

DISTRICT CLERK

MISSION

To provide the Judicial System and the public with information and support using the most advance technology possible as we fulfill our statutory duties as record custodian and fee officer with first class customer service. We promote an environment for our employees' that motivates evolvment of new ideas and the willingness to better productivity, implementing our goals and objectives with the team approach and decision-making throughout the organization. The District Clerk is the official custodian, records manager and administrator of records for the criminal, civil, and family district courts, inclusive courts are the sanctions, attorney general, child protective services,.....The District Clerk is responsible for summoning and managing of juror for all District, County, and Justice of the Peace Court, as well as the Grand Jurors.

GOALS

GOAL 1

Convert all records to optical image files to allow access by computer and permit storage of certain back-up files off site.

- Objective 1** Convert the remaining criminal microfilm case records to optical image files. This conversion began in 2007 and should be completed in 2011.
- Objective 2** Convert all civil paper records to optical imaging files. This conversion began in June 2008 with the installation of the new case management system. This conversion will take another 2-3 years to complete due to the enormous volume and the installation of the new case management system.
- Objective 3** Convert all criminal paper records to optical imaging files. This conversion will begin in July 2009 with the installation of the new case management system. This conversion will take another 2-3 years to complete due to the enormous volume and the installation of the new case management system.

GOAL 2

Expand and re-model current workspace to accommodate the District Clerk service needs of a growing county.

- Objective 1** Provide our customers with Passport Photo services and Money Order service to expedite the process and provide for one stop shopping. This would add additional revenue to Fort Bend County.
- Objective 2** Advertise our Passport services in local businesses and other county offices to increase our revenue for Passport services.

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GOAL 3

Purchase a jury system that will allow our summoned jurors to complete their jury information online rather than by fax or in person.

- Objective 1** Our new jury system will have an import/export from Secretary of State to clean juror address information, convicted felon information and citizenship information.
- Objective 2** Allow summoned jurors to respond to their jury summons via the Internet (rescheduling, claiming, and exemptions/disqualifications).
- Objective 3** Jurors will be able to re-schedule online and will be able to check online to see if their jury service has been canceled.
- Objective 3** Review the Fort Bend County Jury Plan and consider amending to allow the reconstitution of the jury wheel more frequently to reduce the number of Failure to Appear.

GOAL 4

Promote our e-filing capabilities as our new case management system will allow for the images and events to flow directly into the system.

- Objective 1** Advertise the ease of e-filing by speaking to various organizations including the Defense Bar and State Bar of Texas to train and educate them on the advantages.

GOAL 5

Continue imaging and destroying case record according to our Record Retention Plan.

- Objective 1** In 2010 our office designated optical image as permanent records for our office so case files would no longer need to be kept once imaged. In 2010 we began imaging and destroying the case files stored at the Rosenberg Annex in the warehouse and in our office in accordance with our Record Retention Plan. This will create more space at the Rosenberg Annex and in our office. This would also eliminate the need to have microfilm reels stored at the off-site storage facility (Safesite). This would save the county money each year on rent.

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GOAL 6

Continue to improve our services provided to the Courts, Attorneys and the public.

- Objective 1** We plan to add another telephone line and an additional customer service specialist to answer questions.
- Objective 2** Create a position for an additional mail processing clerk to further expedite the handling of case papers.
- Objective 3** Create a system that notifies the attorneys of hearing dates and appointments in District Court cases.
- Objective 4** Convert the remaining criminal microfilmed case records to optical image files; convert all civil and criminal paper records to optical imaging files.
- Objective 5** Create a process to allow our tax attorneys to direct file their delinquent tax cases. This would allow the attorney to add all case/party information and information would feed directly into our case management system. This prevents the information from having to be entered more than one time. This should speed the process of issuance and make more efficient the collection of delinquent taxes.
- Objective 6** Pay our jurors cash on the day they show up for jury service.

GOAL 7

Increase amount of revenue collected on Attorney General Cases, and Criminal cases.

- Objective 1** Offer payment plans for the payment of Attorney General court costs.
- Objective 2** Collecting fines and fees from an Inmate's Trust account when the Inmate is in prison and owes fines and fees.
- Objective 3** Collect Attorney General court cost from the respondent's Inmate Trust account when the respondent is in prison.
- Objective 4** Complete a thorough review of statutory criminal case fees and make sure we are collecting all appropriate fees.

DISTRICT CLERK

PERFORMANCE MEASURES	2009 ACTUAL	2010 YTD ACTUAL	2011 PROJECTED	2012 PROJECTED
• Number of Passport applications processed	8835	2792	4375	8750
• Fee collected	\$265,050	\$69,805	\$109,375	\$218,750
• Average time per application	*8 min	*15 min	*15 min	*15 min
• Number of FTE dedicated to Passport	4	2	2	2
• Number of FTE pulled from other areas	0	0	0	0
*Time varies based on difficulty of applicant.				

NOTE:

2009 ACTUAL/PROJECTED:

1. Due to the economic crisis our country is living at the present, we have seen a serious decrease in applicants for passports.
2. The fee for process of a passport application decreased from \$30.00 to \$25.00.

2010 PROJECTED:

We look forward to an increase in applicants as our economy begins to rise and now that the need for a passport is mandatory when traveling outside the U.S.A. in order to return to the country.

DISTRICT CLERK

FUND: 100 General

ACCOUNTING UNIT: 100450100 District Clerk

EXPENSE BUDGET

CATEGORY	2009 ACTUAL	2010 ADOPTED	2011 ADOPTED
Salaries & Personnel Costs	\$ 3,308,770	\$ 3,412,833	\$ 3,378,270
Operating & Training Costs	\$ 163,194	\$ 126,417	\$ 134,680
Information Technology Costs	\$ 4,805	\$ 500	\$ 100
Capital Acquisitions	\$ 19,500	\$ 0	\$ -
TOTAL	\$ 3,496,269	\$ 3,539,751	\$ 3,513,050

2011 AUTHORIZED POSITIONS

Job Title	Job Code	Grade	Count
District Clerk	J00004	G00	1
Clerk II	J06007	G06	27
Civil Appeals-Judgment Clerk	J07007	G07	1
Clerk III	J07008	G07	10
Clerk III - Accounting	J07009	G07	7
Criminal Appeals-Judgment Clerk	J07017	G07	1
Lead Worker	J08027	G08	5
Records Coordinator	J08076	G08	1
Office Manager	J09059	G09	1
IT Coordinator	J09098	G09	1
Administrative Services Coordinator	J10001	G10	1
Department Supervisor	J10055	G10	3
Division Supervisor	J11061	G11	4
First Assistant District Clerk	J14031	G14	2
Total Authorized Positions			65

DISTRICT CLERK JURY PAYMENTS

FUND: 100 General

ACCOUNTING UNIT: 100450101 District Clerk Jury Payments

EXPENSE BUDGET

CATEGORY	2009 ACTUAL	2010 ADOPTED	2011 ADOPTED
Operating & Training Costs	\$ 4,822	\$ 300,000	\$ 250,000
TOTAL	\$ 4,822	\$ 300,000	\$ 250,000

ORGANIZATION CHART

