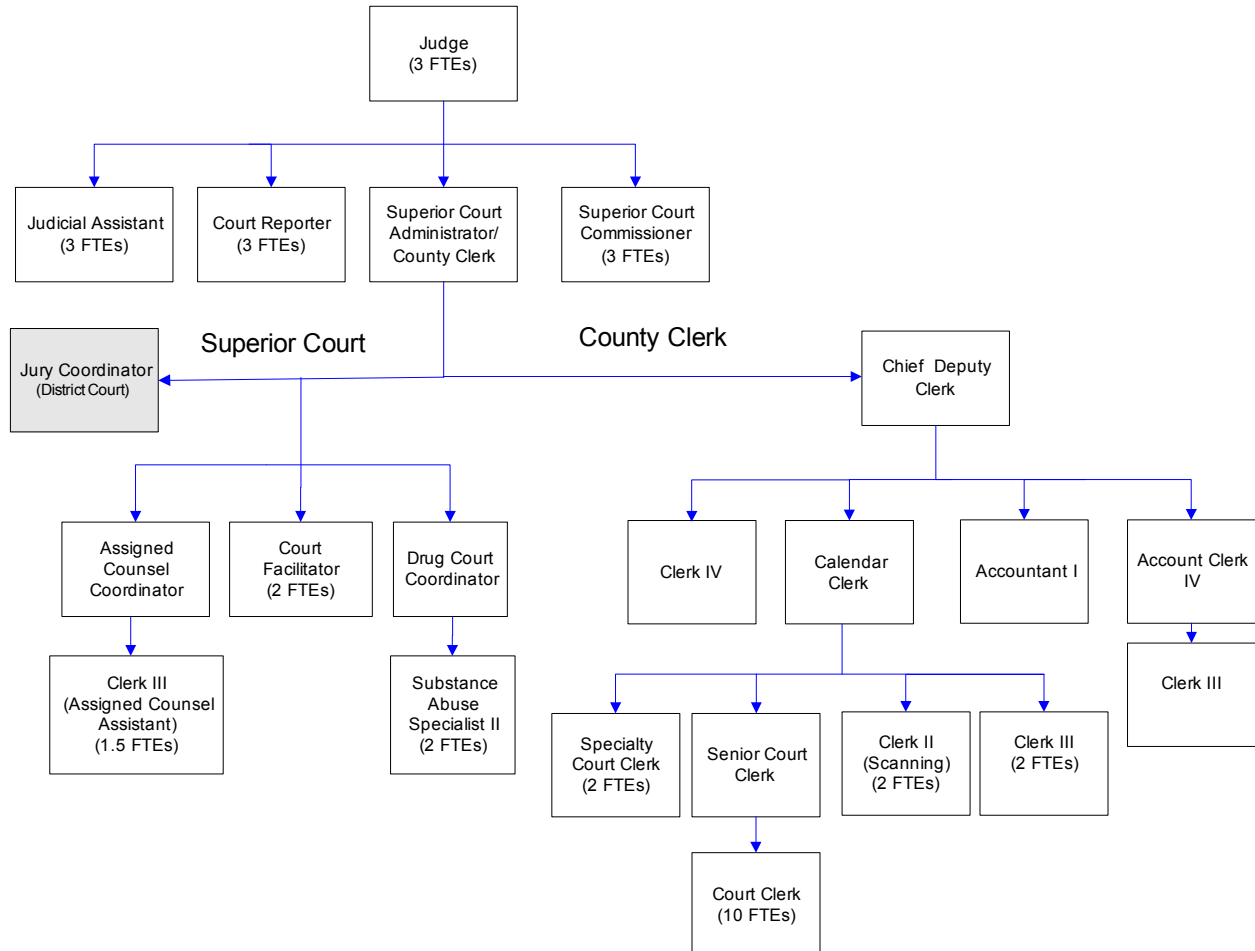
The County Clerk serves as the clerk for Superior Court administering the office, systems, and accounts for records, custody, delivery of records, and exhibits for this court of record for the State of Washington. The Superior Court handles cases involving adult felonies, all juvenile offenses, divorce, 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	2005	2006	2007	*2008	*2009	*2010
FTE	-	25.00	24.00	24.00	23.00	23.00

**budget*

The County Clerk was combined with Superior Court until 2006. The chart below shows the organizational structure for 2009 only.



