



**GWINNETT COUNTY RECORDER'S  
COURT CLERKS OFFICE  
BUSINESS PLAN  
AND  
BUDGET PROCESS  
2013**

# MISSION STATEMENT

The mission of Gwinnett County Recorder's Court is to handle every case with care, security, and fairness while providing the public the highest quality of service possible in a timely, efficient, and courteous manner.



# VISION STATEMENT

To implement technology that will enable Recorder's Court to “do more with less”.



# VALUE STATEMENT

Recorder's Court core values are integrity, honesty, fairness, personal excellence, continual self-improvement, and mutual respect.



# MANDATED SERVICES

- ▶ Record all proceedings of the Recorder's Court
- ▶ Collecting all cost, fines, and forfeitures; and remitting these funds by the 15<sup>th</sup> day of the following month to the Gwinnett County Director of Finance or their designee
- ▶ Submit dispositions to Georgia Crime Information Center

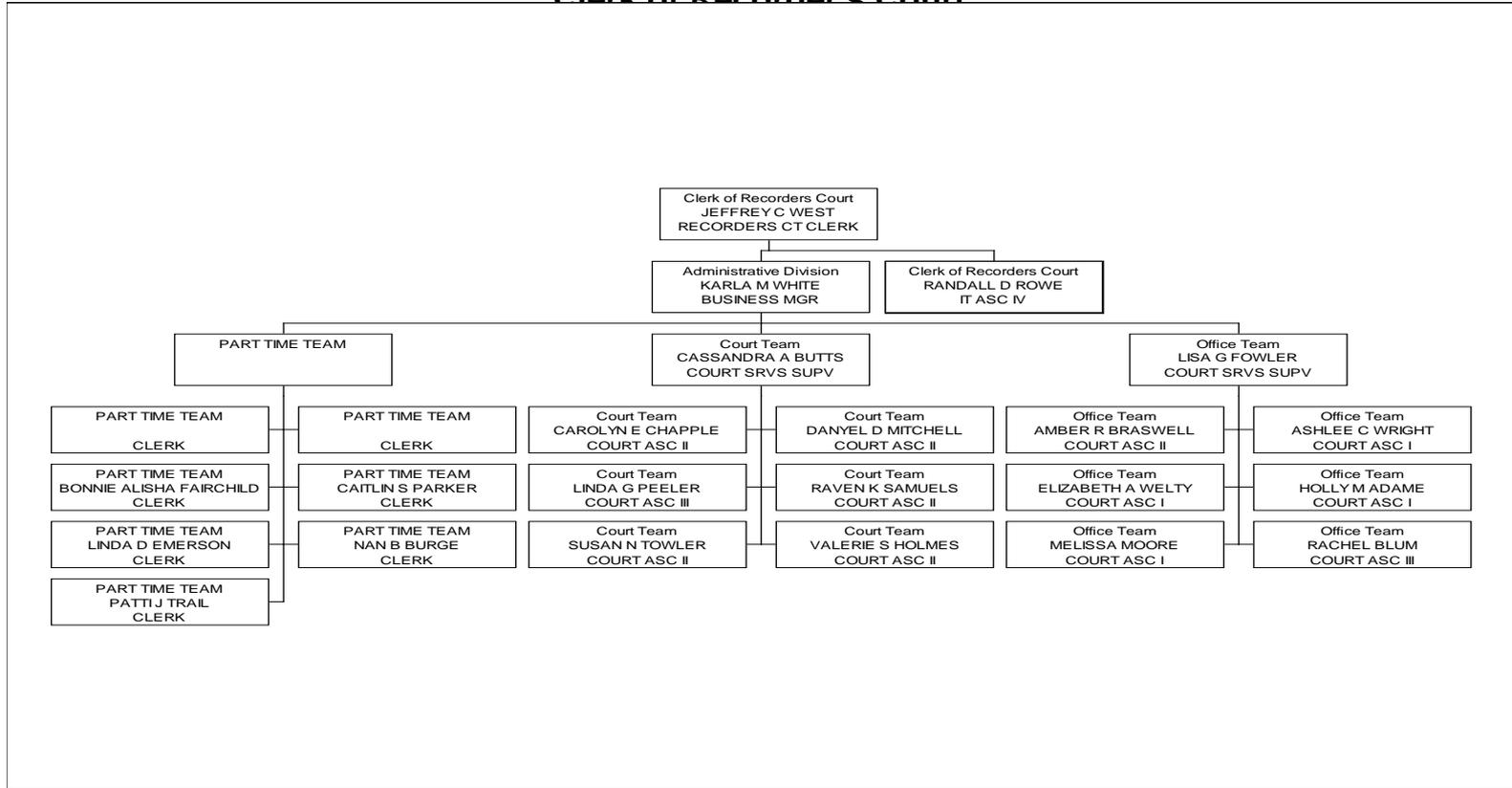


# MANDATED SERVICES

- ▶ Submit dispositions and failure to appear notices to Department of Driver Services
- ▶ Retain records according to Georgia Secretary of State
- ▶ DUI publications



## Clerk of Recorder's Court



# 2012 Summary

<b>SPEEDING CITATIONS ISSUED</b>			
	<u>2010</u>	<u>2011</u>	<u>2012</u>
<b>January</b>	2,294	229	1,019
<b>February</b>	1,464	791	781
<b>March</b>	1,745	1,178	4,425
<b>April</b>	1,676	949	2,490
<b>May</b>	1,566	1,016	3,028
<b>June</b>	1,561	787	2,641
<b>July</b>	1,140	1,117	
<b>August</b>	1,687	1,603	
<b>September</b>	1,900	1,139	
<b>October</b>	1,123	948	
<b>November</b>	1,847	899	
<b>December</b>	2,004	982	



