

2019 Business Plan

Gwinnett County Probate Court



Mission Statement

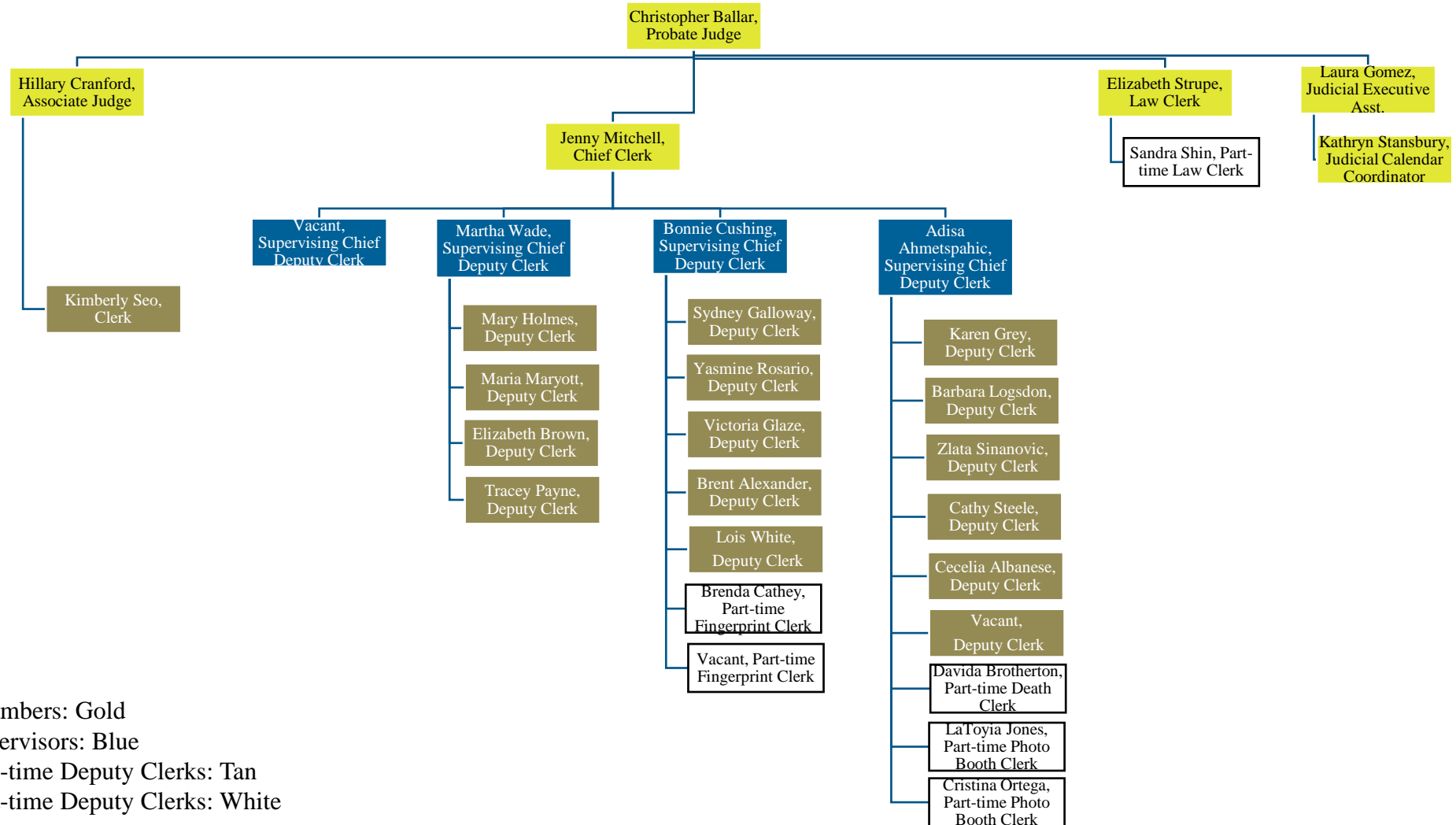
Gwinnett County Probate Court's mission is to serve the citizens of Gwinnett County by providing efficient, quality service in a professional manner, at all times maintaining our integrity and accountability, while safeguarding the best interests of the citizens of this county who are unable to protect themselves, in accordance with the laws and Constitutions of the State of Georgia and the United States of America.