Mission & Objectives

Mission

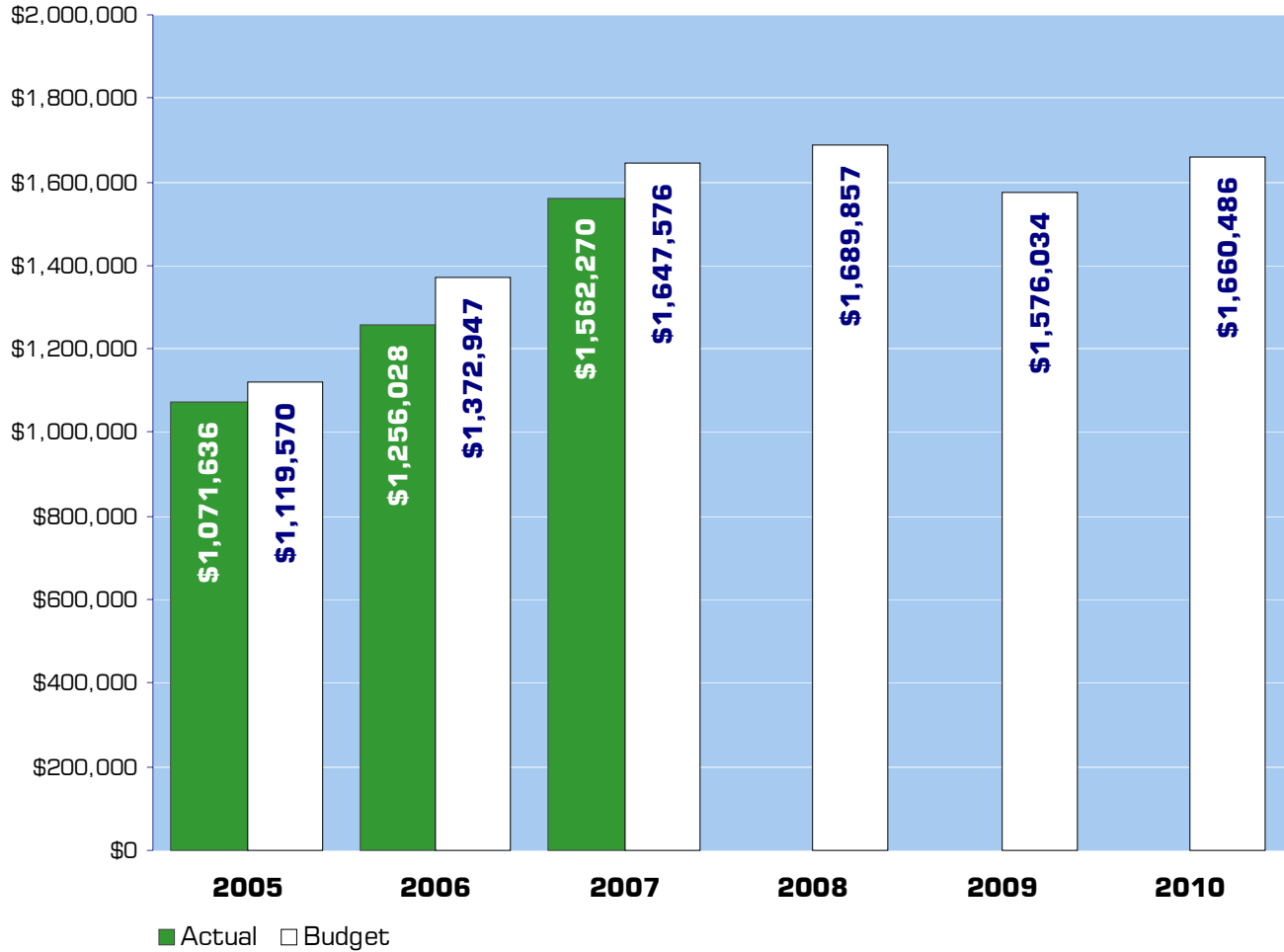
Accept and process all Superior Court case documents timely and accurately to:

