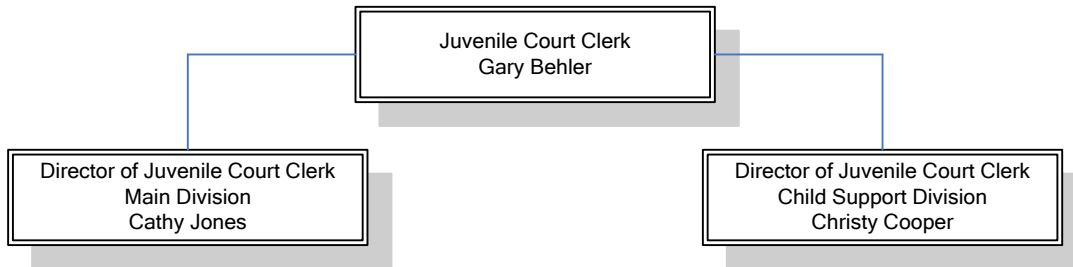


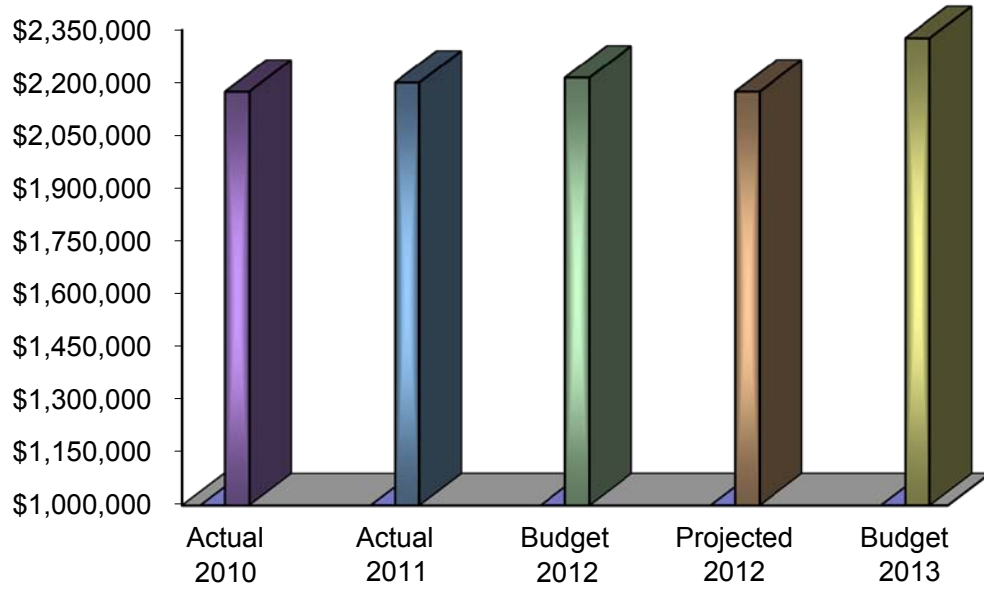
## Juvenile Court Clerk Fund

The Juvenile Court Clerk Fund was established pursuant to Tennessee Code Annotated 37-1-211, which states that the Clerks of such special Juvenile Courts shall, under the supervision of the judge, keep all records of the court. It was by this authority the Juvenile Court Clerk Fund was established.