Probate Court Employees as of July 31, 2018

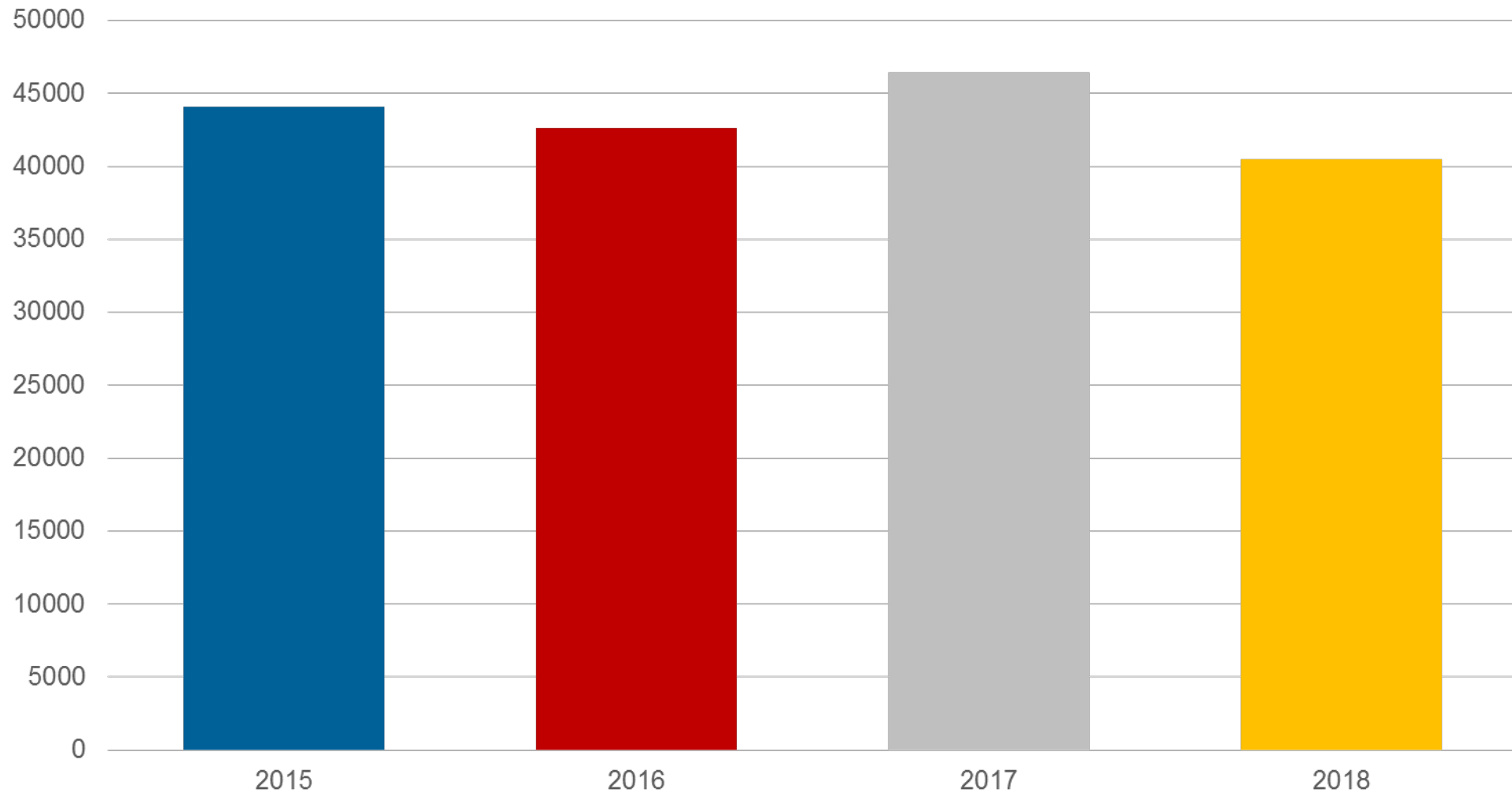
Chambers: Judge, Associate Judge, Law Clerk,
Judicial Assistant, Calendar Coordinator, and Part-time
Law Clerk

