

1023 Circuit Court Clerk - At A Glance

Mission To provide an unparalleled level of customer satisfaction through exceptional service and technological accessibilities, the Davidson County Circuit Court Clerk's office is dedicated to maintaining records with accuracy, integrity, ingenuity and transparency while also serving the needs of the judiciary, legal professionals and community.

Budget Summary

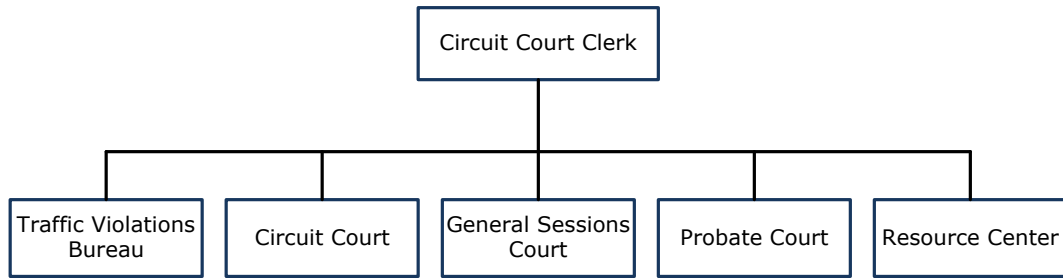
	2024-25	2025-26	2026-27
Expenditures and Transfers:			
GSD General Fund	\$3,829,200	\$3,771,000	\$3,714,400
Total Expenditures and Transfers	<u>\$3,829,200</u>	<u>\$3,771,000</u>	<u>\$3,714,400</u>
Revenue and Transfers:			
Program Revenue			
Charges, Commissions, and Fees	\$400,000	\$1,000,000	\$2,400,000
Other Governments and Agencies	0	0	0
Other Program Revenue	0	0	0
Total Program Revenue	<u>\$400,000</u>	<u>\$1,000,000</u>	<u>\$2,400,000</u>
Non-Program Revenue	\$2,537,500	\$2,833,800	\$3,163,500
Transfers from Other Funds and Units	0	0	0
Total Revenue and Transfers	<u>\$2,937,500</u>	<u>\$3,833,800</u>	<u>\$5,563,500</u>
Expenditures per Capita	\$5.20	\$5.06	\$4.92

Position	Total Budgeted Positions	41	35	35
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Contacts	Circuit Court Clerk: Joseph Day; Chief Deputy of Administrative Service and Legal Affairs: Brittany Hayes 1 Public Square Suite 301 Nashville, TN 37201	email: josephday@jnsnashville.gov email: brittanyhayes@jnsnashville.gov Phone: 615-862-5181
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1023 Circuit Court Clerk - At A Glance

Organizational Structure



1023 Circuit Court Clerk - At a Glance

Budget Changes and Impact Highlights

Recommendation			Impact
Non-Allocated Financial Transactions			
Budget Efficiency Adjustment	GSD	(\$56,600)	Agency's share of 1.5% Budget Efficiency Adjustment.
General Services District Total		(\$56,600)	
TOTAL		(\$56,600)	

