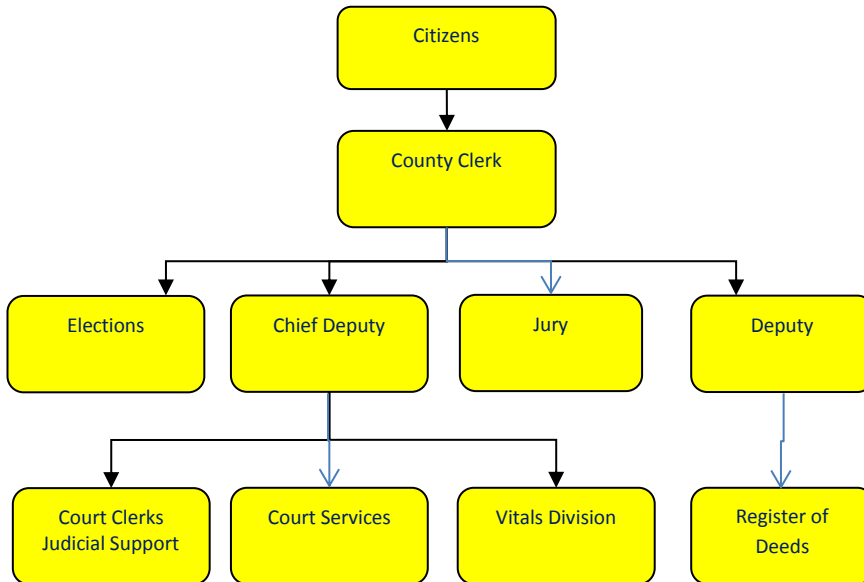


# County Clerk/Register of Deeds



## Programs

[County Clerk General](#)

[Jury Commission](#)

[Public Elections](#)

[Register of Deeds](#)

## Mission Statement

To improve and promote cooperation between the citizen and the courts which will enhance a more positive attitude of the public toward the court system in particular and the county government in general



# County Clerk - General

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## Activities

Vital Statistics: Birth and death certificates, marriage licenses, DBA's military discharges, passports, concealed pistol licenses, passport & CPL photos, and genealogy.

Court Services: Accepts filings and processes paperwork in all Circuit Court cases, including: filing fees, fines, court costs, restitution, docketing, preparing and monitoring orders, submitting reports to the State Court Administrator's Office (SCAO), and paying witnesses for the Prosecutor's Office and District Court.

Court Clerks: digitally record all court proceedings, docket court events, create a register of actions, swear in all witnesses and jurors, submit abstracts to SOS, prepare and mail orders, and submit reports to SCAO.

## Strategic Plan Impact

- ✓ Safe Community  
The Clerk's Office supports the court system in creating a safe community.
- ✓ Economic Development  
The Clerk's Office tends to be the initial point of contact for citizens opening a new business; whether it is to file a DBA, or to get direction on what agencies to contact relating to their specific needs.
- ✓ Healthy Community  
The Clerk's office provides outside agencies with death-related statistics to advance the overall goal of healthy community.

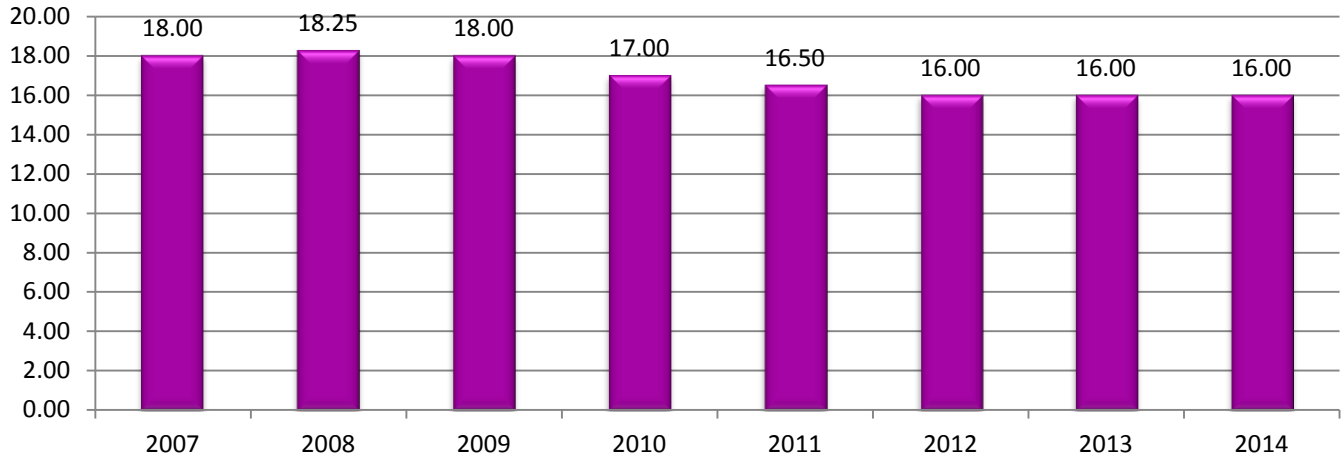
## Accomplishments

- ✓ Began mailing approved CPLs
- ✓ Began issuing photo ID cards to Veterans.