Clerks Office: Chief Clerk, 4 Supervisors, 16 Full-time
Clerks, and 5 Part-time Clerks

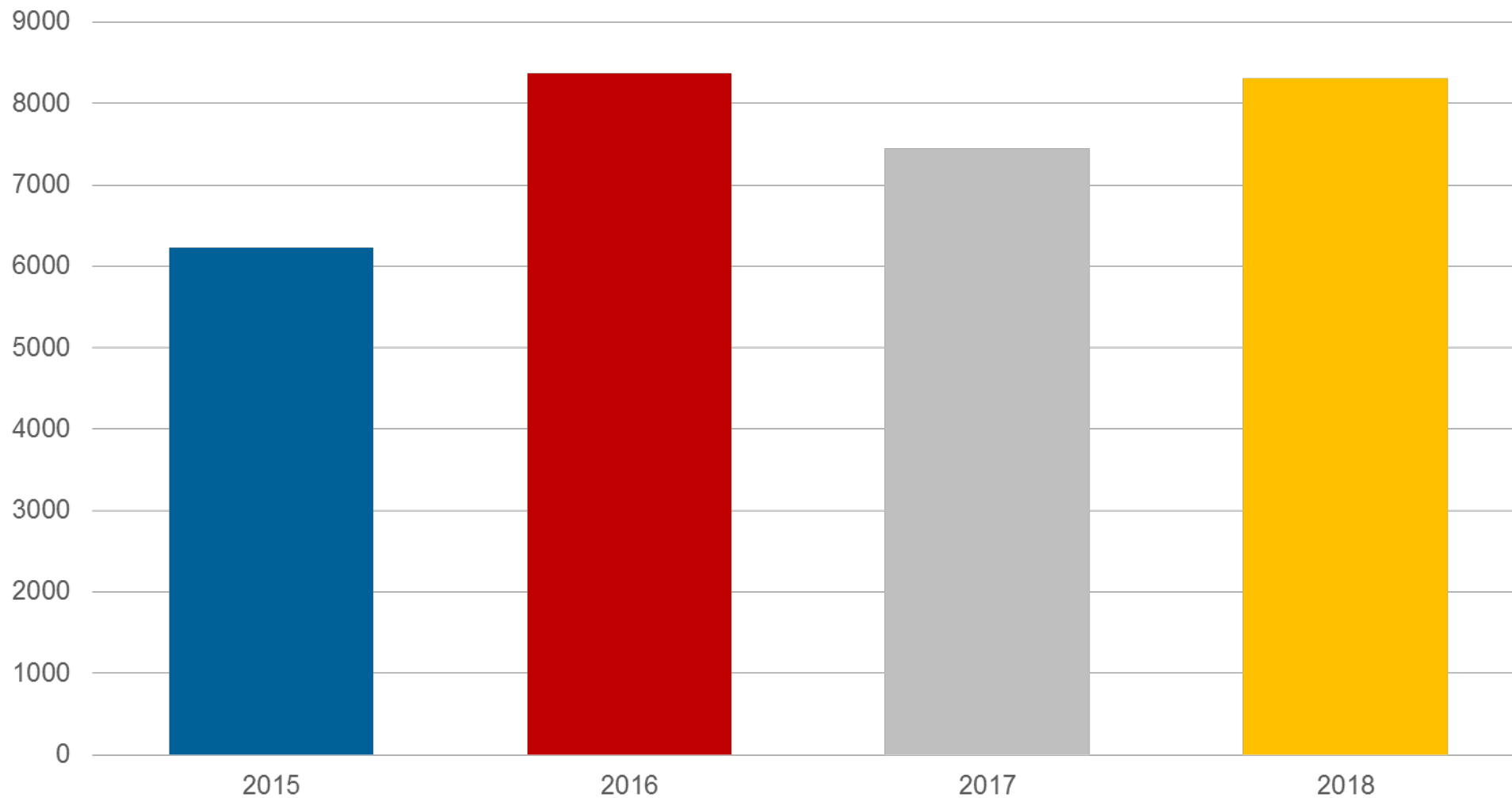