GSD - General Services District

1023 Circuit Court Clerk - Financial

GSD General Fund

	FY2025 Budget	FY2025 Actual	FY2026 Budget	FY2027 Budget	FY26-FY27 Difference	FY26-FY27 % Change
OPERATING EXPENSE:						
PERSONNEL EXPENSES:						
Regular, Leave & Holiday Pay	2,522,300	2,155,244	2,380,600	2,380,600	0	0.00%
Overtime	0	0	0	0	0	0.00%
All Other Salary Codes	30,700	47,146	31,700	31,700	0	0.00%
Fringe Benefits	888,800	862,445	787,400	787,400	0	0.00%
TOTAL PERSONNEL EXPENSES	3,441,800	3,064,835	3,199,700	3,199,700	0	0.00%
OTHER SERVICES:						
Utilities	300	239	300	300	0	0.00%
Professional & Purchased Services	7,700	3,623	7,700	7,700	0	0.00%
Travel, Tuition & Dues	0	0	0	0	0	0.00%
Communications	0	0	0	0	0	0.00%
Repairs & Maintenance Services	83,200	11,504	18,700	18,700	0	0.00%
Internal Service Fees	195,400	220,750	404,200	404,200	0	0.00%
All Other Expenses	100,800	142,262	140,400	83,800	(56,600)	-40.31%
TOTAL OTHER SERVICES	387,400	378,377	571,300	514,700	(56,600)	-9.91%
TOTAL OPERATING EXPENSES	3,829,200	3,443,212	3,771,000	3,714,400	(56,600)	-1.50%
TRANSFERS TO OTHER FUNDS	0	0	0	0	0	0.00%
TOTAL EXPENSES & TRANSFERS	3,829,200	3,443,212	3,771,000	3,714,400	(56,600)	-1.50%
PROGRAM REVENUE:						
Charges, Commissions, & Fees	400,000	800,000	1,000,000	2,400,000	1,400,000	140.00%
Federal (Direct & Pass Through)	0	0	0	0	0	0.00%
State Direct	0	0	0	0	0	0.00%
Other Government Agencies	0	0	0	0	0	0.00%
Other Program Revenue	0	0	0	0	0	0.00%
TOTAL PROGRAM REVENUE	400,000	800,000	1,000,000	2,400,000	1,400,000	140.00%
NON-PROGRAM REVENUE:						
Compensation from Property	0	0	0	0	0	0.00%
Local Option Sales Tax	0	0	0	0	0	0.00%
Property Taxes	0	0	0	0	0	0.00%
Other Tax, Licenses & Permits	0	0	0	0	0	0.00%
Fines, Forfeits & Penalties	2,537,500	3,026,560	2,833,800	3,163,500	329,700	11.63%
TOTAL NON-PROGRAM REVENUE	2,537,500	3,026,560	2,833,800	3,163,500	329,700	11.63%
TRANSFERS FROM OTHER FUNDS	0	0	0	0	0	0.00%
TOTAL REVENUE & TRANSFERS	2,937,500	3,826,560	3,833,800	5,563,500	1,729,700	45.12%
Expenditures Per Capita	\$5.20	\$4.67	\$5.06	\$4.92	(\$0.14)	-2.77%

1023 Circuit Court Clerk - Financial

Title	Grade	Class	FY2025		FY2026		FY2027		Variance	
			Budgeted		Budgeted		Budgeted		Pos.	FTE
			Pos.	FTE	Pos.	FTE	Pos.	FTE	Pos.	FTE
GSD General 10101										
Chief Dpty Clerk-Gen Sess Ct	NS	01056	0	0.00	1	1.00	1	1.00	0	0.00
Chief Dpty Clerk-Gen Sess Ct	OR07	01056	1	1.00	0	0.00	0	0.00	0	0.00
Deputy Clerk 1	NS	06787	0	0.00	2	2.00	2	2.00	0	0.00
Deputy Clerk 1	GG.NS	06787	2	2.00	0	0.00	0	0.00	0	0.00
Deputy Clerk 2	NS	06788	0	0.00	3	3.00	3	3.00	0	0.00
Deputy Clerk 2	GG.NS	06788	3	3.00	0	0.00	0	0.00	0	0.00
Deputy Clerk 3	NS	06789	0	0.00	5	5.00	5	5.00	0	0.00
Deputy Clerk 3	GG.NS	06789	5	5.00	0	0.00	0	0.00	0	0.00
Deputy Clerk 4	NS	06790	0	0.00	10	10.00	10	10.00	0	0.00
Deputy Clerk 4	GG.NS	06790	10	10.00	0	0.00	0	0.00	0	0.00
Deputy Clerk 5	NS	06791	0	0.00	10	10.00	10	10.00	0	0.00
Deputy Clerk 5	GG.NS	06791	10	10.00	0	0.00	0	0.00	0	0.00
Deputy Clerk 6	NS	06792	0	0.00	4	4.00	4	4.00	0	0.00
Deputy Clerk 6	GG.NS	06792	10	10.00	0	0.00	0	0.00	0	0.00
10101 Total Positions & FTEs			41	41.00	35	35.00	35	35.00	0	0.00

Department Totals	41	41.00	35	35.00	35	35.00	0	0.00
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1023 Circuit Court Clerk

Program Purpose Statements

Circuit Court Clerk's Office and General Sessions Civil Division Office Line of Business

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

The purpose of the Circuit Court Clerk's Office and General Sessions Civil Division Office Program is to file and maintain all records associated with cases filed in the Circuit Court Clerk's Office and the General Sessions Civil Division Office.

Probate Court Clerk's Office Line of Business

Probate Court Clerk's Office

The purpose of the Probate Court Clerk's Office Line of Business is to file and maintain all records associated with cases filed in the Probate Court Clerk's Office.

Traffic Violations Bureau Line of Business

Traffic Violations Bureau

The purpose of the Traffic Violations Bureau Program is to process moving tickets issued by the Metropolitan Police Department, Airport Authority, Vanderbilt Police, Metro Parks and Bicentennial Park Police, and to process parking tickets issued by the Metropolitan Police Department, NDOT, Airport Authority, Vanderbilt Police, Metro Parks and Bicentennial Park Police.