- ◆ Ensure ease of access for all users, the court, attorneys, litigants and the public.
- ◆ Ensure accuracy of indices for all cases.
- ◆ Ensure the most expeditious processing of all filed documents.
- ◆ Ensure impartial customer service.
- ◆ Ensure 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

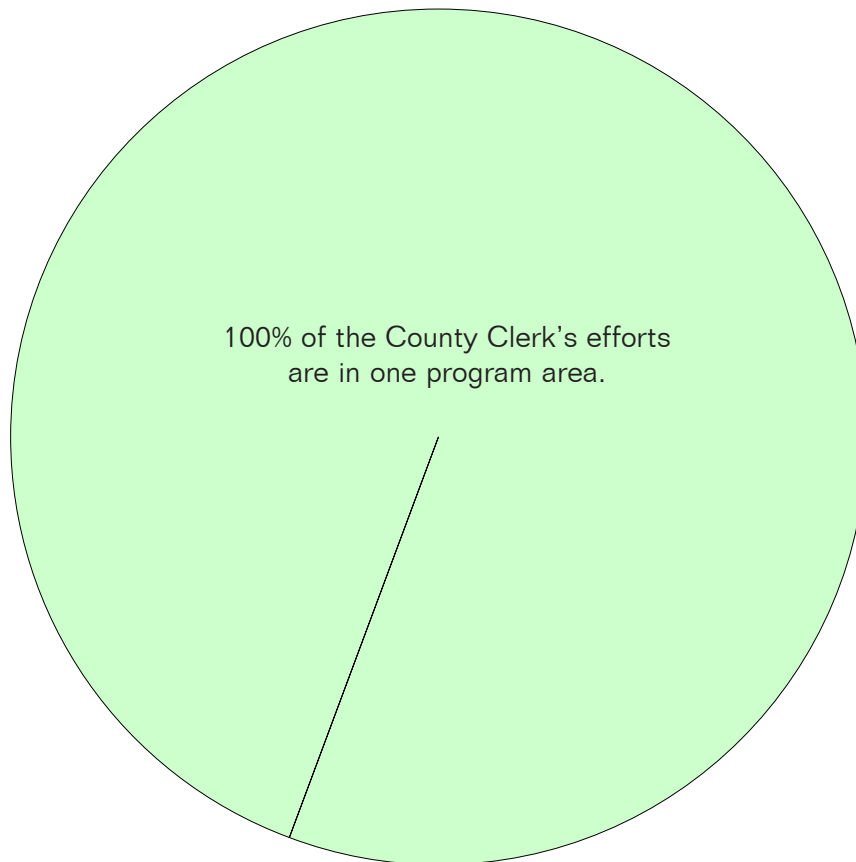
- With full scanning staff, reduce time-to-view documents when filed and/or entered in court.
- For benefit of Prosecutor, Public Defender and Jail, implement batch scanning of calendar pleadings and minute sheets, prior to indexing.
- Work with the Administrative Services Information Technology division to get 2005 - 2006 records posted to the 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.

2009-2010 Budget by Program



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

Program Summary

Actual 2005	Actual 2006	Actual 2007	Budget 2008	Budget 2009	Budget 2010
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OPERATIONS

General Fund

3150 County Clerk	1,071,636	1,256,028	1,562,270	1,689,857	1,576,034	1,660,486
<i>Total County Clerk Operations</i>	1,071,636	1,256,028	1,562,270	1,689,857	1,576,034	1,660,486
TOTAL COUNTY CLERK	1,071,636	1,256,028	1,562,270	1,689,857	1,576,034	1,660,486
Percent Change from Previous Year	15.0%	17.2%	24.4%	8.2%	-6.7%	5.4%

