



# CLERK OF SUPERIOR COURT



**Lynn Fazz,  
Clerk of Superior  
Court**

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.

## MAJOR FUNCTIONS

### 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 marking 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.



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## 2013-2018 OBJECTIVES

- CS-** Annually, that 95% of survey respondents agree that “files are current”.
  - ✓ 95% of survey respondents agree that “files are current”.
- CS-** That 100% of all filings be scanned within three (3) days of initial filing by FY2017.
  - ✓ 60% of filings are scanned within three (3) days of initial filing.
- CR-** Annually, increase Superior Court collection activity by 20%.
  - ✓ Superior Court collection activity is at 30%.
- CR-** To decrease the delinquent records eligible to be escheated by 20% per year until current.
  - ✓ 90% of delinquent records are eligible to be escheated.
- CS-** By FY2017, increase to 100% public satisfaction regarding different avenues available to obtain useful information pertaining to their filings.
  - ✓ Public satisfaction is at 50%, regarding different avenues available to obtain useful information pertaining to their filings.
- CS-** Increase the percent of forms available to litigants by case type on our website to 100% by FY2018.
  - ✓ 75% of forms are available on website.
- CS-** Increase the percentage of filings that are filed electronically to 100% by FY2018.
  - ✓ 0% of filings are filed electronically.
- CS-** To ensure that 100% of Counter Clerks are providing accurate and quality service to court customers by FY2016.
  - ✓ Positive responses on internal customer surveys is 50%.

Strategic Plan: [www.yumacountyaz.gov/strategicplan](http://www.yumacountyaz.gov/strategicplan)

## PERFORMANCE REPORTING

### Performance Measure Actuals & Benchmark - Clerk of the Superior Court

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

Department Goal:	Target/Benchmark				
Measure:	FY2014	FY2015	FY2016	FY2017	FY2018
To provide swift and accurate management and disposition of all court records.					
% of survey respondents who agree that "files are current".	95%	95%	95%	95%	95%
% of filings scanned within three (3) days of initial filing.	60%	75%	60%	100%	100%
To provide effective accounting and collection activity for Superior Court.					
% of Superior Court collection activity.	30%	40%	30%	80%	100%
% of delinquent records eligible to be escheated.	90%	70%	90%	30%	10%
To provide easy access to Superior Court records, services and resources.					
% of public satisfaction.	50%	75%	50%	100%	100%
% of forms available on website.	75%	90%	75%	100%	100%
% of filings that are filed electronically.	0%	10%	0%	75%	100%
% of positive responses on internal customer surveys.	50%	75%	50%	100%	100%



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## AUTHORIZED FULL TIME EQUIVALENTS

Authorized Positions by Major Function				
	2013-14	2014-15	2015-16	2016-17
Clerk and Deputy	2.00	2.00	2.00	2.00
Automation	2.50	2.50	2.50	2.50
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	15.00	15.00	15.00
Court Services	11.80	11.00	11.00	11.00
Finance	5.20	5.00	5.00	5.00
<b>Total</b>	<b>39.50</b>	<b>39.50</b>	<b>39.50</b>	<b>39.50</b>

The department has no staffing changes for fiscal year 2016-17.

## 2017 ANNUAL BUDGET

The Clerk of Superior Court is primarily funded through the General Fund's general resources. The department does have funding from a number of other funding sources, but they only account for approximately 7% of the total sources in fiscal year 2016/17.

**Revenue:** General Fund support is at the level needed for General Fund expenditures. There are no significant changes in Special Revenue.

**Personnel:** There are no significant changes this fiscal year.

**Supplies and Services:** There are no significant changes this fiscal year.

**Capital Outlay:** There is no Capital Outlay budget this fiscal year.

Clerk of Superior Court	Actual 2013-14	Actual 2014-15	Budget 2015-16	Estimate 2015-16	Budget 2016-17	% Change
<b>Sources</b>						
General Revenue	\$ 1,948,234	\$ 1,955,570	\$ 2,058,146	\$ 1,940,475	\$ 2,065,209	0.34%
Special Revenue	162,574	169,861	172,893	174,035	174,950	1.19%
Balance Forward	266,280	206,852	146,694	130,230	106,193	-27.61%
<b>Total Sources</b>	<b>\$ 2,377,088</b>	<b>\$ 2,332,283</b>	<b>\$ 2,377,733</b>	<b>\$ 2,244,740</b>	<b>\$ 2,346,352</b>	<b>-1.32%</b>
<b>Uses</b>						
Personnel	1,906,456	1,940,986	2,059,064	1,926,728	2,070,412	0.55%
Supplies & Services	202,002	168,135	166,944	166,944	170,530	2.15%
Capital Outlay	54,085	-	-	5,444	-	-
Debt Service	-	-	-	-	-	-
Reserves & Contingencies	-	-	113,671	-	97,204	-14.49%
<b>Total Uses</b>	<b>\$ 2,162,543</b>	<b>\$ 2,109,121</b>	<b>\$ 2,339,679</b>	<b>\$ 2,099,116</b>	<b>\$ 2,338,146</b>	<b>-0.07%</b>
<b>Other Sources &amp; Uses</b>						
Transfers In	1,671	-	-	-	-	-
Transfers Out	(1,671)	(6,992)	(30,000)	(30,000)	-	-100.00%
<b>Total Other Sources &amp; Uses</b>	<b>\$ -</b>	<b>\$ (6,992)</b>	<b>\$ (30,000)</b>	<b>\$ (30,000)</b>	<b>\$ -</b>	<b>-</b>
Other Restricted	\$ 214,545	\$ 216,170	\$ 8,054	\$ 115,624	\$ 8,206	1.89%

\* Unbalanced amounts due to shared funds 02213, 02215 and 02221 with Superior Court.



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