

2025 Business Plan Presentation

Recorder's Court Clerk

Jeff West, Clerk of Court



Mission Statement

The mission of Gwinnett County Recorder's Court Clerk 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.

Gwinnett Recorder's Court

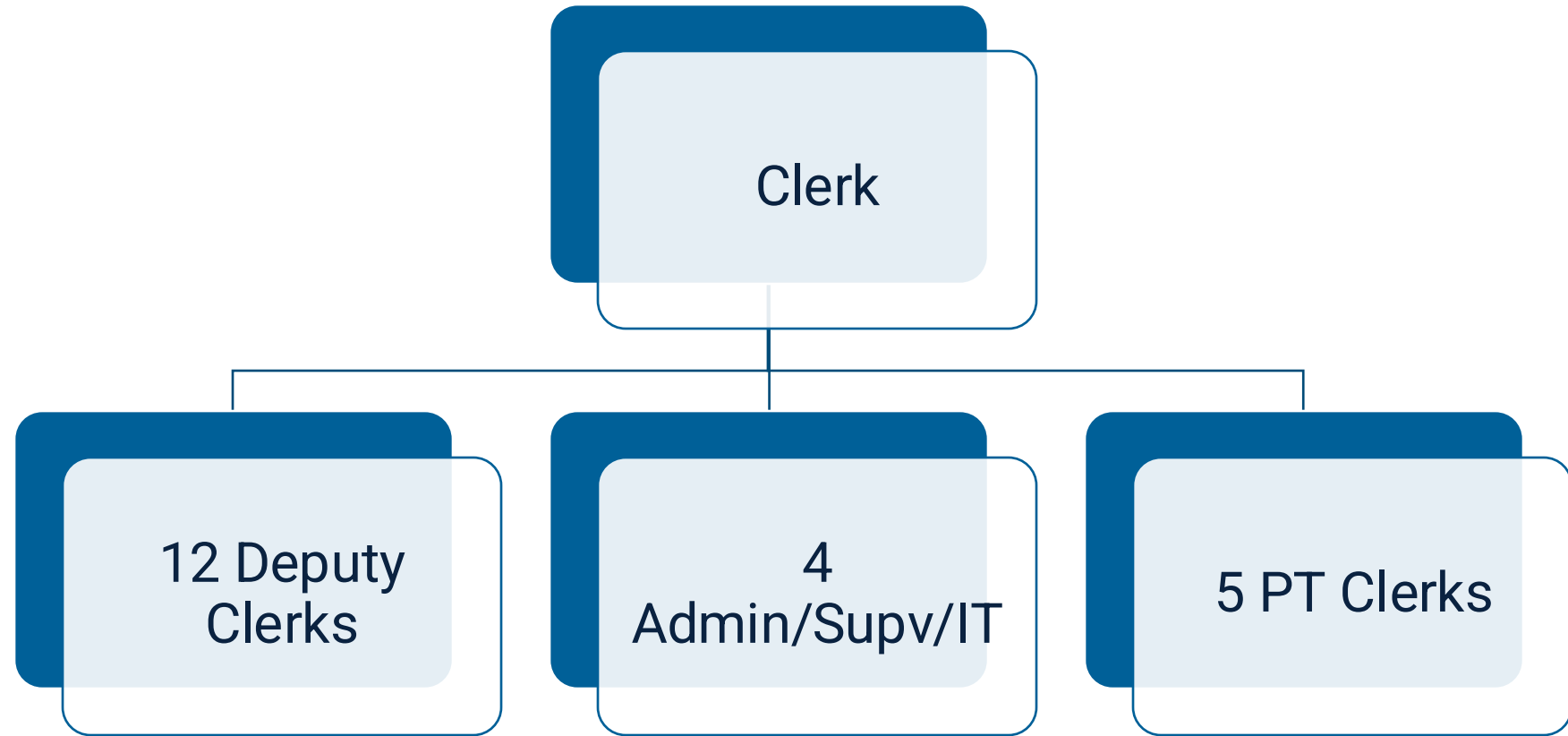
Recorder's Court is a high-volume court established in 1972 to create a system that would effectively and efficiently process the growing number of traffic cases in Gwinnett County.