## Budget Adjustments

There were no significant budget adjustments made in 2012.

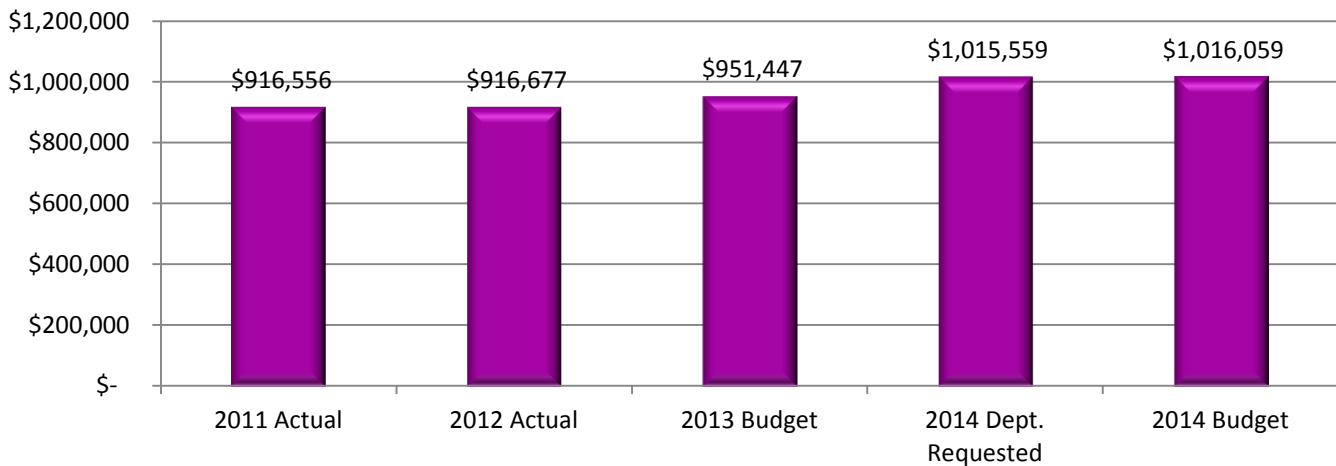
### County Clerk FTE History



### Expenditure History

	2011 <u>ACTUAL</u>	2012 <u>ACTUAL</u>	2013 <u>BUDGET</u>	2014 DEPT <u>REQUESTED</u>	2014 <u>BUDGET</u>
PERSONNEL SERVICES	868,161	867,215	900,053	963,865	964,365
SUPPLIES & MATERIALS	30,037	28,877	28,950	28,950	28,950
CONTRACT SERVICES	10,525	11,711	14,488	14,488	14,488
OTHER EXPENSES	7,833	8,874	7,956	8,256	8,256
<b>TOTAL PROGRAM COST</b>	\$916,556	\$916,677	\$951,447	\$1,015,559	\$1,016,059

### COUNTY CLERK

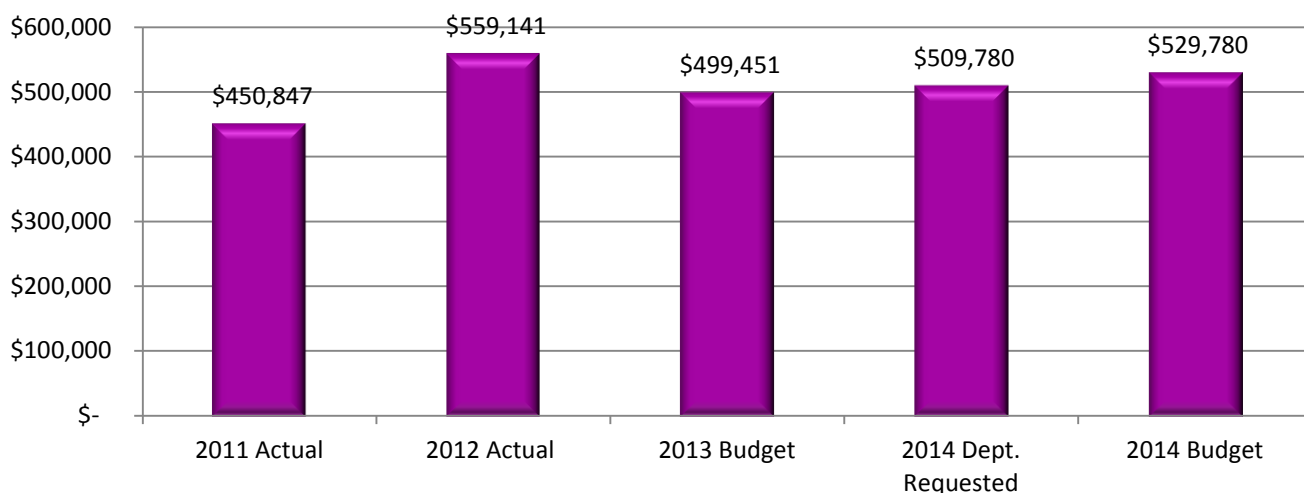


# County Clerk/Register of Deeds

## Revenue History

	2011 <u>ACTUAL</u>	2012 <u>ACTUAL</u>	2013 <u>BUDGET</u>	2014 DEPT <u>REQUESTED</u>	2014 <u>BUDGET</u>
CHARGES/FEES	382,594	384,426	422,145	425,238	445,238
LICENSES/PERMITS	35,242	40,033	37,695	40,275	40,275
OTHER	33,011	134,682	39,611	44,267	44,267
<b>TOTAL PROGRAM COST</b>	\$450,847	\$559,141	\$499,451	\$509,780	\$529,780

