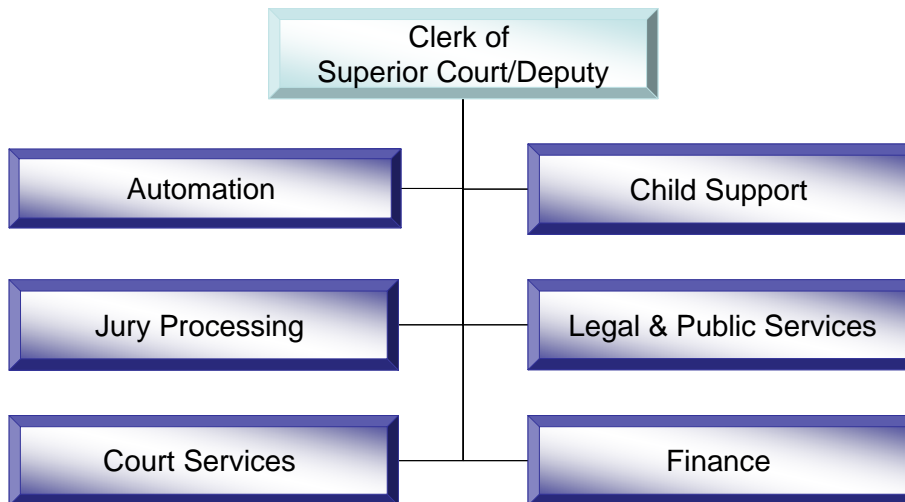


MISSION STATEMENT

To provide court related records and financial management, independent court services and family support services to the Superior Court, the legal community, and the public, thus ensuring effective access to the legal process.

ORGANIZATION



The department is managed by the Clerk of Superior Court. The Clerk of Superior Court is an elected official.

SERVICES

Automation: Implements and maintains the Clerk’s case, child support, jury, and financial management systems.

Child Support: Provides domestic forms for “pro per” customers and processes wage assignment and disbursement of child support payments by accessing and updating the state’s ATLAS child support data base.

Jury Processing: Maintains the database and manages jury qualification and selection for all municipal, justice and superior courts in Yuma County.

Legal & Public Services Counter: Processes all filings and case management payments for the Superior Court in addition to processing marriage licenses and passports.

Court Services: Attends every session of Superior Court, generating and distributing minute entries, and making and receiving evidence. In addition, Court Services has the duty of ensuring that the issuance and quashing of certain arrest warrants and release orders are properly executed, entered into the database and provided to the appropriate law enforcement agencies.

Finance: Processes the revenue and disburses all Superior Court monies, including victim restitution, fines, assessments, surcharges, fees and bonds.

CLERK OF SUPERIOR COURT



STRATEGIC PLAN PERFORMANCE

Performance Measure Actuals & Benchmarks - Clerk of the Superior Court

The following measures are departmental priorities identified in the County-wide Strategic Plan:

Department Goal: Measure:	Actual	Current	Benchmarks		
	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012
To provide easy access to County departments, records and services.					
% of archival records stored as digital images	N/A	0%	15%	30%	50%
% of records requests processed & completed within 24 hours	20%	20%	35%	50%	70%
To provide access to swift and fair justice.					
% increase in collections of Superior Court receivables after implementing FARE program	N/A	0%	3-5%	5-8%	8-12%

EXPECTATIONS

GENERAL:

- **Customer satisfaction:**
County Strategic Goal: Customer Satisfaction.
Objective: By the next survey, to have 55% or more of residents agree that legal documents are readily available.
Status: The 2007 resident survey showed that 55.6% agreed.
Strategy: Contract with a professional service to digitize records.

AUTOMATION / LEGAL AND PUBLIC SERVICES:

- **To provide easy access to County departments, records and services:**
County Strategic Goal: Customer Satisfaction and County Resources.
Objective: To transfer Clerk of Superior Court mandated archival microfilm records to a digital image, allowing concurrent viewing by multiple staff and customers.
Status: Planning to begin transfer process in FY09/10.
Strategy: Contract with a professional service to digitize records.



CLERK OF SUPERIOR COURT

EXPECTATIONS (CONCLUDED)

FINANCE:

- **To provide access to swift and fair justice:**

County Strategic Goal: County Resources.

Objective: Increase collections of Superior Court receivables through the Fines, Fees and Restitution Enforcement (FARE) program.

Status: Program implemented in FY08/09.

