

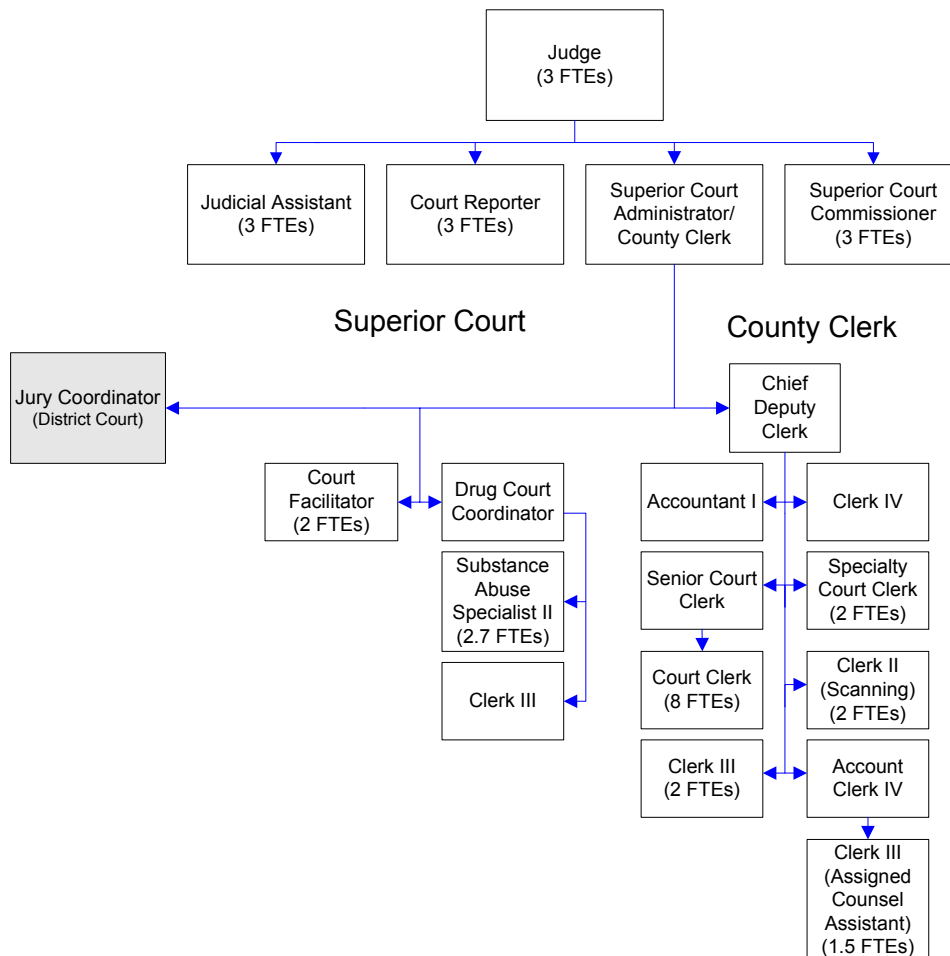
# County Clerk's Office

The County Clerk serves as the clerk for Superior Court. The clerk administers the office and accounts for records, custody, delivery of records, and exhibits for this court 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.

## FTEs for this department

Year	2007	2008	2009	*2010	*2011	*2012	*Budget
FTEs	24	24	23	23	19	19	

The chart below shows the organizational structure for 2011 only.