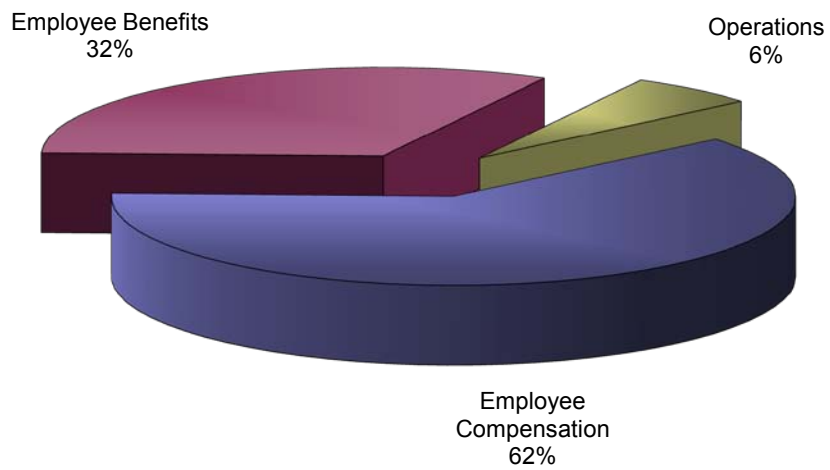


Left to right: Christy Cooper, Gary Behler, Cathy Jones

### Juvenile Court Clerk Fund Expenditures



### FY 201 Expenditures by Type



**Juvenile Court Clerk Fund Budget Summary  
SPECIAL REVENUE FUND  
Schedule of Revenue and Expenditures**

	Actual 2010	Actual 2011	Amended Budget 2012	Projected 2012	Adopted Budget 2013
<b>Revenues</b>					
Fees and Commissions	306,255	292,841	303,000	262,034	303,000
Fine, forfeitures and penalties	74,312	62,716	70,000	72,278	70,000
Investment Earnings	1,580	2,530	-	1,811	-
Miscellaneous	6,636	5,267	3,000	7,706	3,000
Interfund Transfers from other funds	1,833,367	1,838,695	1,838,695	1,868,718	1,950,665
<b>Total Revenues</b>	<b>2,222,150</b>	<b>2,202,049</b>	<b>2,214,695</b>	<b>2,212,547</b>	<b>2,326,665</b>
<b>Expenditures</b>					
Juvenile Court Clerk	1,311,676	1,327,036	1,325,569	1,269,035	1,327,674
Juvenile Court IV D Support	862,853	873,374	889,126	905,779	998,991
<b>Total Expenditures</b>	<b>2,174,529</b>	<b>2,200,410</b>	<b>2,214,695</b>	<b>2,174,814</b>	<b>2,326,665</b>
Excess of Revenues Over (Under) Expenditures	47,621	1,639	-	37,733	-
Beginning Fund Balance	250,050	297,671	299,310	299,310	337,043
<b>Fund Balance at end of year</b>	<b>297,671</b>	<b>299,310</b>	<b>299,310</b>	<b>337,043</b>	<b>337,043</b>

## Juvenile Court Clerk – 6270

### FUNCTION

The office of the Juvenile Court Clerk is responsible for processing and maintaining all legal documents for the Juvenile Court of Hamilton County in compliance with TCA §18-1-101 101 *et seq.*, the Rules of Juvenile Procedure, and the Local Rules of Practice. All funds collected by the Clerk's Office are deposited into the County General Fund. The office performs a variety of duties and responsibilities, some of which are listed below:

1. Process all legal documents filed in Juvenile Court.
2. Maintain rule docket logs and original court order volume logs.
3. Manage all Juvenile Court case files; as of June 30, 2012 the cumulative case file total was 97,408. Assign new dockets numbers. In FY 2011-12, 5,890 new cases were initiated.
4. During FY 2011-12, 1,346 new files were created.
5. Prepare hearing dockets for weekly court calendar. An average of 40 dockets per week with approximately 225 cases were heard each week by the presiding Judge and three (3) Magistrates.
6. Provide deputy court clerks for all Court hearings (presiding Judge and three (3) full-time Magistrates).
7. Maintain accurate financial records in accordance with best practices.
8. Collect court costs, fines, administrative fees, bonds and restitution.
9. Appoint attorneys as ordered by the Juvenile Court.
10. Administer and maintain trust fund awards for minors pursuant to TCA §29-13-301, Part 3, as well as any other trust accounts as ordered by the Court.

### PERFORMANCE GOALS

1. Provide professional, efficient, and quality service to the Judges, Magistrates, local, state, and national partners, court staff and all members of the public who come in contact with this office.
2. Maintain the confidentiality of all records as governed by TCA §37-1-153.
3. Continue development of workflow analysis of all office functions.
4. Maintain schedule for upgrading existing computer inventory to meet the needs of the Juvenile Court
5. Continue the development of a new data management software system in partnership with the Hamilton County IT Department, resulting in a paper-on-demand office.
6. Initiate process of scanning and digitizing current and future Juvenile Court client records.
7. Establish a formal orientation and training program for newly hired employees.
8. Develop model for annual continuing education and training program for all employees.
9. Continue partnership with local universities and colleges for internship opportunities within the office.
10. Redevelop the Juvenile Court Clerk's Hamilton County website to provide additional information on court processes and procedures, access to forms, and links to community partners serving the same client population.
11. Establish video hearing capabilities for clients currently incarcerated at the Hamilton County Jail or CCA Silverdale Detention Facility, which will result in improved courthouse security, and a reduction in transportation costs.
12. Continue the consolidation of supply purchasing procedures to maximize bulk orders and to reduce duplication in waste.
13. Continue participation in the Hamilton County Recycling Program.
14. Continue to ensure compliance with all TCA code requirements and local rules regarding procedures, fees, etc.