## COUNTY CLERK



## Strategic Outcomes

Indicator	2009 <u>Actual</u>	2010 <u>Actual</u>	2011 <u>Actual</u>	2012 <u>Actual</u>	2013 <u>Target</u>	2014 <u>Target</u>
Percent of respondents who say they feel very or somewhat safe from violent crime.	N/A	50%	N/D	51%	55%	

## Other Key Indicators

<u>Indicator</u>	<u>2009 Actual</u>	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Actual</u>	<u>2013 Target</u>	<u>2014 Target</u>
Circuit Court/Juvenile Cases Initiated	5,147	4,902	4,967	5,122	5,122	
Circuit Court/Juvenile Cases Disposed	5,417	5,315	5,498	5,365	5,365	
Vitals/Public Services Registrations/ Applications Processed	7,469	7,363	7,404	7,872	7,872	
Number of Court Service Clerks Processing Cases	6.75	6.75	5.75	4.75	4.75	4.75
Number of Court Clerks Handling Cases for Judges	5	5	5	5	5	5
Number of Vital Statistic Clerks Processing Registrations/Applications	2.75	2.75	2.75	2.75	2.75	2.75
Number of cases handled per clerk	735	700	864	854	854	
Number of cases handled per court clerk	1,083	1,063	1,040	1,073	1073	
Number of registrations/applications handled per clerk	2,988	2,945	2,692	3,149	3149	



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# Jury Commission

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## Activities

Maintain and coordinate jury information from the Michigan Department of State with Jackson County database of potential jurors.

Provide information to county residents, court officials, attorneys, employers and other government units on all aspects of the jury process. Orientate jurors when they report in to serve their jury duty. Prepare, print and mail all juror correspondence, including qualification questionnaires, summonses, postponements and excuse letters.

Coordinate Jury Board meetings, secure room for questionnaire review and serve as clerk to maintain their attendance records, minutes and reimbursement pay. Qualify and disqualify prospective jurors as directed by their decision according to the law. Inform and update Jury Board Members with statute changes for juror procedures.

## Strategic Plan Impact

- ✓ Safe Community

The Jury Commission contributes to the safe community strategy by ensuring the constitutional right to trial by jury.

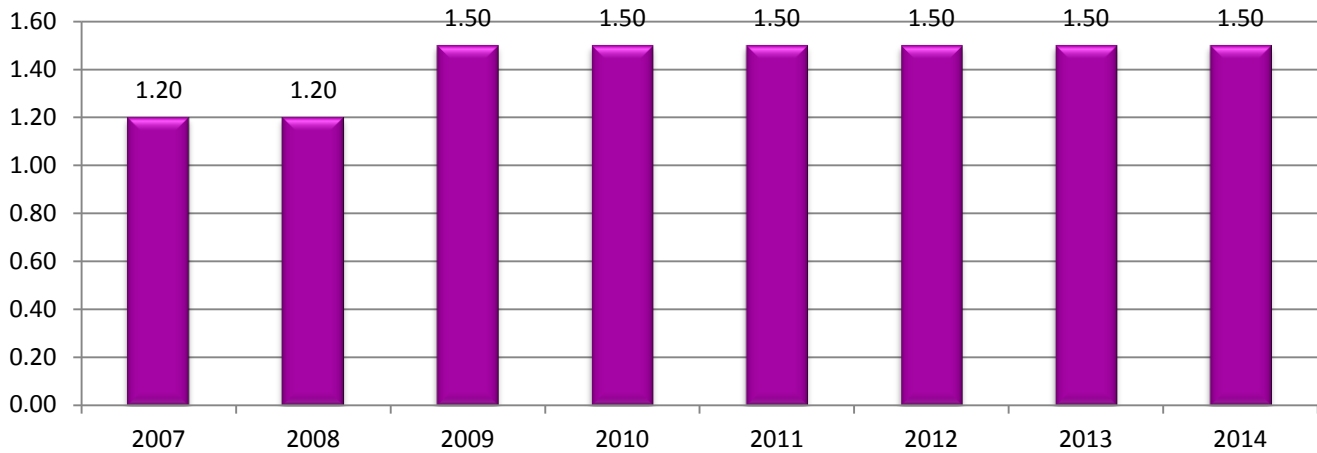
## Accomplishments

- ✓ Provided cards for jurors to comment on their experience.
- ✓ Completed minor remodel of Juror Assembly Room using all recycled furniture. Allows for better traffic flow and provided more room for jurors.
- ✓ Added QR code to juror pamphlet.