# 2012 Summary

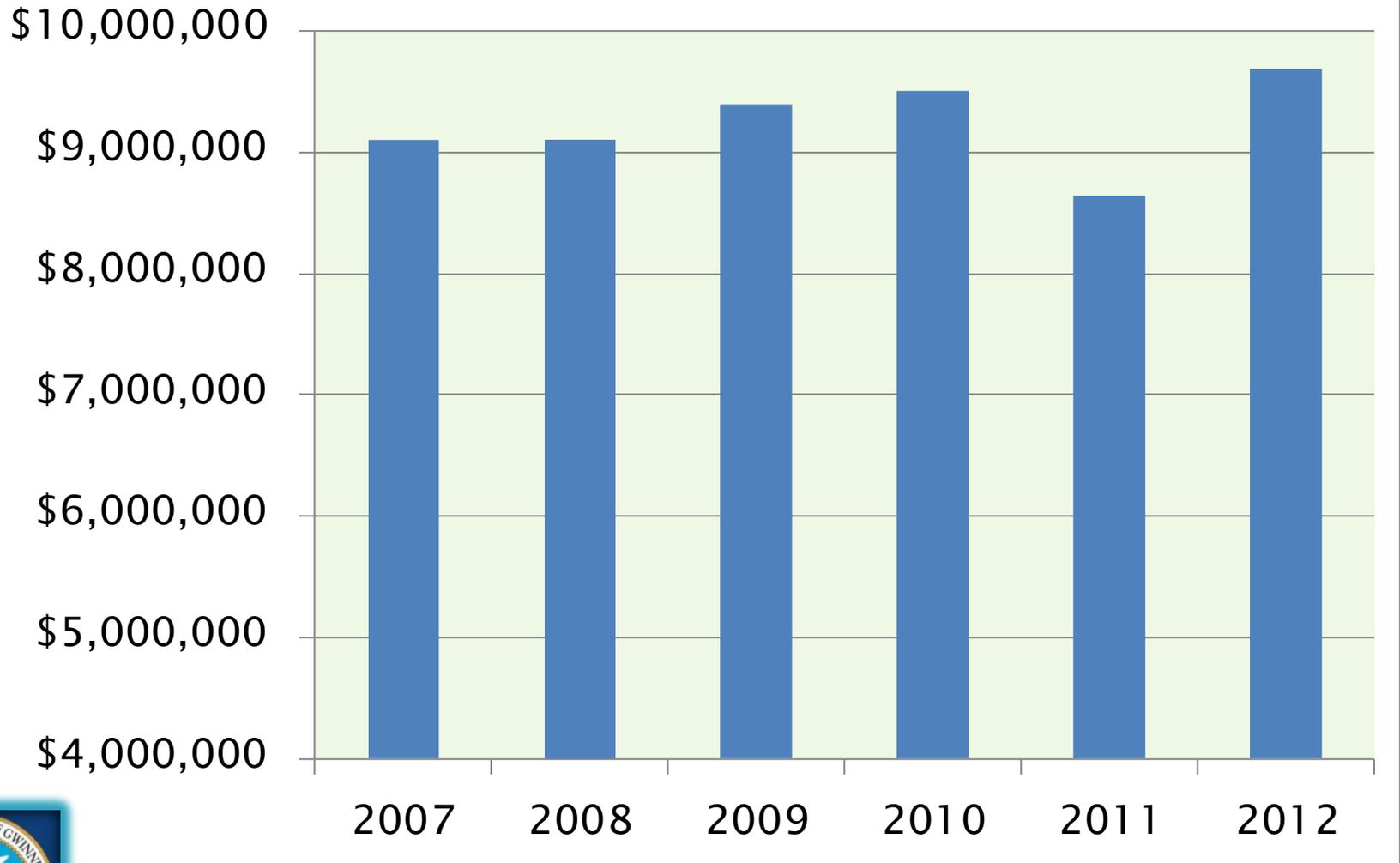
## Revenues

	<u>2011</u>	<u>2012</u>	<u>% Change</u>
January	\$697,727	\$757,428	8.56%
February	\$669,398	\$717,905	7.25%
March	\$734,521	\$827,918	12.72%
April	\$713,084	\$763,341	7.05%
May	\$752,614	\$918,299	22.01%
June	\$757,098	\$799,293	5.57%
July	\$604,160	\$820,205	35.76%
August	\$812,688	\$893,956	10%
September	\$730,282	\$803,310	10%
October	\$786,813	\$865,494	10%
November	\$734,904	\$808,394	10%
December	\$647,722	\$712,494	10%
	\$8,641,011	\$9,688,037	