Gwinnett County Probate Court



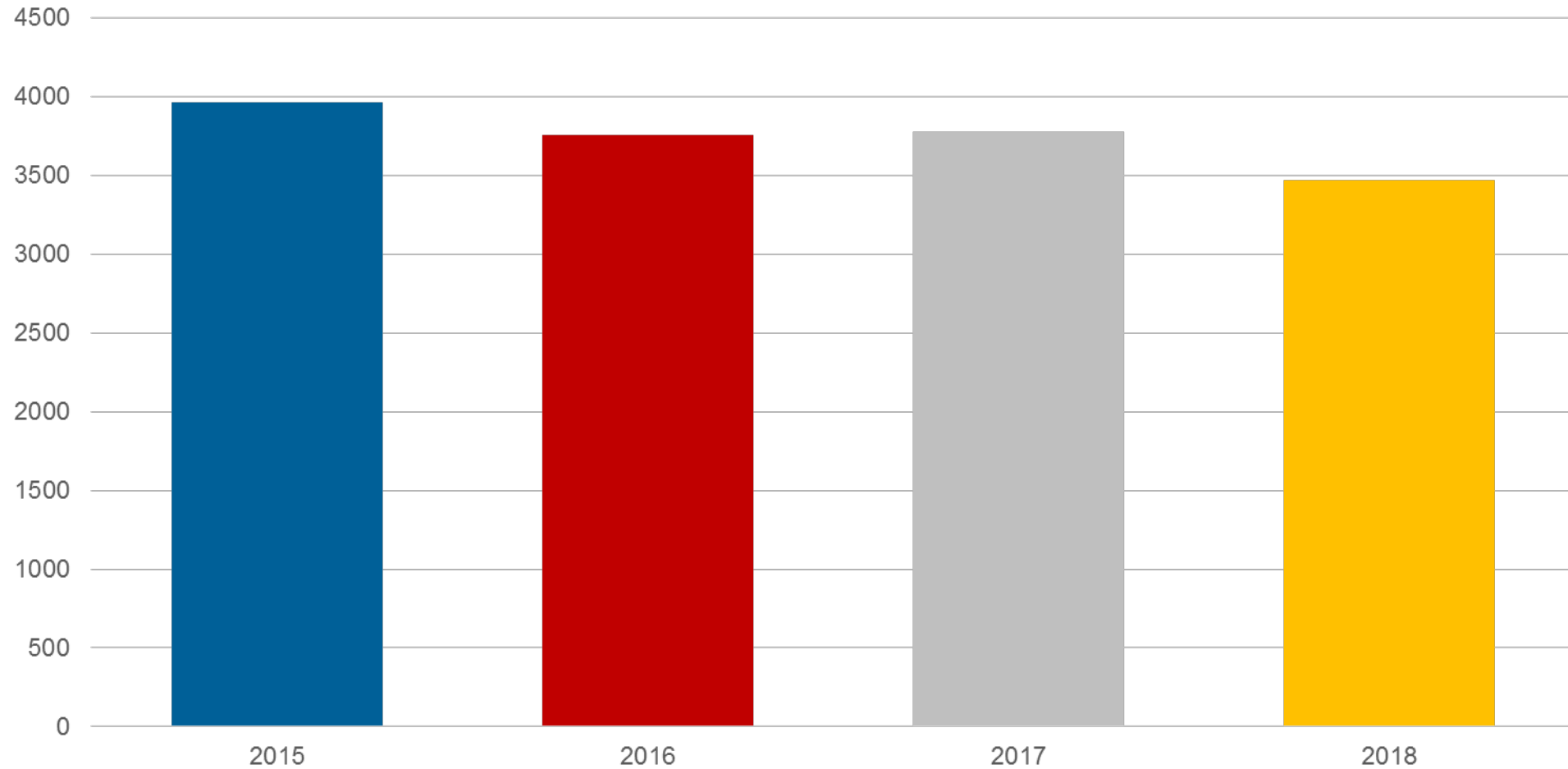
Vital Records Issued Birth and Death Certificates January - July