# Mission & Objectives

## Mission

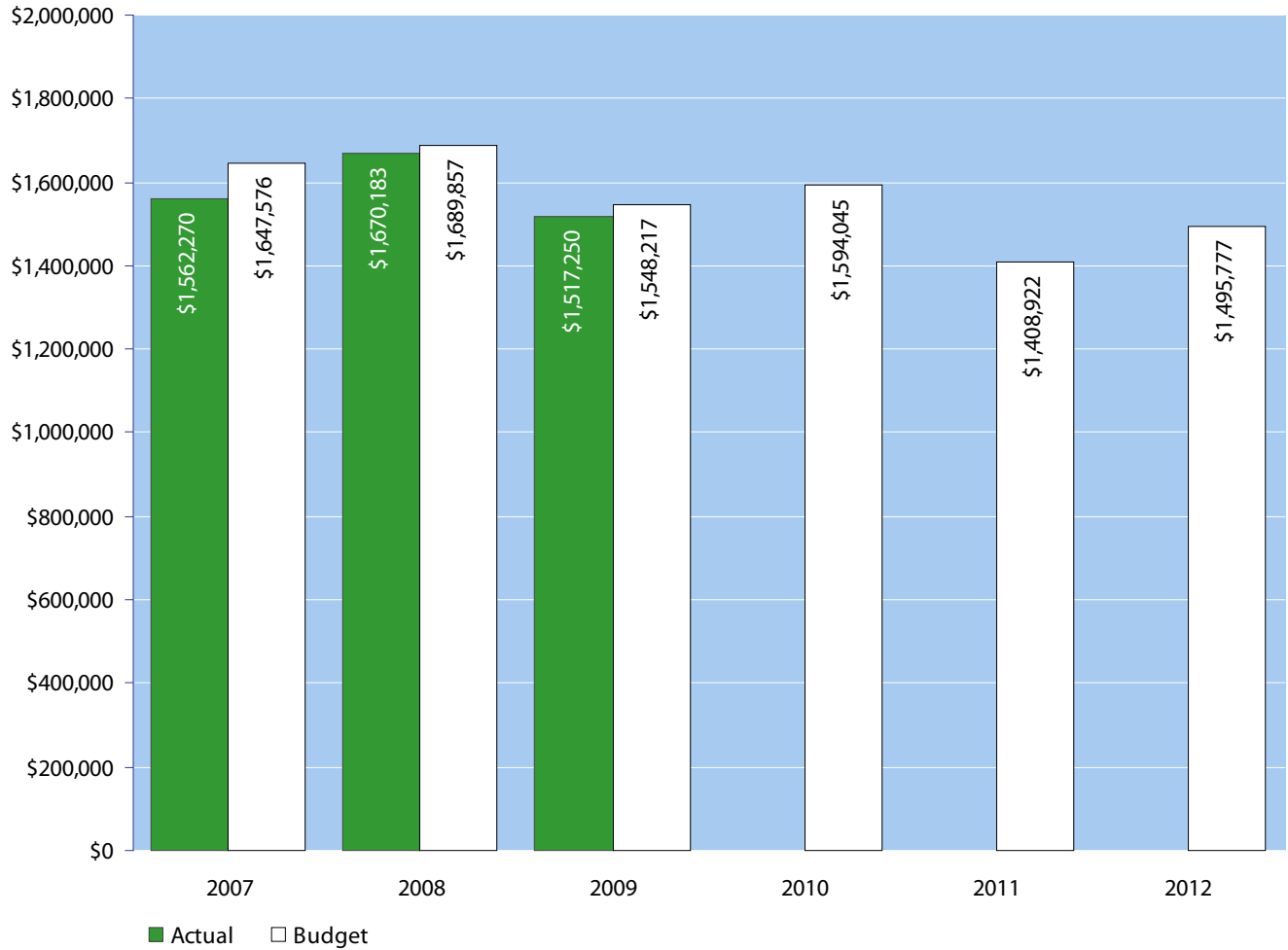
Accept and process all Superior Court case documents timely and accurately to:

- 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

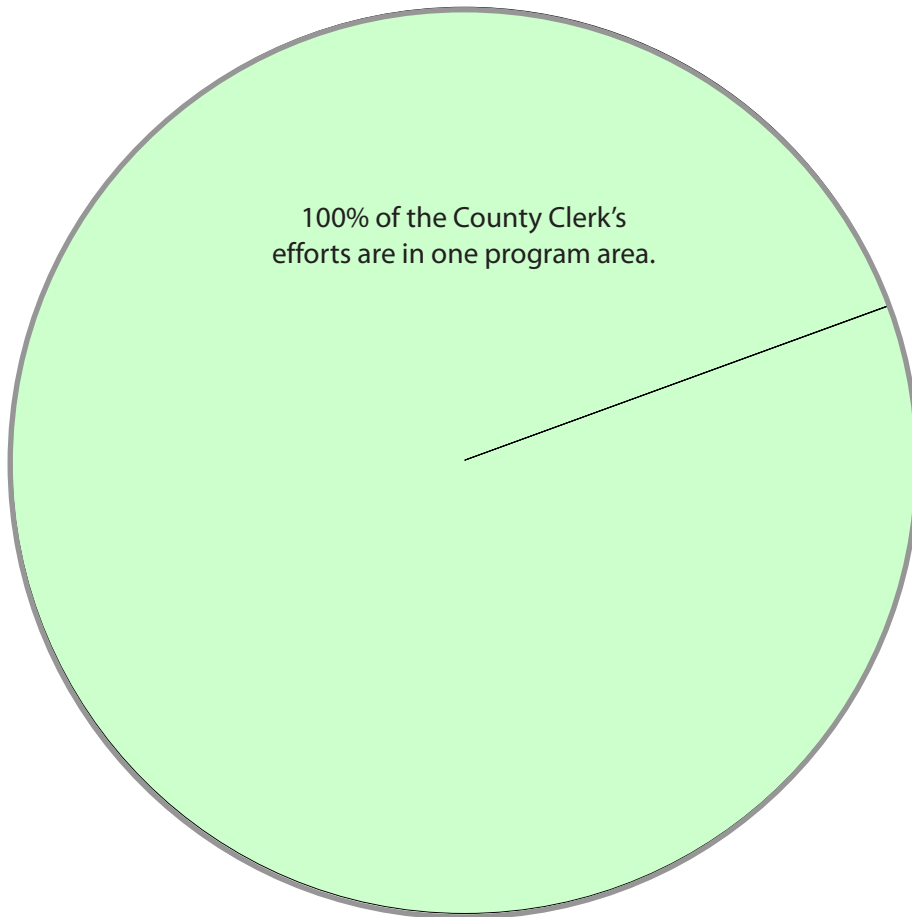
- With full scanning staff, reduce time-to-view documents when filed and/or entered in court.
- For benefit of Prosecutor, Public Defender and Jail, implement batch scanning of calendar pleadings/minute sheets, prior to indexing.
- Work with DoIT to get 2005/2006 records on Internet, reducing customer 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.

## 2011-2012 Budget by Program



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

# Program Summary

	Actual 2007	Actual 2008	Actual 2009	Budget 2010	Budget 2011	Budget 2012
<b>OPERATIONS</b>						
<b>General Fund</b>						
3150 County Clerk	1,562,270	1,670,183	1,517,250	1,594,045	1,408,922	1,495,777
<i>Total County Clerk Operations</i>	1,562,270	1,670,183	1,517,250	1,594,045	1,408,922	1,495,777
<b>TOTAL COUNTY CLERK</b>	1,562,270	1,670,183	1,517,250	1,594,045	1,408,922	1,495,777
<b>Percent Change from Previous Year</b>	24.4%	6.9%	-9.2%	5.1%	-11.6%	6.2%

## 2011-2012 Funding Sources

	2010	2011
Intergovernmental Revenues	217,722	212,202
Charges for Services	554,207	554,207
Miscellaneous Revenues	18,000	18,000
General Fund	618,993	711,368
<b>Total Funding</b>	<b>1,408,922</b>	<b>1,495,777</b>

### Intergovernmental Revenue

Reimbursement in the form of federal and state grants for costs incurred in connection with juvenile actions, child support enforcement and clerk's collection activities.