## Budget Adjustments

- ✓ There are no significant budget adjustments to the Jury Commission program.

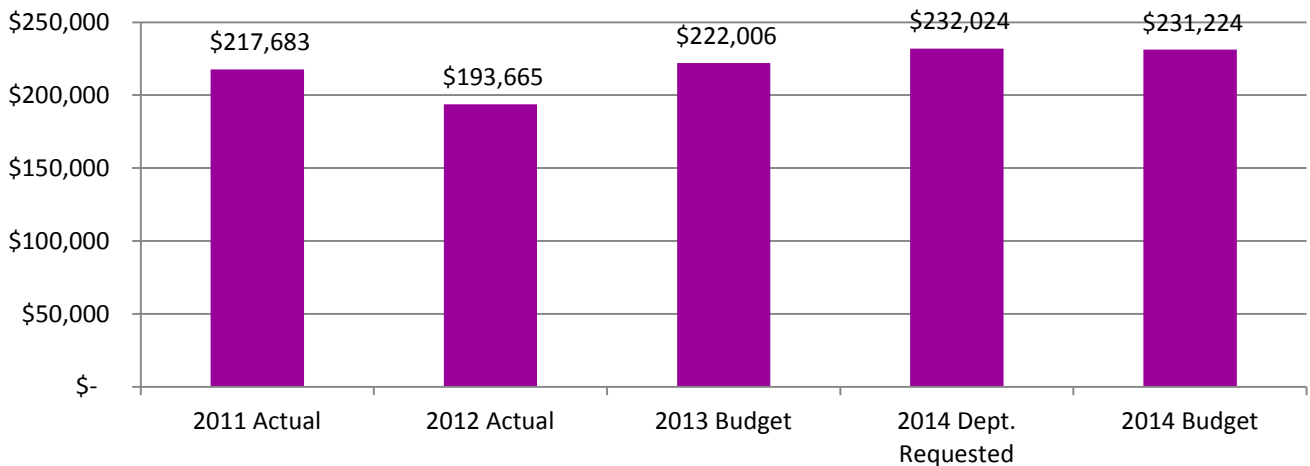
### Jury Commission FTE History



### Expenditure History

	2011 <u>ACTUAL</u>	2012 <u>ACTUAL</u>	2013 <u>BUDGET</u>	2014 DEPT <u>REQUESTED</u>	2014 <u>BUDGET</u>
PERSONNEL SERVICES	75,780	78,857	81,181	91,199	91,099
SUPPLIES & MATERIALS	31,390	32,784	33,900	33,900	33,200
CONTRACT SERVICES	4,633	4,633	4,700	4,700	4,700
OTHER EXPENSES	105,044	77,391	102,225	102,225	102,225
<b>TOTAL PROGRAM COST</b>	\$216,847	\$193,665	\$222,006	\$232,024	\$231,224

### JURY COMMISSION



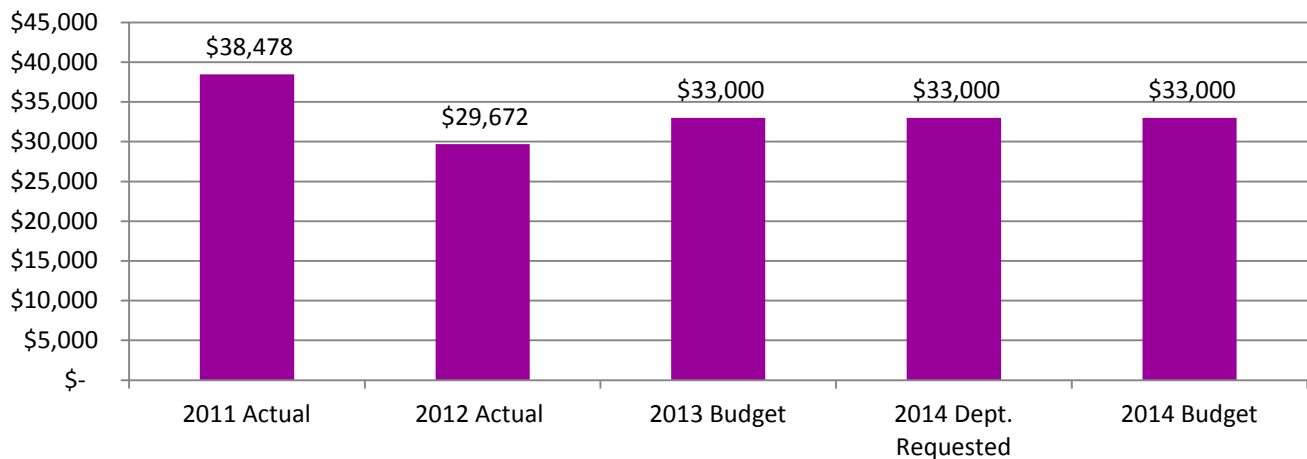


# County Clerk/Register of Deeds

## Revenue History

	2011 <u>ACTUAL</u>	2012 <u>ACTUAL</u>	2013 <u>BUDGET</u>	2014 DEPT <u>REQUESTED</u>	2014 <u>BUDGET</u>
INTERGOVERNMENTAL	38,478	29,672	33,000	33,000	33,000
<b>TOTAL PROGRAM COST</b>	\$38,478	\$29,672	\$33,000	\$33,000	\$33,000