Expenditures by type	Actual 2010	Actual 2011	Budget 2012	Budget 2013
Employee Compensation	\$ 842,244	\$ 851,165	\$ 843,956	\$ 839,756
Employee Benefits	421,452	429,936	433,411	435,592
Operations	47,980	45,935	48,202	52,326
<b>Total Expenditures</b>	<b>\$ 1,311,676</b>	<b>\$ 1,327,036</b>	<b>\$ 1,325,569</b>	<b>\$ 1,327,674</b>

<b>Authorized Positions</b>	<b>22</b>	<b>22</b>	<b>22</b>	<b>21</b>
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## **PERFORMANCE ACCOMPLISHMENTS**

1. Improved the existing file purging procedure to maximize active file capacity and better utilize available office space.
2. Completed office reorganization and restructuring for greater accountability.
3. Strengthened fiscal controls in all areas of the Main Division.
4. Installed digital recording systems in all four courtrooms.
5. Networked existing office computers for greater operational efficiency.
6. Added email capability for all office personnel for more efficient internal and external communication.
7. Converted to the Hamilton County WebPunch System for timekeeping/payroll reporting, resulting in increased accuracy and a reduction in staff time spent calculating and preparing payroll reports.
8. Initiated a "Saving/Green Program," designed to maximize the use of and reduce the purchase of office supplies, and to participate in the Hamilton County recycling program. Examples of methods for reduction of supplies include: Use of electronic submission of court orders to magistrates for review to reduce the use of paper and correction tape; use of email to scan and send documents to external community partners to reduce paper, envelopes, and postage usage and costs; consolidation of purchase of office materials to maximize bulk orders and reduce duplication and waste; repurposing empty paper boxes for use in sending court files to the warehouse, resulting in savings in purchase of storage boxes; networking of all employees to larger printer/copier units in office, thereby eliminating the need for desktop printers and toner cartridges.
9. In partnership with the Hamilton County Telecommunications Department, developed and implemented an automated incoming call routing system resulting in improved customer service and increased staff efficiency.
10. Coordinated with the Juvenile Court Administration to improve courthouse security features and installation of additional internal security cameras

## **Juvenile Court Clerk IV-D Support – 6271**

### **FUNCTION**

The office of the Juvenile Court Clerk is responsible for processing and maintaining all legal documents for the Juvenile Court of Hamilton County in compliance with TCA §18-1-101 *et seq.*, the Rules of Juvenile Procedure, and the Local Rules of Practice. The office performs a variety of duties and responsibilities, some of which are listed below:

1. Process all legal documents filed for child support matters and establishment of paternity.
2. File and maintain all pleadings, court orders, and relate documents and maintain rule docket logs.
3. Manage all Child Support case files; as of June 30, 2012 the cumulative total of cases initiated was approximately 45,997.
4. Assign new docket numbers: In FY 2011-12, 1,829 new cases were initiated, (a 23.5% increase over FY2010-11)
5. Prepare hearing dockets for weekly court calendar. An average of 440 cases were heard each week by the presiding Judge and three (3) Magistrates. Over 21,000 hearings were conducted in FY 2011-12.
6. Provide deputy court clerks for all Court hearings (presiding Judge and three (3) full-time Magistrates).
7. Maintain accurate financial records in accordance with best practices.
8. Collect court costs, fines, administrative fees, and any other monies as ordered by the Court.
9. Appoint attorneys for indigent clients as ordered by the Juvenile Court.
10. Receive and process child support and purge payments from clients as ordered by the Court and make disbursements to the Tennessee Child Support Central Receipting Unit in Nashville.
11. Submit monthly reimbursement requests to the State of Tennessee for State-filed pleadings.