Weapons Carry License Applications January - July



Marriage Licenses January - July



Estate Filings January - July

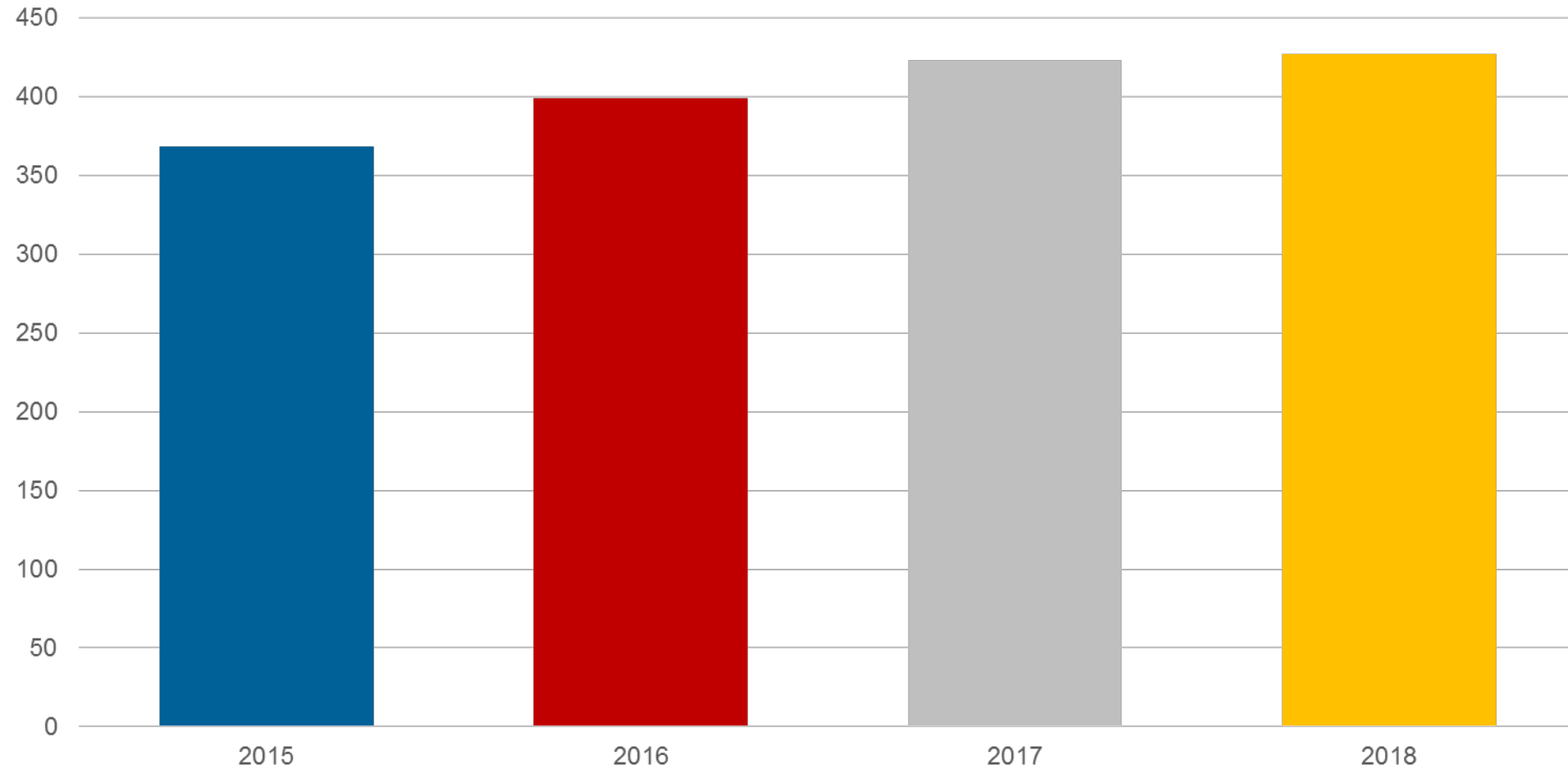
1,110