## JURY COMMISSION



## Strategic Outcomes

<u>Indicator</u>	2009 <u>Actual</u>	2010 <u>Actual</u>	2011 <u>Actual</u>	2012 <u>Actual</u>	2013 <u>Target</u>	2014 <u>Target</u>
Percent of respondents who say they feel very or somewhat safe from violent crime.	74%	ND	No Submission	75%	No Submission	

Other Key Indicators

Indicator	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Target	2014 Target
Number of Cases per year	109	74	79	52	92	100
Summons mailed per year	8,750	7,500	7,500	7,500	7,500	7,500
Questionnaires mailed per year	24,000	17,000	17,000	18,000	18,000	18,000
Juror voice-mail calls returned per year	2,497	2,392	4,000	3,000	3,000	3,000
Total dollars paid out to jurors per year	\$99,195	\$97,932	105,600	77,025	100,000	100,000
Jury Coordinator & Admin. Asst. (shared w/Elections Dept.)	1.25	1.375	1.375	1.375	1.375	1.375
Number of Jurors Summoned per year	8,750	7,500	7,500	7,500	7,500	7,500
Number of Jurors: Postponed/Excused/FTA letters mailed	2,661	3,497	2,375	3,500	3,000	3,000
Jurors Show Caused (Not appearing when Summoned)	70	105	87	90	100	100

# Public Elections

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## Activities

The Public Elections Office coordinates and administers Federal, state, township, village, and school elections conducted in Jackson County.

Responsibilities include but are not limited to: ordering, proofing and distribution of ballots and election supplies; training and certifying election inspectors; clerk for the Board of County Canvassers; compiling election returns; contact for petition and recall drives; and maintaining the state mandated Qualified Voter File (QVF)

Additionally, the Public Elections Office acts as a liaison between the State Bureau of Elections and Local Township, city, village and school election officials; maintains voter registration, voter history, precinct lists and street index through the County for 12 townships, 12 school districts and 6 villages; and monitors candidates for compliance with Campaign Finance Laws and eligibility to be placed on the ballot.

## Strategic Plan Impact

- ✓ Intergovernmental Cooperation

The public elections function is a necessary and state mandated function of county government. The county elections office provides for the democratic election of all elected offices within Jackson County, which include local governments, school districts, and other special districts.

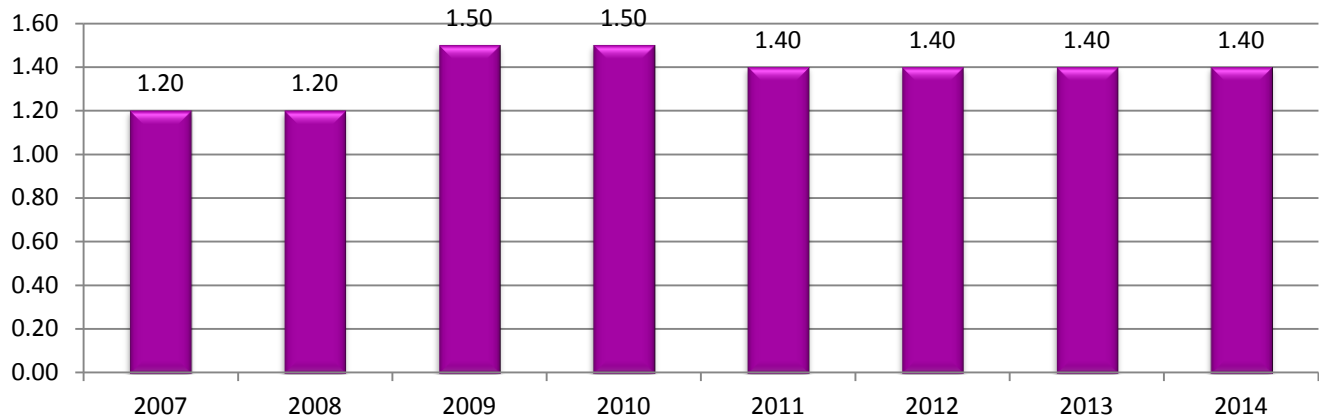
## Accomplishments

- ✓ Added QR codes to required Election notices in the Citizen Patriot.

## Budget Adjustments

There are no significant budget adjustments for this program.