Mandated Functions

- Record all proceedings of the Recorder's Court
- Collect all costs, fines, and forfeitures and remit these funds by the 15th day of the following month to the Gwinnett County Director of Finance or their designee
- Submit dispositions to Georgia Crime Information Center
- Submit dispositions and failure to appear notices to Department of Driver Services
- Retain records according to Georgia Secretary of State
- Submit DUI Publications

Recorder's Court



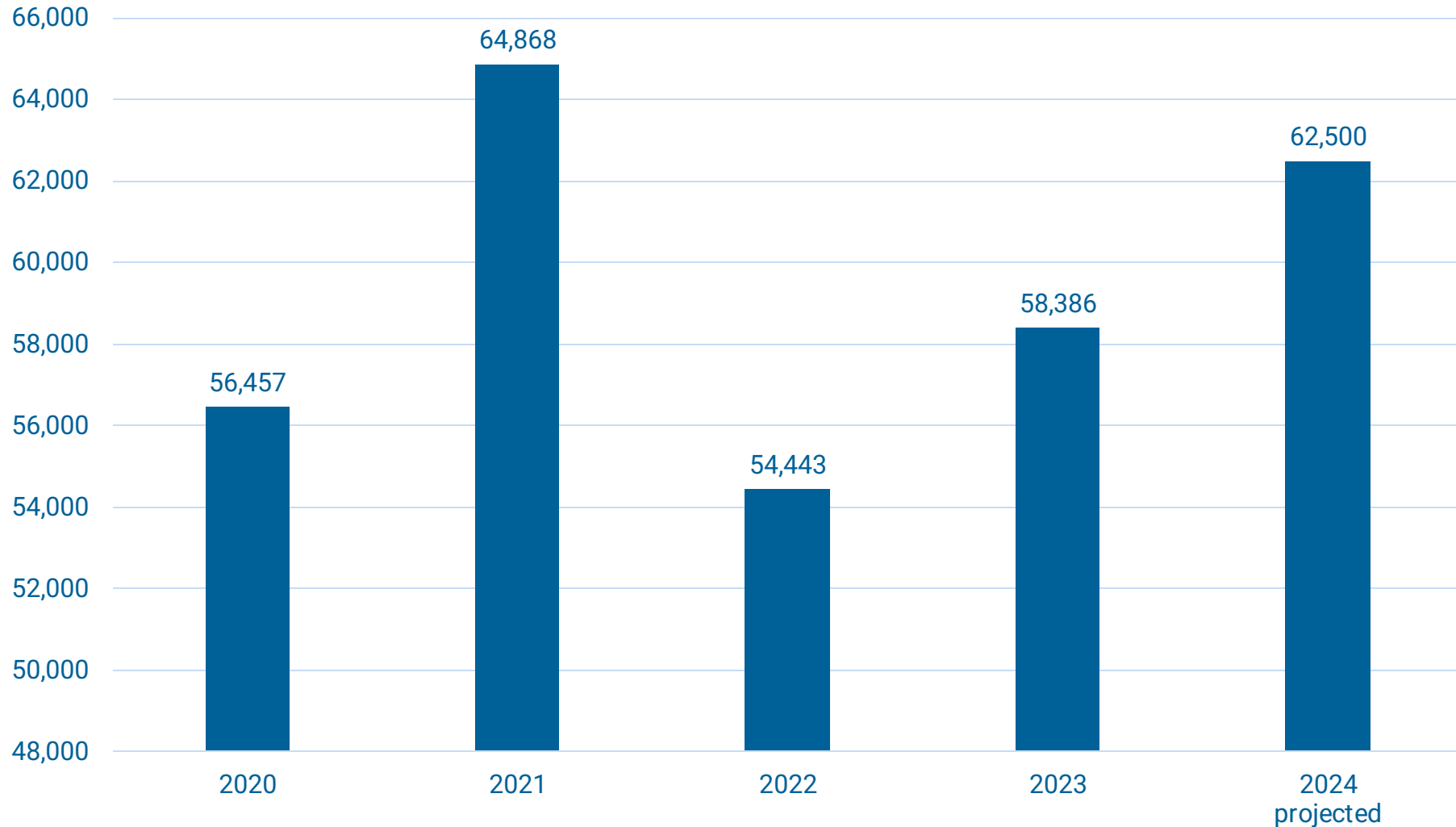
2023 Fines and Fees

- \$6,497,585 total fines and fees sent to the County Finance Department
- \$1,093,435 fees collected for Georgia Superior Court Clerks' Cooperative Authority (GSCCCA)
- \$590,103 Peace Officer's Annuity and Benefit Fund (O.C.G.A. § 47-17-60)
- \$183,658 Law Library (O.C.G.A. §§ 16-15-9 and 15-6-77)
- \$75,656 Sheriff's Retirement Fund (O.C.G.A. §§ 47-16-60 and 47-16-61)

