

24 Criminal Court Clerk-At a Glance

Mission The Criminal Court Clerk of Nashville, Davidson County, Tennessee is responsible to perform the clerical duties for the operation of the criminal courts, both General Sessions Court and State Trial Court. The Clerk is responsible for record management, both hard copy and electronic, and prepares the minutes (official record) for the Criminal Trial Court. Upon conclusion of cases, the Clerk calculates court costs and begins the collection of them, as required by statute. The Clerk prepares all cases under appeal for the Court of Criminal Appeals. The Criminal Court Clerk is also the custodian of all evidence submitted in the State Trial Courts

Budget Summary

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
Expenditures and Transfers:			
GSD General Fund	\$ 5,488,700	\$ 5,366,900	\$ 5,526,600
Special Purpose Fund	175,000	305,000	327,100
Total Expenditures and Transfers	<u>\$ 5,663,700</u>	<u>\$ 5,671,900</u>	<u>\$ 5,853,700</u>
Revenues and Transfers:			
Program Revenue			
Charges, Commissions, and Fees	\$ 2,055,000	\$ 2,455,000	\$ 2,242,100
Other Governments and Agencies	1,820,000	1,813,000	1,338,500
Other Program Revenue	0	0	0
Total Program Revenue	<u>\$ 3,875,000</u>	<u>\$ 4,268,000</u>	<u>\$ 3,580,600</u>
Non-program Revenue	2,325,400	2,525,100	2,706,300
Transfers From Other Funds and Units	0	0	0
Total Revenues	<u>\$ 6,200,400</u>	<u>\$ 6,793,100</u>	<u>\$ 6,286,900</u>
Expenditures Per Capita	\$ 8.74	\$ 8.61	\$ 8.76

Positions	Total Budgeted Positions	81	82	82
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Accomplishments

- 93,140 Warrants/Citations Processed
 - 131,178 Subpoenas Generated
 - 23,639 Expungements Processed
 - Partnered with Metro Schools for Bringing Justice to You (an informational event to assist Individuals who want assistance with expungements, court costs, and driver's license questions).
 - 14,909,022 Pageviews to Website (Pageviews is the total number of pages viewed)(11.3% increase)
 - Quarterly partnership with Goodwill and various agencies to provide assistance regarding expunging minor offenses and reinstating Driver's licenses.
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Goals

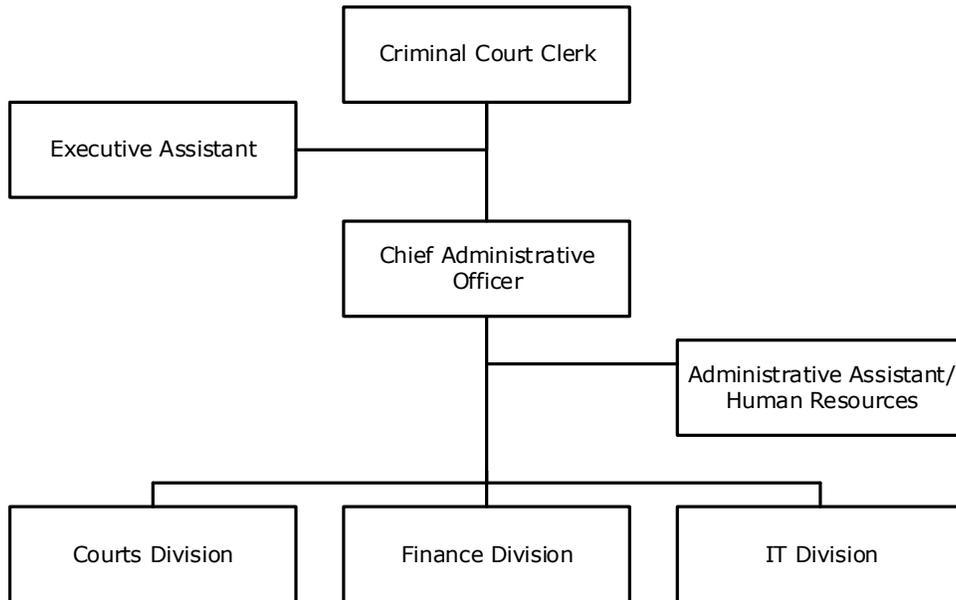
- Provide professional clerical services to all justice related agencies and to the public at large.
 - Continue to enhance collection efforts regarding fines and/or court costs.
 - Continue to develop web based initiatives.
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Strategic Issues

- Perform the clerical duties for the operation of the criminal courts (General Sessions & State Trial Criminal Courts).

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Organizational Structure



Programs

Administration

Administration
Non-allocated Financial Transactions

Computerization

Computerization

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Budget Changes and Impact Highlights

Recommendation		Impact	
Victim Assistance Fund			
Family & Victim Assistance	SPF**	\$20,000	Increase funding for programs that aide in assistance to victims of crimes and their families
Criminal Court Clerk Computerization Fund			
Data Entry Fees	SPF	2,100	Increase in funding as a result of the increase in warrants, cases, state traffic tickets, or state citations issued
Non-allocated Financial Transactions			
Fringe Benefit Savings	GSD	(77,400)	Savings realized through reduced cost for fringe benefits
Internal Service Charges*	GSD	19,500	Delivery of centrally provided services including information systems, fleet management, radio, and surplus property
Pay Plan Adjustment	GSD	217,600	Supports the hiring and retention of a qualified workforce
General Services District Total		\$159,700	
Special Purpose Funds Total		\$22,100	
TOTAL		\$181,800	

* See Internal Service Charges section for details

** SPF – Special Purpose Funds