Strategy: Load old receivables into the Arizona Judicial Automated Case System and FARE at a fixed manageable rate to send out notices and increase collections.

LEGAL AND PUBLIC SERVICES COUNTER:

- **To provide easy access to County departments, records and services:**

County Strategic Goal: County Resources.

Objective: Reduce the amount of time it takes to provide court records upon a request to the public search desk.

Status: Currently, 20% of requests are processed and completed on the same day or within 24 hours.

Strategy: Contract with a professional service to digitize records, develop ability to email images from new case management system and support changes to court rules to allow for certified E-Documents.

INITIATIVES NEW FOR 2010

Automation:

- To digitize archival micro film/fiche to enhance and clarify copies, make them more legible, make the process more efficient, and allow users to concurrently access the records.

INITIATIVES PRIOR YEAR STATUS

Court services:

- Provide better access to court records via the Administrative Office of the Courts approved new case management system which will allow e-filing into the Superior Court within fiscal year 2008/09.

Status: Ongoing.

Finance:

- Implement the Fines, Fees and Restitution Enforcement (FARE) program in Superior Court as a collection method of old debt which will result in increased revenue and recovery for victims of crime.

Status: Ongoing.

CLERK OF SUPERIOR COURT



STAFFING LEVELS

Authorized Positions by Major Function

	2006-07	2007-08	2008-09	2009-10
Clerk and Deputy	2.00	2.00	2.00	2.00
Automation	4.00	4.00	4.00	4.00
Child Support	2.00	2.00	2.00	2.00
Jury Processing	2.00	2.00	2.00	2.00
Legal & Public Service	14.00	14.00	14.00	14.00
Court Services	13.00	13.00	13.00	13.00
Finance	5.20	5.20	5.20	5.20
Total	42.20	42.20	42.20	42.20

Authorized Positions by Funding Source

	2006-07	2007-08	2008-09	2009-10
General fund	33.80	35.80	35.80	35.80
Special revenue funds	8.40	6.40	6.40	6.40
Total	42.20	42.20	42.20	42.20

There is no change in staffing for fiscal year 2009-10.

The Clerk of Superior Court is an elected official. All other employees are regular County employees.

Authorized Positions by Classification

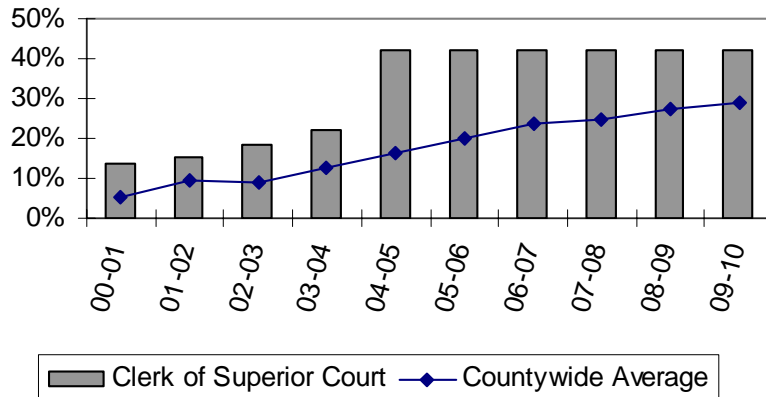
	2006-07	2007-08	2008-09	2009-10
Clerk of Superior Court	1.00	1.00	1.00	1.00
Chief Deputy Clerk	1.00	1.00	1.00	1.00
Budget Manager	0.20	0.20	0.20	0.20
Information Tech. Manager	0.25	0.25	0.25	0.25
Programmer / Analyst	0.25	0.25	0.25	0.25
Court Service Supervisor	3.00	3.00	3.00	3.00
Financial Program Specialist	0.00	0.00	0.00	1.00
IT Support Specialist	1.00	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00	1.00
Courtroom Clerk III	1.00	1.00	1.00	1.00
Financial Services Specialist III	1.00	1.00	1.00	0.00
Courtroom Clerk II	9.00	9.00	9.00	9.00
Court Services Assistant III	2.00	2.00	2.00	2.00
Courtroom Clerk I	1.00	1.00	1.00	1.00
Financial Services Specialist II	2.00	2.00	2.00	2.00
Data Entry Quality Control Spec	1.00	1.00	1.00	1.00
Court Services Assistant II	5.00	5.00	5.00	5.00
Accounting Clerk	1.00	1.00	1.00	1.00
Jury Clerk	2.00	2.00	2.00	2.00
Court Services Assistant I	8.00	8.00	8.00	9.50
Court Records Clerk	1.50	1.50	1.50	0.00
Total	42.20	42.20	42.20	42.20