2009-2010 Funding Sources

	2009	2010
Intergovernmental Revenues	241,514	241,514
Charges for Services	523,259	523,259
Miscellaneous Revenues	18,367	18,367
General Fund	792,894	877,346
Total Funding	1,576,034	1,660,486

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

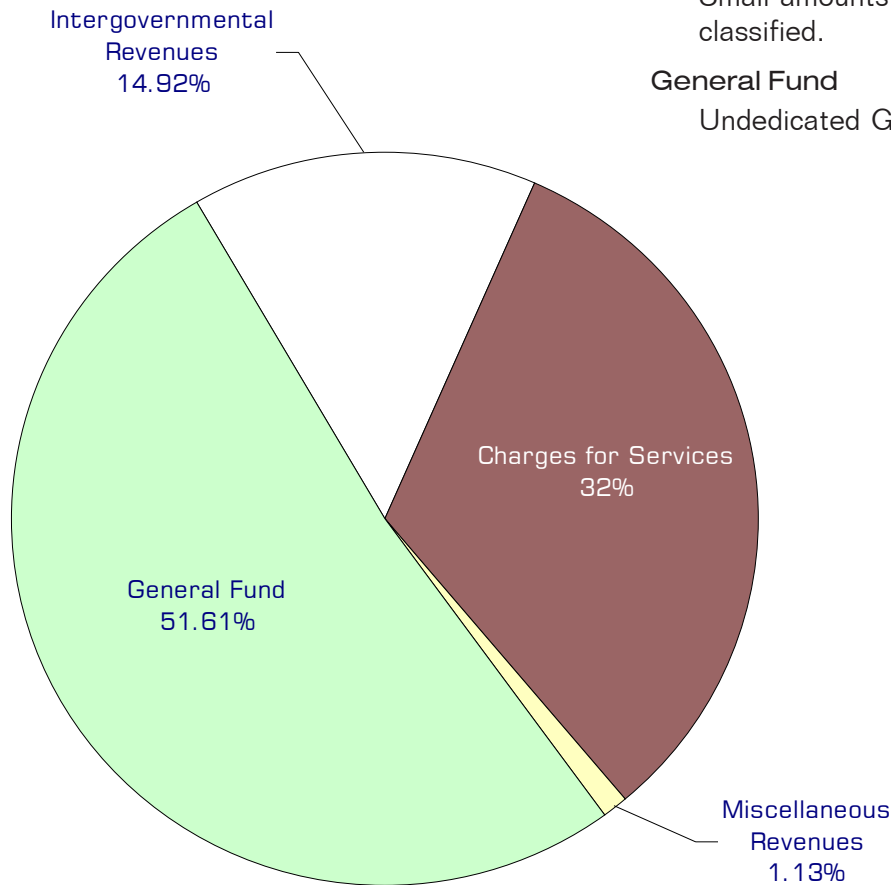
Charges for filings and various other services. Judicial fines and forfeits are not included as Clerk revenue.

Miscellaneous Revenues

Small amounts of revenue not otherwise classified.

General Fund

Undedicated General Fund Resources.



Performance / Activity Measures

	Actual 2005	Actual 2006	Actual 2007	Projected 2008	Projected 2009	Projected 2010
Time from filing to electronically accessible	3 days	2 days	1 day	1 day	1 day	1 day

Expenditures Summary

	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Budget 2009	Budget 2010
GENERAL FUND						
3150 County Clerk						
Salaries & Wages	712,037	813,141	828,867	902,876	928,485	972,945
Benefits	236,853	299,137	356,741	424,278	421,238	455,334
Supplies	29,817	48,783	34,831	23,347	14,600	14,600
Other Services & Charges	92,929	94,967	341,831	339,356	211,711	217,607
<i>TOTAL COUNTY CLERK</i>	1,071,636	1,256,028	1,562,270	1,689,857	1,576,034	1,660,486
<i>Percent Change from Previous Year</i>	15.0%	17.2%	24.4%	8.2%	-6.7%	5.4%

Services

Civil Cases

Scan, index and file documents.

Criminal Cases

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

Domestic Relations

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