New case files opened

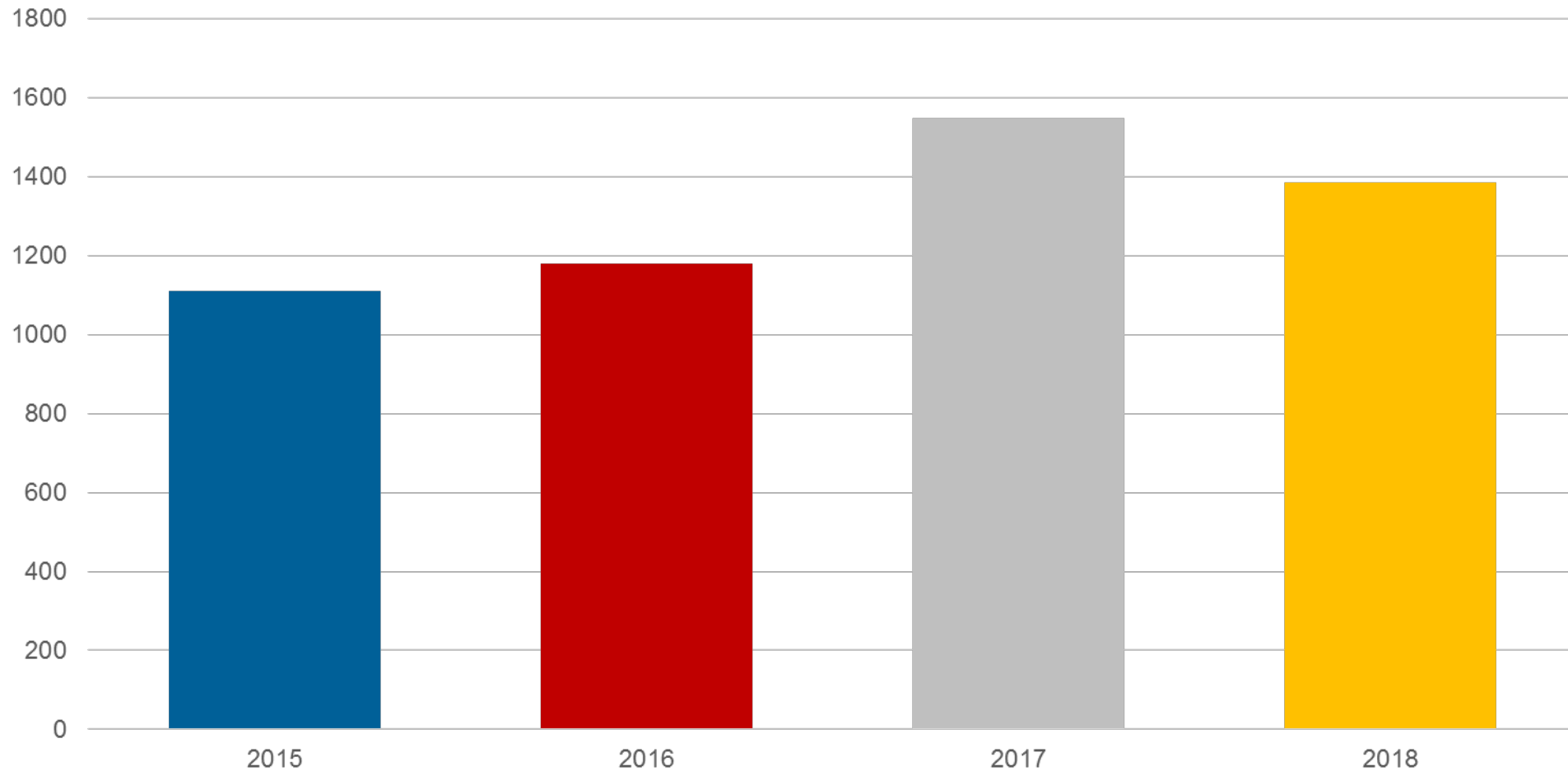
1,071

Documents, motions, pleadings, secondary petitions, and any other filings presented to the court

