

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 better productivity by implementing our goals and objectives with a team approach 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 Courts, as well as the Grand Jurors.

GOALS

GOAL 1

Expand our passport services to accommodate the 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 and convenience. 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.

GOAL 2

Develop 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** Our new jury system will allow summoned jurors to respond to their jury summons via the Internet (rescheduling, and claiming any 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 4** 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.

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GOAL 3

Modify our website to provide better customer service.

- Objective 1** Continue to modify our website to become more user friendly.
- Objective 2** Update forms available on our website to ensure they are in compliance with Texas standardized forms.
- Objective 3** Modify our website to provide additional customer information and links to other valuable sites.

GOAL 4

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 assist with telephone calls and 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** 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 5** Pay our jurors cash on the day they show up for jury service.
- Objective 6** Electronic filing of appeal records.
- Objective 7** Ability to process credit card payments in our office.

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GOAL 5

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.

GOAL 6

Continue to Update/ Upgrade Odyssey.

- Objective 1** Our office has dedicated 2 full time employees to a project which involves cleaning up party records in Odyssey. Odyssey is a countywide, shared case management system. This system uses a shared party ID data base allowing for the consolidation of case information to party. When party ID's were converted from more than 11 different legacy computer systems to Odyssey, this resulted in duplicated party information.
- Objective 2** Identify appropriate offense codes in Odyssey on cases converted from legacy systems without proper codes and correct. This will allow cases to be reported on the monthly OCA report correctly.
- Objective 3** Our office is working with IT to implement an auto redaction tool for Odyssey. This is a tool that through repetition can be trained to recognize what to redact from a document.
- Objective 4** Promote our e-filing capabilities once Odyssey will allow for the images and events to flow directly into the system. 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.

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GOAL 7

Continue to convert all records to optical image files to allow access by computer and permit storage of certain back-up files off site and continue to image and destroy case records 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.
- Objective 2** Move all closed files from the Rosenberg Annex to the Lower Level of the Fort Bend County Justice Center. This will allow easier access to these files that need to be imaged and destroyed.
- Objective 3** Convert the remaining criminal microfilm case records to optical image files. This conversion began in 2007 and should be completed in 2012.
- Objective 4** 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 5** Convert all criminal paper records to optical imaging files. This conversion began 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.

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PERFORMANCE MEASURES	FY 2011 ACTUAL	FY 2012 PROJECTED	FY 2013 PROJECTED
• Number of Passport applications processed	2,144	2,500	2,750
• Fee collected	\$53,600	\$62,500	\$68,750
• Average time per application	15 min	*20 min	*20 min
• Number of FTE dedicated to Passport	2	2	2
• Number of FTE pulled from other areas	0	0	0
*Time varies based on difficulty of applicant.			

NOTE:

FY 2011 ACTUAL:

1. Due to the economic crisis our country is living at the present, we have continued to see a serious decrease in applicants applying for passports.

FY 2013 PROJECTED:

1. We hope to increase our revenue by offering passport photo services as well as the ability to process money orders as additional services to our customers. We are also planning to conduct passport fairs which will increase our revenue as well.
2. 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 our country.

DISTRICT CLERK

FUND: 100 General

ACCOUNTING UNIT: 100450100 District Clerk

EXPENSE BUDGET

CATEGORY	2010 ACTUAL	2011 ADOPTED	2012 ADOPTED
Salaries & Personnel Costs	\$ 3,027,860	\$ 3,378,270	\$ 3,343,924
Operating & Training Costs	\$ 118,439	\$ 134,680	\$ 129,242
Information Technology Costs	\$ 705	\$ 100	\$ 3,086
Capital Acquisitions	\$ -	\$ -	\$ -
TOTAL	\$ 3,147,004	\$ 3,513,050	\$ 3,476,253

2012 AUTHORIZED POSITIONS

Job Title	Job Code	Grade	Count
District Clerk	J00004	G00	1
Clerk II	J06007	G06	18
Civil Appeals-Judgment Clerk	J07007	G07	1
Clerk III	J07008	G07	19
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	1
Total Authorized Positions			64

DISTRICT CLERK JURY PAYMENTS

FUND: 100 General

ACCOUNTING UNIT: 100450101 District Clerk Jury Payments

EXPENSE BUDGET

CATEGORY	2010 ACTUAL	2011 ADOPTED	2012 ADOPTED
Operating & Training Costs	\$ 244,327	\$ 250,000	\$ 325,000
TOTAL	\$ 244,327	\$ 250,000	\$ 325,000

ORGANIZATION CHART

