

23 Circuit Court Clerk-At a Glance

Mission To serve the eight Circuit Courts, the Civil Division of the General Sessions Court, the Metropolitan Traffic Courts, and the public as a record keeping office; to file and maintain all records associated with Civil Court cases; to collect, disburse and report on funds according to state statutes and court orders.

Budget Summary

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
Expenditures and Transfers:			
GSD General Fund	\$ 3,852,500	\$ 3,210,000	\$ 3,275,400
Total Expenditures and Transfers	<u>\$ 3,852,500</u>	<u>\$ 3,210,000</u>	<u>\$ 3,275,400</u>
Revenues and Transfers:			
Program Revenue			
Charges, Commissions, and Fees	\$ 3,500,000	\$ 3,238,000	\$ 2,500,000
Other Governments and Agencies	0	0	0
Other Program Revenue	0	0	0
Total Program Revenue	\$ 3,500,000	\$ 3,238,000	\$ 2,500,000
Non-program Revenue	4,732,000	4,621,200	4,481,900
Transfers From Other Funds and Units	0	0	0
Total Revenues	<u>\$ 8,232,000</u>	<u>\$ 7,859,200</u>	<u>\$ 6,981,900</u>
Expenditures Per Capita	\$ 5.94	\$ 4.87	\$ 4.90

Positions Total Budgeted Positions 47 46 46

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Accomplishments

- The Order of Protection forms packet was added to our web site with self-help entry fields for use by victims, advocates and the Jean Crowe Advocacy Center.
 - Interpreter request option for upcoming court hearings has been added to the Order of Protection forms packet for use by victims, respondents and the Sheriff's Office.
 - Domestic violence letters are prepared and mailed on behalf of the Police Dept. to respondents against whom an Order of Protection has been granted.
 - Increased number of cross trained employees with a priority on number of employees who have experience with Orders of Protection.
 - Updated process for intake of Accountings in the Probate Court Clerk's Office, as well as procedures for initial review before final examination.
 - Expanded internet docket page to include Probate Master docket and Probate Court's afternoon docket.
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Goals

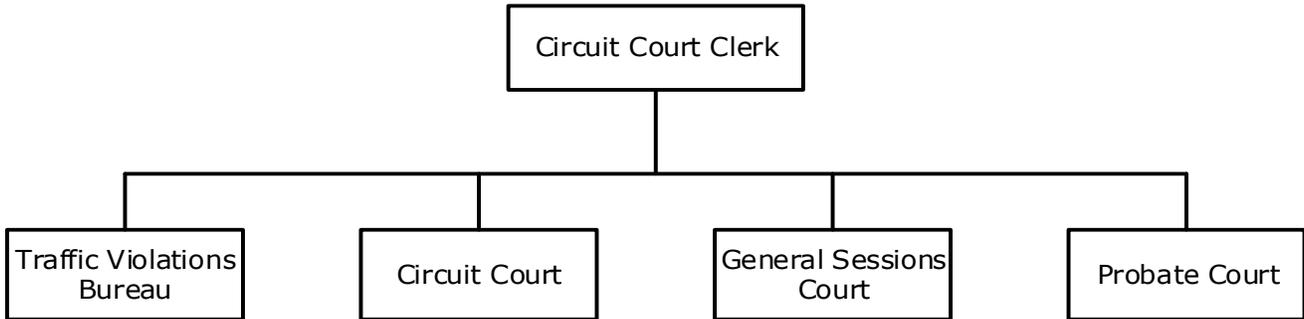
- Increase domestic violence training for Order of Protection employees.
 - Expand CaseLink subscription service to include search and report options.
 - Video conferencing of Emergency Committal hearings to alleviate the necessity of travel to Middle Tennessee Mental Health Institute (MTMHI).
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Strategic Issues

- The offices of the Circuit Court Clerk will continue to place the highest priority on customer service. Through enhancements and upgrades of technological resources, we will remain focused on meeting the immediate needs of attorneys and the public. The offices will continue to use technology to be prepared for statute modifications including electronic filing.

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Organizational Structure



Programs

Administrative

Non-allocated Financial Transactions

Circuit Court Clerk's Office and General Sessions Civil Division Office

Circuit Court Clerk's Office and General Sessions Civil Division Office

Probate Court Clerk's Office

Probate Court Clerk's Office

Traffic Violations Bureau

Traffic Violations Bureau

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Budget Changes and Impact Highlights

Recommendation		Impact	
Non-allocated Financial Transactions			
Fringe Benefit Savings	GSD	\$(40,800)	Savings realized through reduced cost for fringe benefits
Internal Service Charges*	GSD	8,700	Delivery of centrally provided services including information systems, fleet management, radio, and surplus property
Pay Plan Adjustment	GSD	97,500	Supports the hiring and retention of a qualified workforce
General Services District Total		\$65,400	
TOTAL		\$65,400	

* See Internal Service Charges section for details