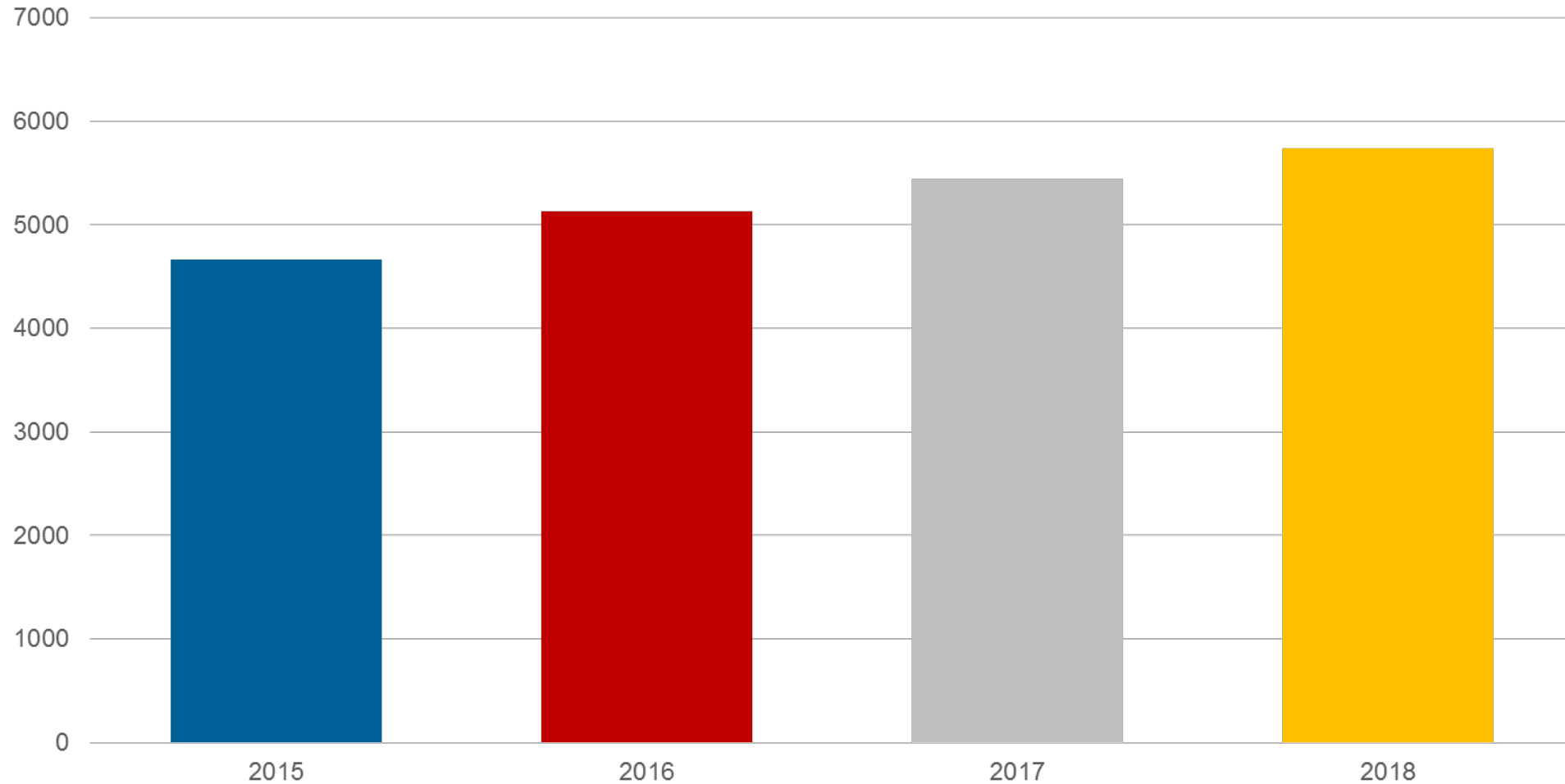
Guardianship/Conservatorship January - July