### Charges for Services

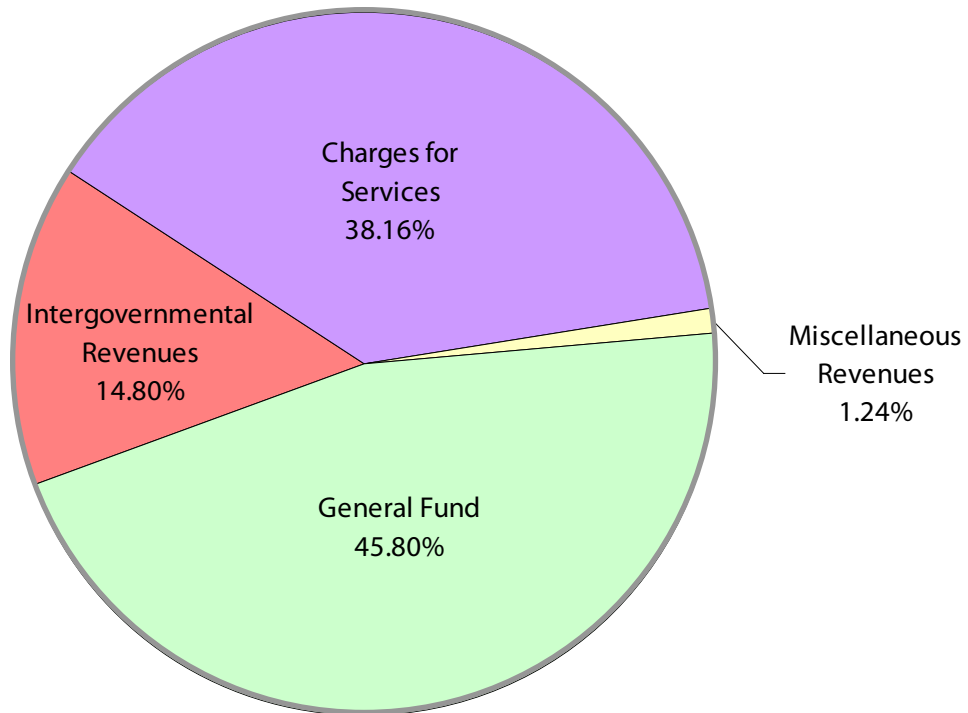
Charges for filings and various other services. Judicial fines and forfeits are not included as Clerk's revenue.

### Miscellaneous Revenues

Interest income on legal financial obligations.

### General Fund

Undedicated General Fund resources.



# Expenditures Summary

	Actual 2007	Actual 2008	Actual 2009	Budget 2010	Budget 2011	Budget 2010
<b>GENERAL FUND</b>						
3150 County Clerk						
Salaries & Wages	828,867	920,322	908,194	923,791	809,091	846,783
Benefits	356,741	402,796	396,179	434,488	384,612	430,094
Supplies	34,831	24,372	10,385	14,600	11,000	11,000
Other Services & Charges	341,831	322,693	202,492	221,166	204,219	207,900
<i>TOTAL COUNTY CLERK</i>	1,562,270	1,670,183	1,517,250	1,594,045	1,408,922	1,495,777
<i>Percent Change from Previous Year</i>	24.4%	6.9%	-9.2%	5.1%	-11.6%	6.2%

## Services

### ***Adult Drug Court***

Intensive case management and monitoring of long-term drug users, involving treatment and reward and punishment.

### ***Dispute Resolution Center***

Administer family law mediation program; scheduling & recruitment/training.

### ***Family Drug Court***

Case management for drug using parents in dependency cases.

### ***Guardians ad Litem***

Provide court ordered independent investigations regarding alleged incompetents, abused children and children whose parents are in dispute.

### ***Assigned Counsel***

Provide indigency screening, Superior/District Court criminal actions, parents in dependencies and GAL applicants.

### ***Mandatory Arbitration***

Provide arbitration for certain civil cases with limited amounts in dispute. Maintain strike-list of 47 arbitrators.

### ***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.

## Services continued

### ***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.

### ***Family Law Courthouse Facilitator***

Provide assistance with domestic relations matters for those without attorneys. Clerk is required to provide assistance and the use of a Facilitator is optional.