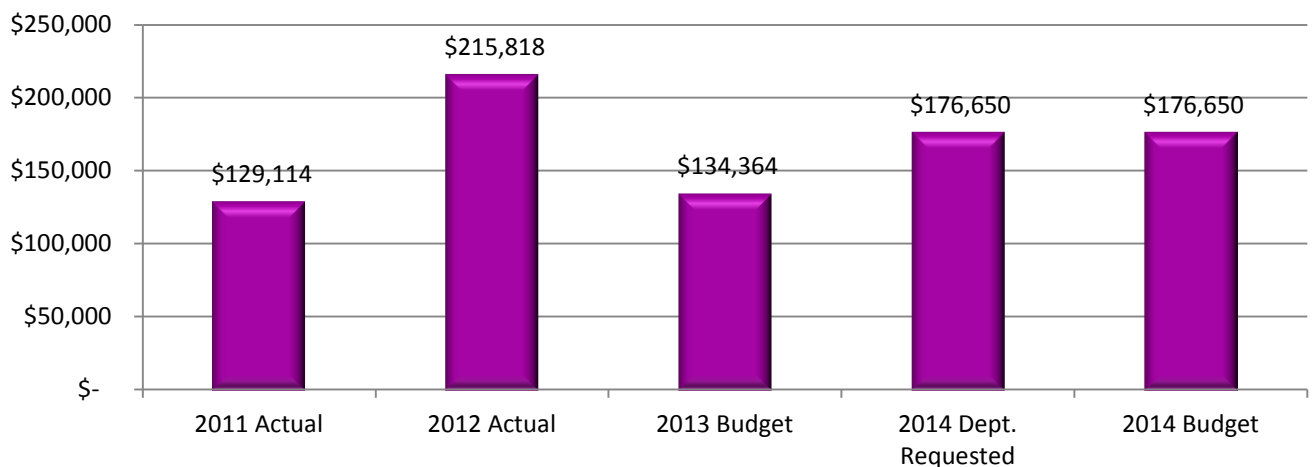
## Public Elections FTE History



## Expenditure History

	2011 <u>ACTUAL</u>	2012 <u>ACTUAL</u>	2013 <u>BUDGET</u>	2014 DEPT <u>REQUESTED</u>	2014 <u>BUDGET</u>
PERSONNEL SERVICES	58,205	62,758	65,612	68,578	68,578
SUPPLIES & MATERIALS	65,167	129,776	56,200	86,200	86,200
CONTRACT SERVICES	1,255	9,900	7,577	11,497	11,497
OTHER EXPENSES	4,487	13,384	7,577	10,375	10,375
<b>TOTAL PROGRAM COST</b>	<b>\$ 129,114</b>	<b>\$ 215,818</b>	<b>\$ 136,966</b>	<b>\$ 176,650</b>	<b>\$ 176,650</b>

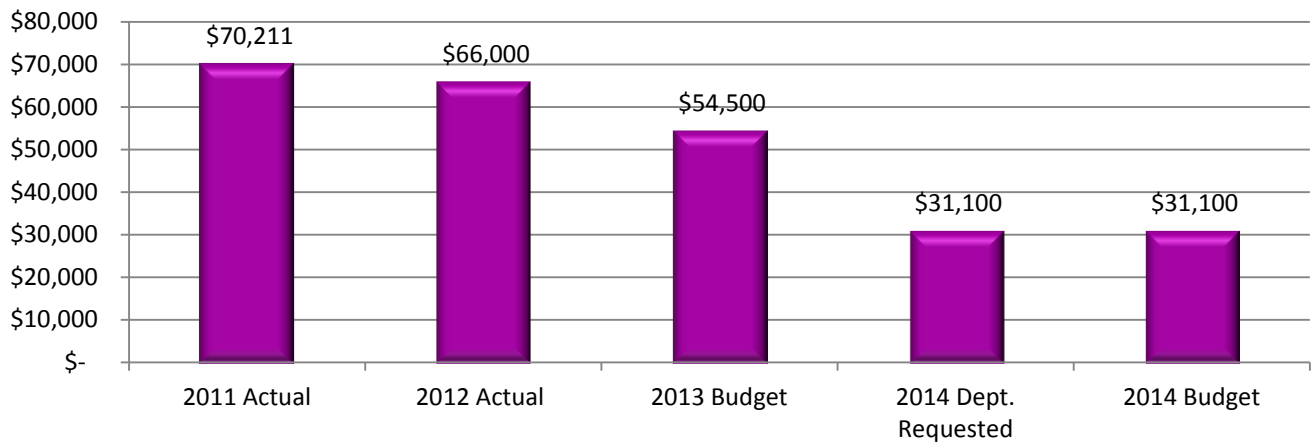
## PUBLIC ELECTIONS



Revenue History

	2011 <u>ACTUAL</u>	2012 <u>ACTUAL</u>	2013 <u>BUDGET</u>	2014 DEPT <u>REQUESTED</u>	2014 <u>BUDGET</u>
CHARGES/FEES	70,211	66,000	54,500	31,100	31,100
<b>TOTAL PROGRAM COST</b>	\$70,211	\$66,000	\$54,500	\$31,100	\$31,100

**PUBLIC ELECTIONS**



Strategic Outcomes

<u>Indicator</u>	2009 <u>Actual</u>	2010 <u>Actual</u>	2011 <u>Actual</u>	2012 <u>Actual</u>	2013 <u>Target</u>	2014 <u>Target</u>
Number of elections held per year	4	4	4	5	5	4



