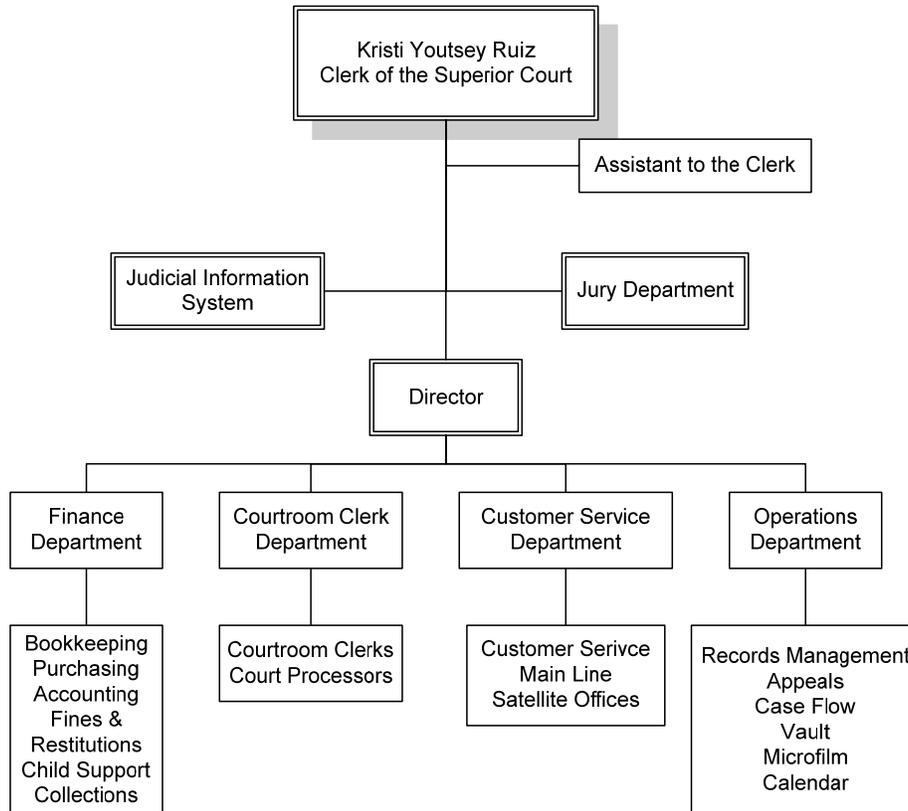




Clerk of the Superior Court Kristi Youtsey Ruiz



Mission Statement:

The Office of the Clerk of the Superior Court is dedicated to providing courteous and quality customer service; ensuring accuracy, integrity and access to court records for the public, the courts, legal communities and government agencies.

Department Description:

The Clerk of the Superior Court serves as the official record keeper and financial officer of the Superior Court, providing court-related records management, financial, and family support services. The Clerk also provides Jury services to the Superior Court, Justice Court, and many municipal courts; and serves as the Pinal County Probate Registrar.



Accomplishments for FY 2005-2006

- The Records Management Department performed a total of 196,575 docket entries into the Clerk's Case Management System in 2005.
- 757,001 documents were scanned and converted to electronic images through Clerk's Electronic Document Management System in 2005.
- 48,059 files were retrieved for court calendars by the Vault Staff in 2005.
- The Clerk's Office received and processed 121,162 pieces of mail in 2005.
- The number of customers assisted directly by the Customer Service Center at the Clerk's three satellite offices was 41,767 in 2005.
- A total of 140,188 documents were filed in 2005 at the Customer Service Counters (Florence, Apache Junction, Mammoth, and Casa Grande).
- 73,183 files and 121,162 pieces of mail were processed in the court calendar department in 2005.
- 72 Jury trials were held in Superior Court, 1,841 Questionnaires were processed and 17,019 Summons were issued for Jury Service in 2005.

Did You Know?

During the first three months of implementation, our Collection Program has collected \$113,674.04 in Court Ordered Financial Obligations!

- The Clerk's Microfilm Department archived 1,278 cases which contained 205,351 pages of court documents in 2005.
- A total of 52,398 hearings were held in the Superior Court requiring the attendance of a Courtroom Clerk and issuance of a minute entry.
- In January of 2006 the Clerk's Office implemented collection software to ensure the payment of court ordered obligations. The software will substantially increase revenue and hold the obligor accountable to the Courts.
- In March of 2006 the Clerk's Office implemented a program to electronically transmit cases on appeal to the Court of Appeals in Tucson.