Compliance Reports Filed January - July



Total Number of Orders Signed January - July



2018 Accomplishments In the Court Room

- **Courtroom Technology Upgrades-** Clickshare, Apple TV, speakers and microphones for easier listening and recording, upgraded recording software.
- **Transition to County IT-** The Court continues our transition to County IT for our desktop support.



Smart & Sustainable
Government



Communication &
Engagement

2018 Accomplishments In the Court Room (cont'd)

- **Courtroom Deputies** – We now have deputies in Courtroom 1H for all hearings and for involuntary commitments at hospitals.
- **Adding Calendar Calls-** In an effort to hear cases more quickly and efficiently, the court has created one weekly calendar call and four monthly calendar calls.



Safe & Healthy
Community



Smart & Sustainable
Government



Communication &
Engagement

2018 Accomplishments

- **Appointing Deputy Registrars** – In an effort to make the death registration process more efficient for funeral directors and for continued adherence to rules and regulations set forth by the State Office of Vital Records, Judge Ballar was authorized to appoint 52 local Funeral Directors as Deputy Registrars for the sole purpose of issuing Disposition Permits.



Strong & Vibrant
Local Economy

2018 Accomplishments (cont'd)

- **Subject Matter Experts for Tyler's Odyssey Case Management System**-We have identified and utilized our subject matter experts as we have begun our transition to the Odyssey Case Management System. Our initial sprints have been a success, and we are eagerly anticipating the next steps of the project.



Smart & Sustainable
Government

2018 Accomplishments (cont'd)

- **Chief Clerk Certification-** Chief Clerk Jennifer Mitchell completed the Probate Judge's Council's Clerk's Training Certificate Program, having completed ninety (90) hours of training.



Smart & Sustainable
Government

2018 Accomplishments



Compliance Officer

Our compliance officer manages the compliance reports caseload, trains new fiduciaries, preparing orders, attends hearings with Judges and coordinates the Court's calendar calls



Smart & Sustainable
Government



Communication &
Engagement



Safe & Healthy
Community

2019 Upcoming

Continuing the development and implementation of the Odyssey Case Management System

We will continue working with the Tyler team and with the Clerk of Court's office to develop and implement the new case management system.

Introduce Updated Technology

We will install updated HP computers and updated credit card machines to facilitate the Court's transition to Tyler's Odyssey case management system.

2019 Upcoming (cont'd)

Re-titling our Court Associates as Deputy Clerks

We will be re-titling our Court Associates as Deputy Clerks to bring their official titles in line with their duties where all of our clerks are sworn Deputy Clerks. The re-title also allows us more room for staff growth and development by providing a level four (4) position.

2019 & Beyond

Office Workspace Consolidation

We continue to look for creative solutions that will further our most important long term goal: consolidating our office space and re-joining our Vital Records, License, and Estates teams into one physical office space. We believe this will be the final step in the reorganization we have undertaken over the last five (5) years and that this will further increase our efficiency and customer service. More important, we believe this will improve office morale, assist with further cross-training and staff development, and further improve employee retention and growth.

2019 & Beyond (cont'd)

Courtroom Reconfiguration

As an expanded jurisdiction Probate Court, we are authorized to conduct jury trials; however, our courtroom has no jury box. While the AOC is generous with providing jury space, we believe it would increase our productivity and ensure that we are calendaring and disposing of cases in a timely manner if we had jury space in Courtroom 1H. Currently, the Staff Attorney and the Judges have no secured access while entering and exiting the bench as there is an open space where litigants can walk around the Bench.

Final Budget

2018 Adopted Budget:

\$2,797,379

2018 Current Budget:

\$2,967,879

2019 Budget Requested:

\$2,866,370

The Probate Court has no Decision Packages for 2019

Questions