Other Key Indicators

Indicator	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Target	2014 Target
Total number of elected office positions on the ballot(including nominations from primary elections)	620	43	424	45	620	500
Total number of candidates(filings) appearing on the ballot	559	56	387	60	559	400
Total number of ballot issues	20	15	23	5	20	15
Total number of voter registrations processed by the County Elections Department	10,077	5,773	8,093	5,000	12,000	10,000
Election Director	1	1	1	1	1	1
Assistant (part-time employee shared with Jury)	.375	.375	.375	.375	.375	.375
Voter registrations processed by the PT Assistant shared w/ Jury	10,077	5,773	8,093	5,000	12,000	10,000

# Register of Deeds

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## Activities

The register of deeds office is responsible for recording all documents pertaining to real estate in the county. These recordings become permanent record of the history of ownership of all real estate in the county. Recordings include deeds, mortgages, discharges, assignments, death certificates, court orders, tax liens, releases, leases, affidavits, land contract and other miscellaneous documents. We also are responsible for collecting state and county transfer tax. Additionally, plats, condominiums, corners and surveys are recorded. Service includes searches of state and federal tax liens and providing copies and certified copies of documents (for a fee). We also help customers search our records by either name or legal description.

## Strategic Plan Impact

- ✓ **Mandated Service**  
The registering of deeds and maintenance of land records is a mandated function of county government.
- ✓ **Economic Development**  
The maintenance and transfer of property records supports the economic development vision to promote a diverse and vibrant economy.

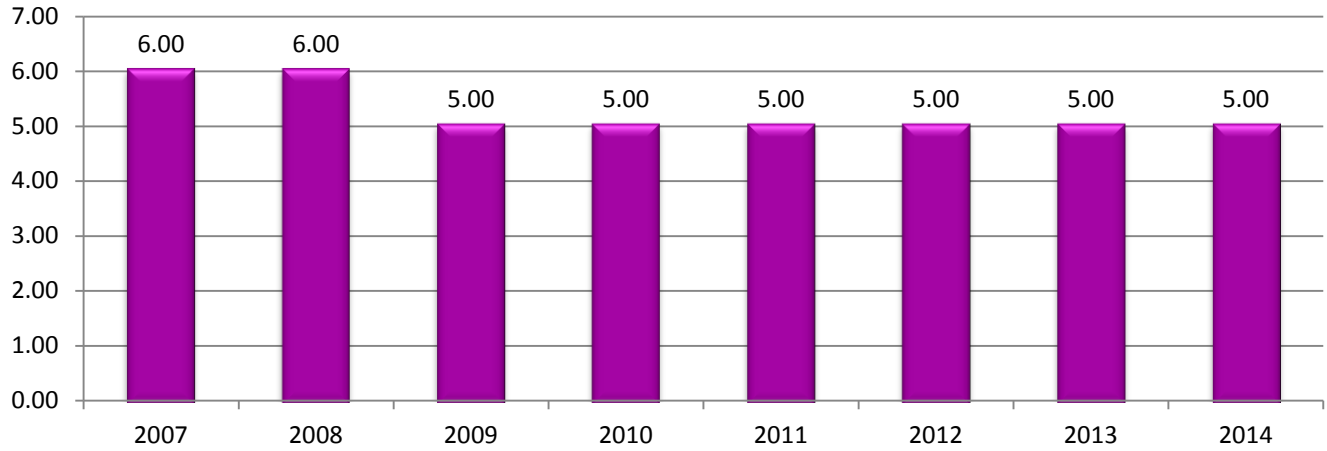
## Accomplishments

- ✓ All three departments on the 2<sup>nd</sup> floor, along with IT, worked together on the setup and installation of a Kiosk module to direct customers to correct departments on the 2<sup>nd</sup> floor. With this we have a Q-Flow System which allows us to keep track of the number of customers and services we have provided for future benchmarking.
- ✓ A computerized Grantor/Grantee search from 1964 back to 1800's. Scanned and uploaded over 88,000 historical images with the ability to print these images online using a credit card. This will help preserve historical books and be a means of disaster recovery.
- ✓ E-recording of the Treasurer's foreclosure documents. Our goal is to begin accepting E-recordings from outside sources such as Banking Institutions, Attorneys, and Title Companies.
- ✓ With the combination of the County Clerk and Register of Deeds offices, elected officials and staff worked together to make a smooth transition.

