

## Clerk of the Circuit Court

The Clerk of the Circuit Court processes all criminal and civil cases coming before the Circuit Court, assists judges in their judicial functions and maintains County records.

### Major Issues

#### Short Term Issues

- Microfilming of records.
- Staffing requirements.

#### Long Term Issues

- None identified.

### Goals and Objectives

- To ensure the Clerk's Office provides excellent customer service to all the citizens of Franklin County.
- To process all civil and criminal cases brought before the Circuit Court.
- Maintain consistent hours of operation and procedure.
- To file, process, record, and make available for inspection all public documents maintained by the Clerk's office.
- Provide a competent, courteous and well-trained staff to assist in administration of justice and to provide the public with procedural information.

### Appropriations

<u>Description</u>	<u>Actual FY 2005</u>	<u>Budget FY 2006</u>	<u>Proposed FY 2007</u>	<u>Change 2006 to 2007</u>
Personnel	\$ 419,023	\$ 420,078	\$ 464,413	11%
Operating	61,270	62,713	79,127	26%
Capital	1,493	1,500	1,500	0%
Transfers				
Total	\$ <u>481,786</u>	\$ <u>484,291</u>	\$ <u>545,040</u>	<u>13%</u>

### Funding/Service Level Changes

Operating expenditures have increased because of records management and records indexing services provided through the Supreme Court.