



## **Clerk of Court**

Superior, State, Magistrate, & Juvenile

## **Clerk of Court 2026 Business Plan Presentation**

**Tiana P. Garner, Esq., Clerk of Court**



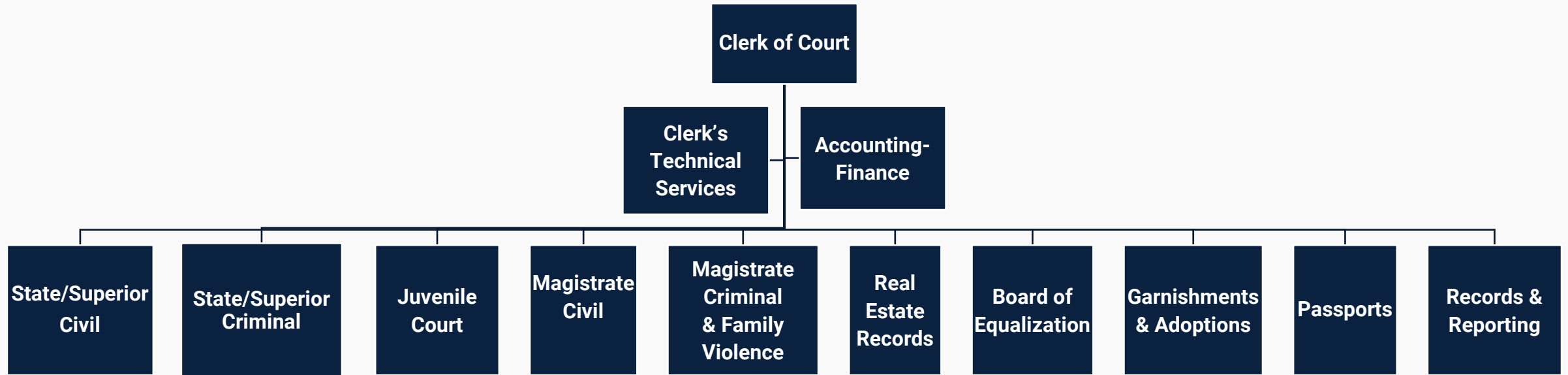
# Clerk of Court Mission

- Record and maintain all orders, decrees, judgments, and proceedings for the Superior, State, Magistrate and Juvenile Courts of Gwinnett County
- Serve as custodian of land/property records and civil/criminal court files
- Provide administrative support to the courts
- Administer the Board of Equalization in accordance with O.C.G.A. 48-5-311(d)(4)



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# Organization Overview



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## Department Snapshot

144 full-time employees

33 temporary employees

12 department divisions

## Physically Staffed Locations

- GJAC East (two locations)
- GJAC West (two locations)
- GJAC Records Management
- University Parkway (Jail)
- Stone Mountain Street (Annex)



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# 2024 – 2025 Recap

## Accomplishments

- Approval of SaaS contract and project kickoff
- Notary training event
- National Adoption Day event
- Deployed and launched Juvenile Virtual Traffic Court
- Advanced leadership with two LEAD Academy grads

## Challenges

- Meeting service demands of a growing population
- Increased caseloads
- Need for additional staff to maintain service levels



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# Approved 2025 New Operational Request Update

## Garnishments

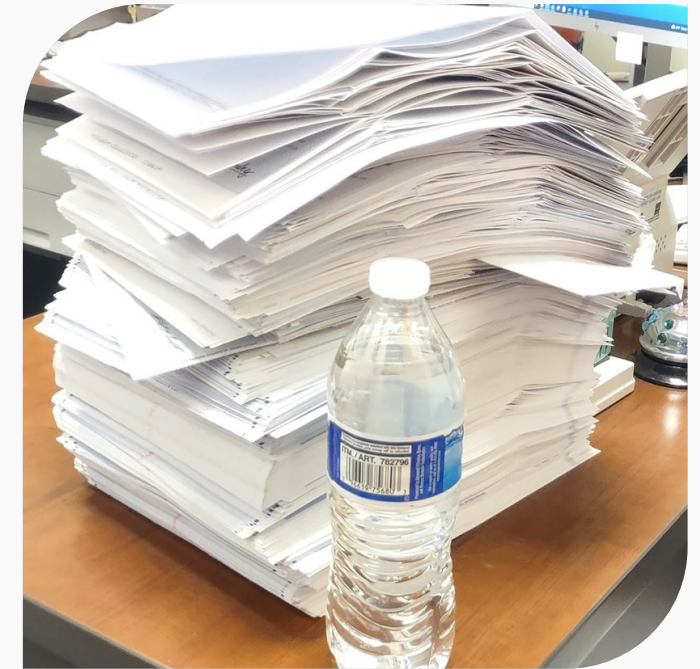
Three (3) Deputy Clerk positions requested; one (1) position granted

- Staffing: Position filled immediately
- Impact: Standard case processing time increased from 24 hours to 3 – 5 days

## Magistrate Civil

Two (2) Deputy Clerk positions requested; one (1) position granted

- Staffing: Position filled immediately
- Impact: Maintaining processing standards — but performance and processing times are under strain



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# 2026 Strategic Initiatives

- Deploy SaaS platform
- Restore 24-hour turnaround for documents, cases, and payments
- Transfer closed files for GJAC remodel (Phases 7 and 8)
- Transition to paperless processing for Superior/State Court civil cases
- Internal staff to assume historical scanning responsibilities



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# NEW OPERATIONAL REQUESTS



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# 2026\_CLK\_001

## 4 Deputy Clerk positions

Garnishments and Superior Court  
Criminal

- Critical to manage increased filings and restore service levels
- **Requested Budget \$317,334**



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# 2026\_CLK\_001

## Breakdown:

### **Two (2) Deputy Clerks – Garnishments**

- 18% increase in filings
- Support timely payment processing and fund disbursement

### **Two (2) Deputy Clerks – Superior Court Criminal**

- 28% increase in filings
- Continue efficient and accurate processing of criminal cases



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# New Superior Court Criminal Actions Filed

	<u>2023</u>	<u>2024</u>	<u>2025</u> <u>YTD*</u>	<u>2025 Forecasted</u>
Superior Court	5,862	6,420	4,123	8,246

\*YTD IS 01/01/2025 – 06/30/2025



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# 2026\_CLK\_002

## **Four (4) Deputy Clerk positions**

Magistrate Civil, Real Estate, and  
Records & Reporting

- Essential for handling rising volume and maintaining processing standards
- **Requested Budget \$257,157**



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# 2026\_CLK\_002

## Breakdown:

- **One (1) Deputy Clerk – Magistrate Civil Division**
  - 4% increase of filings with continued growth expected
- **Two (2) Deputy Clerks – Deeds/Real Estate**
  - Restore staffing levels from BOE reorganization
  - Ensure long-term operational stability
- **One (1) Clerk Position – Records & Reporting**
  - 32% increase in Superior Court GCIC updates
  - Maintain accurate and timely updates to criminal histories



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# 2025\_CLK\_003

## One (1) Deputy Clerk position

### Board of Equalization\*

- Enhance productivity and consistent support for board operations
- One-to-one parity with clerks to boards
- **Requested Budget \$63,617**

*\*O.C.G.A. 48-5-311(B) The county governing authority shall provide any resources to the appeal administrator that are required to be provided by paragraph (7) of subsection (e) of this Code section.*



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Thank you



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