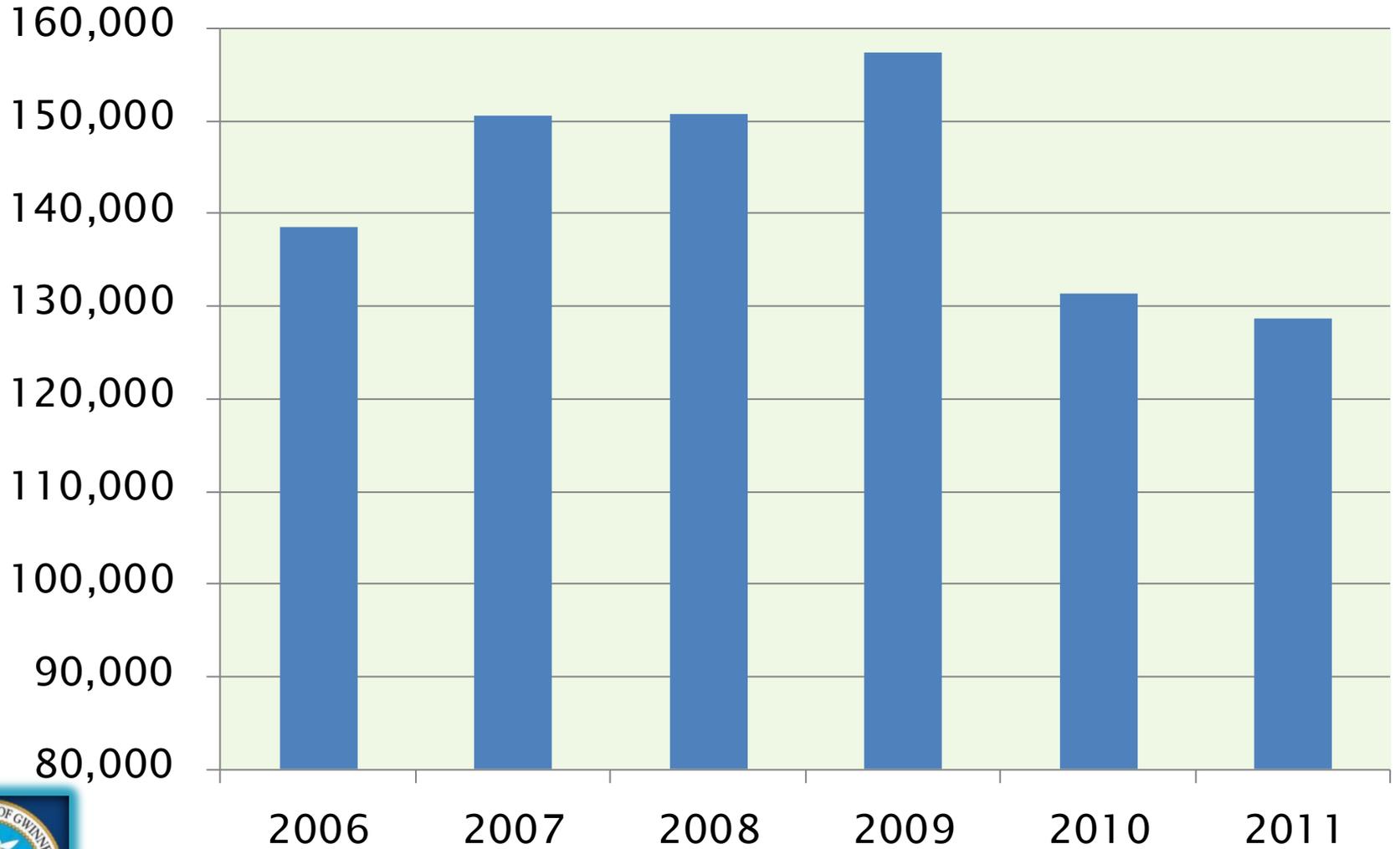
Projected



# REVENUE TO GENERAL FUND



# CITATIONS



# ENGAGE GWINNETT OBSERVATIONS

- ▶ The law enforcement and justice system would benefit both in terms of reduced costs and greater efficiency from taking maximum advantage of technology. This should include:
  - Expediting a paperless system for courts, tickets, licenses and permits, and police reports.
  - A case management electronic court filing system.



# RESPONSE TO ENGAGE GWINNETT RECOMMENDATIONS

A contract has been awarded to a case management system vendor and implementation is underway.

- Paperless court.
  - No more paper citations.
  - The case will flow electronically through the court.
  - No lost citations.
  - No misinterpretation of officers hand writing.
  - Fewer phone calls.
  - Citations will be available to pay online within 48 hours of being issued.



# RESPONSE TO ENGAGE GWINNETT RECOMMENDATIONS

- ▶ A Web portal will allow the public to access case information such as fine amount, court date, and give them the option to pay their fine online.
- ▶ The Web portal will also allow attorneys to electronically submit documents to the court and to manage all of their cases in Recorder's Court.
- ▶ Records management will no longer be a laborious task. All files will be easily retrieved from the database. Storing paper files for retention will no longer be necessary.
- ▶ Each individual will have a unique ID that will allow us to view all open or closed cases for that individual.



# RESPONSE TO ENGAGE GWINNETT RECOMMENDATIONS

- ▶ Exchanges:
  - Probation – Demographic and payment information
  - DDS – Dispositions
  - GCIC – Dispositions
  - Sheriff's Office – Bench Warrants and Bonds
  - Police Department – Electronic Citations

