

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 with 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, 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

- Clerk of District Court Procedures Manual 100% complete.
- Records and items moved from vault and storage to offsite storage rooms to alleviate weight/safety issues.
- Emailing documents to counsel, parties, and agencies-saving time and money.
- Continue to remain current in processing workload even though case filing and document filings have increased
- Continue to purge records that have a 10-year retention requirement. This will open up additional storage room.
- Projected to come in under budget for FY 2011.

GENERAL GOVERNMENT

Clerk of District Court

Department Budget

Object of Expenditure	Actual FY 2010	Final FY 2011	Year End FY 2011	Request FY 2012	Preliminary FY 2012	Final FY 2012
Personnel	\$ 591,614	\$ 611,358	\$ 602,577	\$ 611,709	\$ 583,699	\$ 593,920
Operations	76,779	92,960	78,472	78,618	78,618	78,618
Debt Service	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-
Total	\$ 668,393	\$ 704,318	\$ 681,049	\$ 690,327	\$ 662,317	\$ 672,538

Budget by Fund Group

General Fund	\$ 668,393	\$ 704,318	\$ 681,049	\$ 690,327	\$ 662,317	\$ 672,538
Special Revenue Funds	-	-	-	-	-	-
Debt Service Funds	-	-	-	-	-	-
Capital Project Funds	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-
Internal Service Funds	-	-	-	-	-	-
Trust & Agency Funds	-	-	-	-	-	-
Total	\$ 668,393	\$ 704,318	\$ 681,049	\$ 690,327	\$ 662,317	\$ 672,538

Funding Sources

Tax Revenues	\$ 303,414	\$ 349,821	\$ 332,330	\$ 337,239	\$ 337,239	\$ 337,239
Non-Tax Revenues	291,905	336,771	326,668	261,874	261,874	261,874
Cash Reappropriated	73,074	17,726	22,051	91,214	63,204	73,425
Total	\$ 668,393	\$ 704,318	\$ 681,049	\$ 690,327	\$ 662,317	\$ 672,538

Department Personnel

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

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2012 Budget Highlights

Personnel

- o Reduction in 1 FTE through attrition during FY 2012.

Operations

- o

Capital

- o

County Commission Goals/Department Response

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

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.

Be 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 Communications

- 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.

To be the Employer of Choice

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

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WORKLOAD INDICATORS / PERFORMANCE MEASURES

Workload Indicators		Actual	Actual	Actual	Projected
Indicator		FY 2009	FY 2010	FY 2011	FY 2012
1.	Track processing times	1-2 days	1-2 days	1-2 days	1-2 days
2.	Number of case filings (Jan-Dec counts)	3,730	3,906	4,070	4,050
3.	Track comments/suggestions	45	45	45	45
4.	Number of documents processed (Jan-Dec counts)	53,310	58,009	62,121	62,000

Performance Measures		Actual	Actual	Estimate	Projected
Measure		FY 2009	FY 2010	FY 2011	FY 2012
1.	Suggestions implemented within 2 weeks	90%	90%	90%	90%
2.	Technology upgrades	100%	100%	100%	100%
3.	Computerized procedure manual implemented	80%	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 turn over rate	95%	95%	95%	95%

Comments

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