

Clerk of District Court

Department Overview

The Clerk of District Court is an elected office, serving a four-year term. The Clerk is responsible for the data input of legal filings and the attending and taking of minutes for all court hearings for the three district courts and Standing Master.

The District Court receives documents from the two lower courts on appeals or transfers because of money amounts requested or because of restrictions placed on the lower courts as to the kind of cases that may be heard. The Clerk of District Court is responsible for all statutory requirements associated with case filings and has to be knowledgeable of Montana laws.

The Clerk of District Court is specifically required by law to sign orders in probate cases, judgments in civil cases and to issue bench warrants, summons, and subpoenas. The Clerk of District Court is appointed as the Jury Commissioner to summon jurors and to pay costs for jurors, as well as for all witnesses that qualify for criminal trials. The Clerk of District Court issues marriage licenses along with genealogy research, child support collection, maintenance and property settlement monies, criminal bail bonds, fines and restitution payments, and receives and invests monies tendered into court in civil lawsuits.

Department Goals

- To provide outstanding, dedicated professional legal assistance to the public, district court judges, attorneys, victims and perpetrator.
- Maintain accurate and easily accessible records.
- Be the link between the public and the judges.
- Provide professional and courteous access to the courts.

Recent Accomplishments

- Continue to add to and perfect our Clerk of District Court Procedures Manual.
- Continue to move records and items from vault and storage to offsite storage rooms to alleviate weight/safety issues.
- Continue to increase the list of counsel, parties, and agencies that we email documents to, saving time and money.
- Continue to remain current in processing workload even though we have left one FTE position vacant since FY 2012.
- Continue to purge records that have a 10-year retention requirement. This will open up additional storage space.

GENERAL GOVERNMENT

Clerk of District Court

Department Budget

Object of Expenditure	Actual FY 2012	BUDGET FY 2013	Actual FY 2013	Request FY 2014	Preliminary FY 2014	BUDGET FY 2014
Personnel	\$ 582,780	\$ 611,203	\$ 598,600	\$ 612,631	\$ 619,567	\$ 633,013
Operations	71,708	77,776	65,567	86,340	86,340	86,340
Debt Service	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	13,000
Transfers Out	-	-	-	-	-	-
Total	<u>\$ 654,488</u>	<u>\$ 688,979</u>	<u>\$ 664,167</u>	<u>\$ 698,971</u>	<u>\$ 705,907</u>	<u>\$ 732,353</u>

Budget by Fund Group

General Fund	\$ 654,488	\$ 688,979	\$ 664,167	\$ 698,971	\$ 705,907	\$ 719,353
Special Revenue Funds	-	-	-	-	-	-
Debt Service Funds	-	-	-	-	-	-
Capital Project Funds	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-
Internal Service Funds	-	-	-	-	-	13,000
Trust & Agency Funds	-	-	-	-	-	-
Total	<u>\$ 654,488</u>	<u>\$ 688,979</u>	<u>\$ 664,167</u>	<u>\$ 698,971</u>	<u>\$ 705,907</u>	<u>\$ 732,353</u>

Funding Sources

Tax Revenues	\$ 353,526	\$ 318,493	\$ 315,308	\$ 347,858	\$ 350,593	\$ 354,861
Non-Tax Revenues	322,701	247,670	240,240	249,930	232,456	261,109
Cash Reappropriated	(21,740)	122,816	108,619	101,183	122,858	116,383
Total	<u>\$ 654,488</u>	<u>\$ 688,979</u>	<u>\$ 664,167</u>	<u>\$ 698,971</u>	<u>\$ 705,907</u>	<u>\$ 732,353</u>

Department Personnel

No. of Positions	FT/PT	Title	FTE 2012	FTE 2013	FTE 2014
1	Full-Time	Elected Clerk of District Court	1.00	1.00	1.00
1	Full-Time	Management Supervisor	1.00	1.00	1.00
1	Full-Time	District Court Clerk II/Acctg Clk III	1.00	1.00	1.00
9	Full-Time	District Court Clerk	8.90	8.90	8.90
1	Full-Time	Training Supervisor	1.00	1.00	1.00
Total Program			12.90	12.90	12.90

Clerk of District Court

2014 Budget Highlights

Personnel

- Continued reduction of 1 FTE for FY 2014

Operations

-

Capital

- Copier Reserve \$13,000

County Commission Goals/Department Response

The County Commission established a set of overarching goals for the county government. Listed below are the goals, followed by the methods by which the Department is striving to fulfill those goals.

Align community needs with budgetary decisions

-

Adhere to long-term plans

-

Demonstrate exceptional Customer Service

- Customers receive kind and respectful service – 95% satisfaction – based on comment card responses.
- Accurate information provided – Complete procedures manual.
- Documents and requests processed in a timely and efficient manner – written priority system completed and provided to employees.
- Court documents promptly transferred to recipients – 90% of documentation transmitted electronically.

Serve as a Model for Excellence in Government

- Use best practices from throughout the state – contact other offices – implement three-year plan.
- Error free documents – 100% free of errors – errors tracked by type, employee and percentage.
- Technological upgrades – research current and forthcoming systems.

Improve communication within county government, other jurisdiction and our public

- Open electronic communication established – 100% information transferred where interest exists.
- Awareness of customer and employee satisfaction – suggestion box – review of suggestions.
- Proactive planning for future space and staff needs – information and requests received from employees in December for inclusion in budget.

Be an Employer of Choice and improve employee retention

- Two way responsive communication – employee satisfaction survey – low employee turnover.
- Positive atmosphere – employee evaluations completed annually.
- Learning Opportunities – Improve employee knowledge and growth.

Clerk of District Court

Workload Indicators / Performance Measures

Workload Indicators		Actual	Actual	Actual	Projected
Indicator		FY 2011	FY 2012	FY 2013	FY 2014
1.	Track processing times	1-2 days	1-2 days	1-2 days	1-2 days
2.	Number of case filings (Jan-Dec counts)	4,070	3,680	3,842	3,900
3.	Track comments/suggestions	45	45	45	45
4.	Number of documents processed (Jan-Dec counts)	62,121	58,739	57,969	59,000

Performance Measures		Actual	Actual	Estimate	Projected
Measure		FY 2011	FY 2012	FY 2013	FY 2014
1.	Suggestions implemented within 2 weeks	90%	90%	90%	90%
2.	Technology upgrades	100%	100%	100%	100%
3.	Computerized procedure manual implemented	100%	100%	100%	100%
4.	Employee training sessions-per employee	24 hrs	24 hrs	24 hrs	24 hrs
5.	On-going in-house training per employee	48 hrs	48 hrs	48 hrs	48 hrs
6.	Error validation	95%	95%	95%	95%
7.	Employee retention rate	95%	95%	95%	95%

Comments