Goals and Objectives for FY 2006-2007:

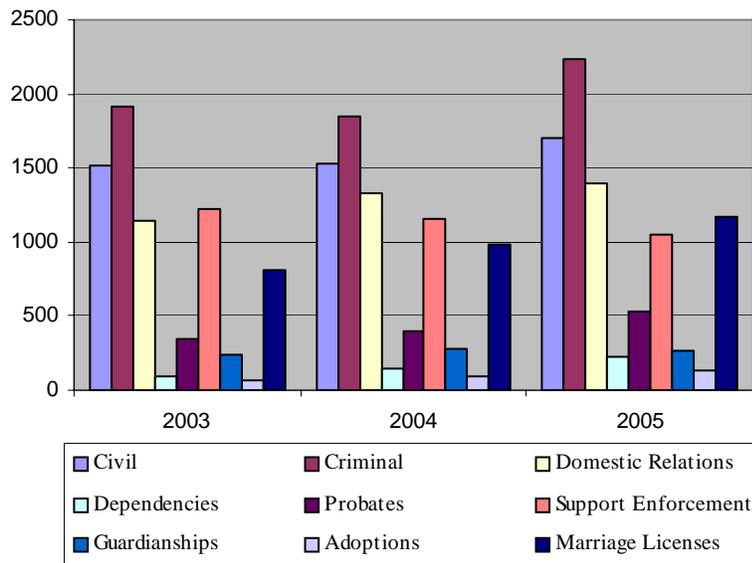
- To increase the information, services and forms available on our web-site.



- To develop reports in assisting the Judges in monitoring their case load and enhancing case flow management.
- To provide the convenience to the public of accepting credit card payments over the telephone and online.
- To provide the public with a quick and easy view of court hearing information in the main lobby of the courthouse.
- To develop a program to automate the marking and tracking of court exhibits.
- To provide accessibility to the Clerk’s case information and eliminate duplicate data entry at other County Departments, Law Enforcement and Courts.
- To increase the efficiency of the work flow in document distribution internally and externally.
- To increase the audio recording devices in the courtrooms to assist the Courtroom Clerk without shorthand skills in the creation of minute entries.

Total Cases File (Major Case Categories)

	2003	2004	2005
Civil	1510	1524	1706
Criminal	1914	1848	2234
Domestic Relations	1141	1333	1400
Dependencies	96	148	224
Probates	345	403	527
Support Enforcement	1227	1152	1056
Guardianships	233	280	266
Adoptions	69	93	130
Marriage Licenses	810	979	1173





Budget Summary by Fund

Clerk of the Superior Court

BUDGET BY PROGRAM	FY 2004-2005 Actual	FY 2005-2006 Budget	FY 2005-2006 Actual	FY 2006-2007 Budget	Percent Over Last Year
Clerk Of The Superior Court	2,485,728	2,775,178	2,780,005	2,743,251	-1%
Conversion	37,983	46,663	13,347	63,081	35%
Exp Child Supp	0	5,494	0	10,000	82%
Enhancement	0	34,339	1,918	46,617	36%
Iv-D Incentives	0	1,400	0	5,000	257%
Iv-D Child Supp	461,547	798,549	342,851	693,205	-13%
Family Law Commissioner Iv-D	180,369	238,872	130,999	256,137	7%
Decas	12,148	43,057	20,043	43,417	1%
5% Set Aside Ftg	427	0	478	105,000	N/A
Case Flow Management	38,678	99,175	36,941	125,634	27%
Electronic Doc Mgmt Sytm	32,632	64,383	36,815	86,275	34%
Spousal Maint Enfrcemnt	0	4,403	0	5,501	25%
Total - Clerk of the Court	3,249,513	4,111,513	3,363,397	4,183,118	2%

BUDGET BY CATEGORIES OF EXPENDITURES	FY 2004-2005 Actual	FY 2005-2006 Budget	FY 2005-2006 Actual	FY 2006-2007 Budget	Percent Over Last Year
Personal Services	2,803,864	3,326,190	2,962,240	3,266,371	-2%
Supplies	93,203	379,192	109,926	438,449	16%
Outside Services	293,920	399,821	271,034	473,298	18%
Capital Expenditures	58,099	6,060	19,717	5,000	-17%
Non-operating Expenses	427	250	478	0	N/A
Total	3,249,513	4,111,513	3,363,397	4,183,118	2%

Authorized Staffing

Personnel by Program	FY 2002-2003	FY 2003-2004	FY 2004-2005	FY 2005-2006	FY 2006-2007
Clerk of the Court	50	54	62	72	75
Child Support	10	10	13	14	11
TOTAL FT/PT Personnel	60	64	75	86	86