## Budget Adjustments



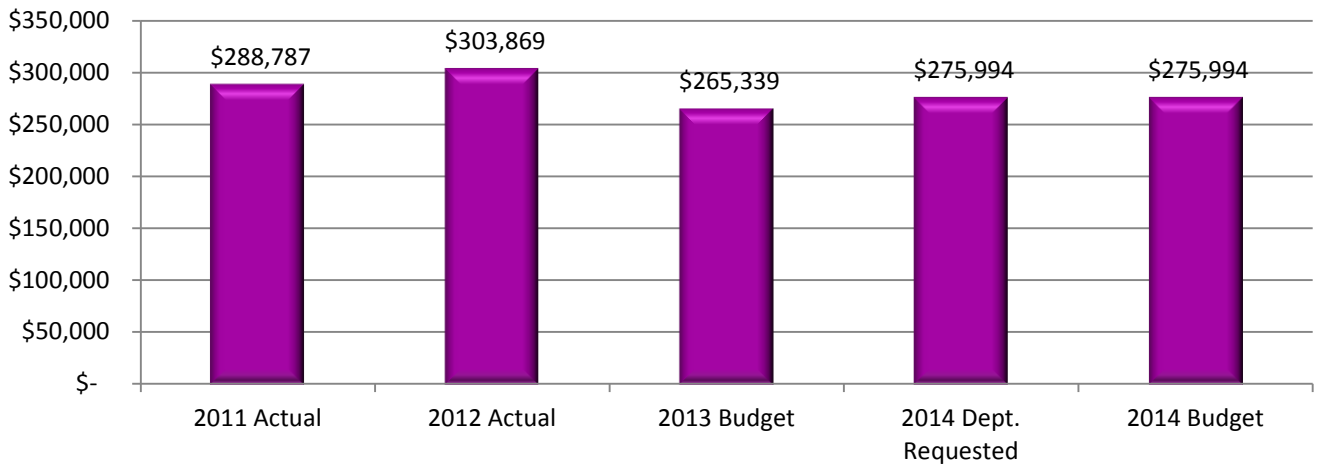
### Register of Deeds FTE History



### Expenditure History

	2011 <u>ACTUAL</u>	2012 <u>ACTUAL</u>	2013 <u>BUDGET</u>	2014 DEPT <u>REQUESTED</u>	2014 <u>BUDGET</u>
PERSONNEL SERVICES	277,909	292,759	255,224	263,979	263,979
SUPPLIES & MATERIALS	6,011	5,063	4,650	5,550	5,550
CONTRACT SERVICES	4,201	5,312	4,485	5,485	5,485
OTHER EXPENSES	666	735	980	980	980
<b>TOTAL PROGRAM COST</b>	<b>\$288,787</b>	<b>\$303,869</b>	<b>\$265,339</b>	<b>\$275,994</b>	<b>\$275,994</b>

### REGISTER OF DEEDS

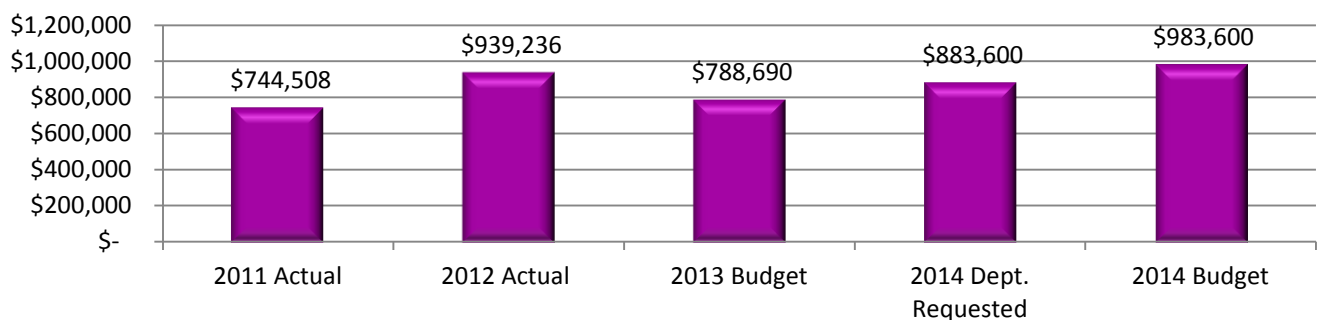


# County Clerk/Register of Deeds

## Revenue History

	2011 <u>ACTUAL</u>	2012 <u>ACTUAL</u>	2013 <u>BUDGET</u>	2014 DEPT <u>REQUESTED</u>	2014 <u>BUDGET</u>
CHARGES/FEES	532,155	643,704	567,090	622,000	692,000
OTHER REVENUE	1,978	1,450	1,600	1,600	1,600
TAXES	210,375	294,082	220,000	260,000	290,000
<b>TOTAL PROGRAM COST</b>	\$744,508	\$939,236	\$788,690	\$883,600	\$983,600

## REGISTER OF DEEDS



## Strategic Outcomes

<u>Indicator</u>	2009 <u>Actual</u>	2010 <u>Actual</u>	2011 <u>Actual</u>	2012 <u>Actual</u>	2013 <u>Target</u>	2014 <u>Target</u>
Total number of documents recorded	28,939	27,801	26,657	32,093	32,000	32,500
Total number of documents rejected	1,768	1,461	1,535	1,955	1,500	1,500

## Other Key Indicators

<u>Indicator</u>	2009 <u>Actual</u>	2010 <u>Actual</u>	2011 <u>Actual</u>	2012 <u>Actual</u>	2013 <u>Target</u>	2014 <u>Target</u>
Total number of documents received-recorded and rejected	30,707	29,262	28,192	34,045	33,500	34,000
Total number of documents verified	28,939	27,801	26,657	32,093	32,000	32,500
Per Employee- recording and rejecting documents	15,353	9,754	9,397	11,348	11,166	11,333
Per Employee -verifying documents	28,939	27,801	26,657	32,093	32,000	32,500
Recording	same day	same day	same day	same day	same day	Same day