### **PERFORMANCE GOALS**

1. Provide professional, efficient, and quality services to the Judges, Magistrates, local, state, and national partners, court staff, and all members of the public who come in contact with this office.
2. Maintain the confidentiality of all records as governed by TCA §37-1-153.
3. Continue development of workflow analysis of all office functions.
4. Maintain schedule for upgrading existing computer inventory to meet the needs of the Juvenile Court.
5. Continue the development of a new data management software system in partnership with the Hamilton County IT Department, resulting in a paper-on-demand office.
6. Initiate process of scanning and digitizing current and future Child Support client records.
7. Establish formal orientation and training program for newly hired employees.
8. Develop model for annual continuing education and training program for all employees.
9. Continue partnership with local universities and colleges for internship opportunities within the office.
10. Redevelop the Juvenile Court Clerk's Hamilton County website to provide additional information on court processes and procedures, access to forms, and links to community partners serving the same client population.
11. Establish video hearings for clients currently incarcerated at the Hamilton County Jail or CCA Silverdale Detention Facility, which will result in improved courthouse security, reduction in transportation costs, and reduction in redundant filings.
12. Continue the consolidation of supply purchasing procedures to maximize bulk orders and to reduce duplication in waste.
13. Continue participation in the Hamilton County Recycling Program.
14. Continue to ensure compliance with all TCA code requirements and local rules regarding procedures, fees, etc.
15. Install closed-circuit television in lobby of Child Support Division, utilizing new technology to provide educational, procedural, and resource information to clients as they await their hearings.

Expenditures by type	Actual 2010	Actual 2011	Budget 2012	Budget 2013
Employee Compensation	\$ 524,461	\$ 534,210	\$ 550,913	\$ 594,820
Employee Benefits	262,540	258,825	274,492	315,551
Operations	75,852	80,339	63,721	88,620
<b>Total Expenditures</b>	<b>\$ 862,853</b>	<b>\$ 873,374</b>	<b>\$ 889,126</b>	<b>\$ 998,991</b>

**Authorized Positions** 15 15 15 16

**PROGRAM ACCOMPLISHMENTS**

1. Developed and implemented a file purging procedure to maximize active file capacity and better utilize available office space Maintain the confidentiality of all records as governed by TCA §37-1-153.
2. Completed office reorganization and restructuring for greater accountability.
3. Strengthened fiscal controls in all areas of Child Support Division, including implementation of Quick Books for accounting purposes and the use of an electronic money counter to ensure accuracy of payments and for detection of counterfeit bills.
4. Installed digital recording systems in all three courtrooms
5. Networked existing office computers for greater operational efficiency.
6. Added email capability for all office personnel for more efficient internal and external communication.
7. Converted to the Hamilton County WebPunch System for timekeeping/payroll reporting, resulting in increased accuracy and a reduction in staff time spent calculating and preparing payroll reports.
8. Initiated a "Saving/Green Program," designed to maximize the use of and reduce the purchase of office supplies, and to participate in the Hamilton County recycling program. Examples of methods for reduction of supplies include: Use of electronic submission of court orders to magistrates for review to reduce the use of paper and correction tape; use of email to scan and send documents to external community partners to reduce paper, envelopes, and postage usage and costs; consolidation of purchase of office materials to maximize bulk orders and reduce duplication and waste; repurposing empty paper boxes for use in long-term storage of original court orders, resulting in savings in purchase of storage boxes; design and development of more affordable method of producing magistrates' "long sheets" for case notes in the courtroom, resulting in reduction in costs for expensive 11x17 specialized trial docket paper; networking of all employees to larger printer/copier units in office, thereby eliminating the need for desktop printers and toner cartridges.
9. In partnership with the Hamilton County Telecommunications Department, developed and implemented an automated incoming call routing system, resulting in improved customer service and increased staff efficiency.
10. Coordinated with the Juvenile Court Administration to improve courthouse security features, including upgrades to exterior lighting, installation of additional internal and external security cameras, and installation of lighted directional and exit signs.
11. Initiated development of electronic case docketing and court calendar software in partnership with the Hamilton County IT Department, thereby improving accuracy and efficiency in case scheduling.
12. Revised the policies for collection of filing fees and review of indigent claims to come into compliance with Tennessee Code Annotated, resulting in increased revenue and decreased costs.
13. Implementation of flat-fee billing process (as compared to itemized billing) to request reimbursement for State-filed pleadings, resulting in increased staff efficiencies in preparing monthly reimbursement requests.

**PROGRAM COMMENTS**

The Tennessee Supreme Court in an opinion of July 29, 1988, declared the office thereby be an elected office. The office of Juvenile Court Clerk in Hamilton County was established as a separate County department on November 2, 1988.

