

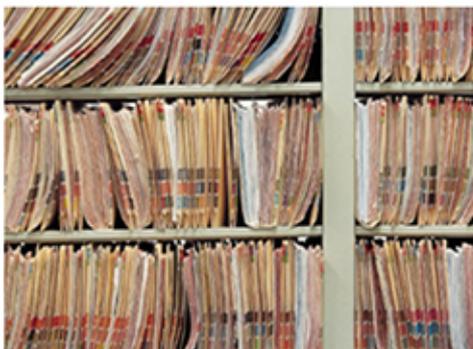
**gwinnett**county



# Recorder's Court Clerk's Office



# 2016 BPP



# 2015 Highlights

- Went live with new Case Management System on August 5, 2013
- Continue to make improvements
- Began scanning ALL cases into DMS (Jan. 2015)
- Moved more than 300,000 cases from annex to Records Management
- Updated our credit card terminals with chip readers

# Decision Package

- Return two (29 hour) temporary positions
- Create two full time positions (Legal Associate II)
- Promote two current clerks to LA II
- Fill those vacancies with the two temps

# Decision Package

## Preparation of Legal Documents

- Incarceration Orders
- Bench Warrants
- Bond Forfeiture Orders
- Transportation Orders

# Decision Package

## Research

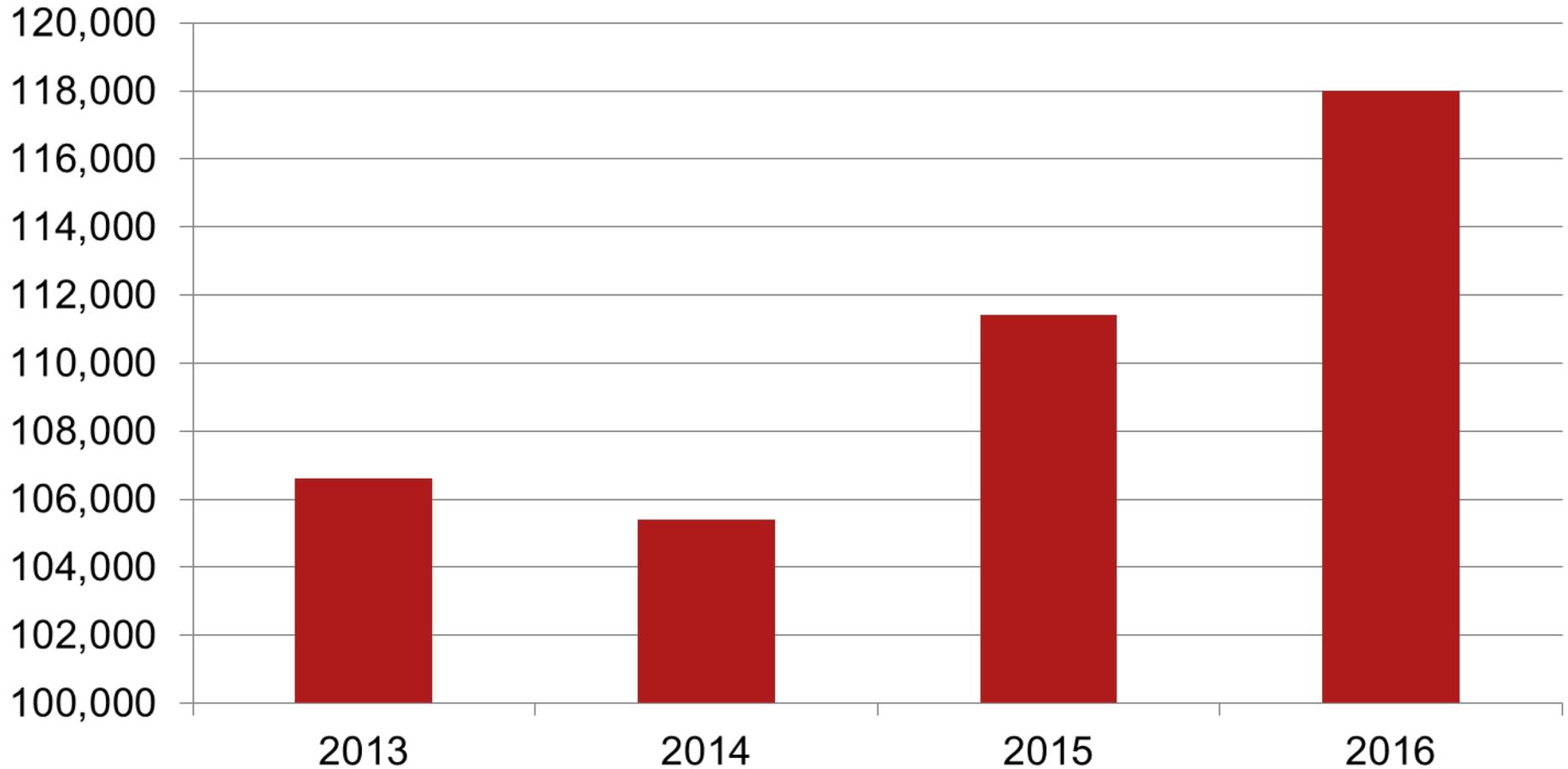
- Identity issues
- Bench Warrant Validity
- Transportation
- Death Certificates
- Prepares calendars for show cause hearings

# Decision Package

## Benefits

- Appropriately staffed clerks office
- Retention of employees
- No additional staff since 2007

# Citations Filed by Year



# Revenue Projection