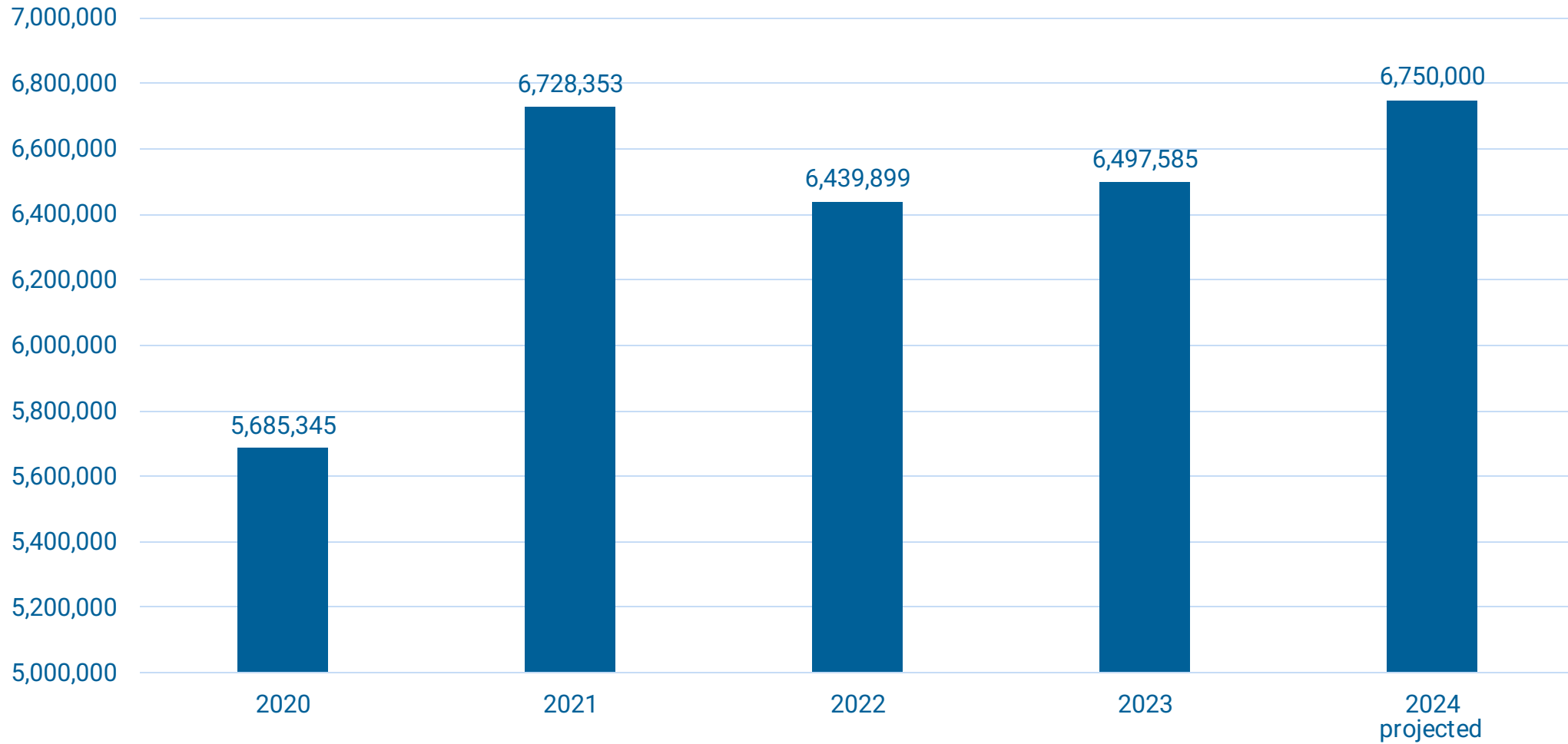
Electronic Payment Method

- 18,181 web payments
- 3,999 IVR payments
- 395 phone payments
- Approximately 38% of payments are taken electronically
- \$3,061,051 collected

Citations Filed by Year



Fines Remitted to County



2023 – 2024 YTD Recap

- Case management system upgrade (Sept. 2023)
- Case management system moved to cloud (Sept. 2023)
- Data exchange with GCPD (Dec. 2023)
- Data exchange Code Enforcement & Animal Welfare (May 2024)
- Vertical File system installation (Jan. 2024)
- Refresh of carpet and paint (July 2024)

External Influences

- Citation issuing agencies
- The community
- Vendors
- State agencies
- Legislative changes

County Initiatives

- **Safe, Livable, and Healthy Community**
Ensure a safe community by providing superior and comprehensive services and engaging partners to create a healthy Gwinnett.
- **Sustainability and Stewardship**
Maintain a smart and sustainable government by consistently operating based on sound reasoning and best practices with a long-term focus.
- **Organizational Excellence and Accountability**
Maintain the Gwinnett Standard, attract and retain a quality workforce, and continue the practice of transparency while providing services to the residents of Gwinnett.

Total Requested Budget

Total 2025 Request: \$2,104,198