CLERK OF SUPERIOR COURT

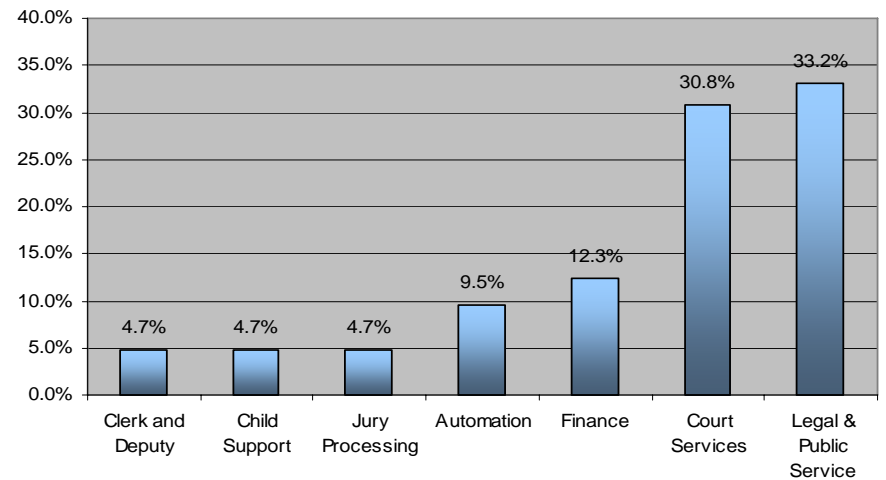
STAFFING LEVELS (CONCLUDED)

Clerk of Superior Court Growth in Positions Compared to FY00 Base Yr. - All Funds
(No agency changes in years without gray bars)



The Clerk of Superior Court staffing levels have increased 42.1% since fiscal year 1999-00. This is higher than the “County average” growth of 28.8%. The department housed 29.7 positions in fiscal year 1999-00.

Percentage of Authorized Positions by Major Function 2009-10



The Legal & Public Services and Court Services functions account for 64% of the department’s staffing. Finance and Automation account for 21.8% and the remaining 14.2% is evenly distributed between the Clerk and Deputy Clerk of Superior Court, Jury Processing and Child Support.

CLERK OF SUPERIOR COURT



FUNDING LEVELS

The Clerk of Superior Court is primarily funded through the General Fund's general resources. The department does have funding from eight (8) other funding sources, but they only account for approximately 7% of the total operating costs in fiscal year 2009/10. This ratio is consistent with prior years.

Revenue: General Fund support is at the level needed for General Fund expenditures. The increase in Special Revenues results from a combination of anticipated revenue increases including Surcharges and Federal Grants.

Personnel: There are no substantial changes for this Fiscal Year.

Supplies and Services: There are no substantial changes in this Fiscal Year.

Capital Outlay: The increase in Capital Outlay is due to Data Processing Equipment.

	Actual 2006-07	Actual 2007-08	Budget 2008-09	Estimate 2008-09	Budget 2009-10	% Change
Sources						
General Revenue	\$ 1,737,792	\$ 1,838,792	\$ 1,951,515	\$ 1,914,860	\$ 2,019,784	3.50%
Special Revenue	169,369	195,594	176,283	176,666	206,206	16.97%
Balance Forward	230,050	169,021	143,809	204,583	150,021	4.32%
Total Sources	2,137,211	2,203,407	2,271,607	2,296,109	2,376,011	4.60%
Uses						
Personnel	1,756,532	1,784,433	2,027,533	1,968,905	2,084,601	2.81%
Supplies & Services	201,378	195,358	190,908	177,183	194,110	1.68%
Capital Outlay	10,280	19,033	-	-	13,444	N/A
Debt Service	-	-	-	-	-	N/A
Reserves & Contingencies	-	-	129,467	-	109,397	-15.50%
Transfers In & Out	-	-	(76,301)	-	(25,541)	-66.53%
Total Uses	\$ 1,968,190	\$ 1,998,824	\$ 2,271,607	\$ 2,146,088	\$ 2,376,011	4.60%
Other Restricted	\$ 169,021	\$ 204,583	\$ -	\$ 150,021	\$ -	N/A