



Clerk
00100.891.

Mission Statement

To ensure timely and accurate records for the Superior Court and to provide efficient, courteous, and professional service to Court staff and other customers.

Function

The County Clerk is an appointed department head created by the Clallam County Home Rule charter. The Clerk is the official keeper of the record, both administrative and financial for the Superior court. The Clerk certifies and copies court documents and other written instruments and prepares monthly statistical reports for the local judiciary. All financial transactions of the Superior Court are administered by the Clerk's office including court ordered trust funds, civil judgments, adult felony, and juvenile legal financial obligations. The Clerk performs jury administration for Superior Court, appeals, collection of legal financial obligations, process court orders, clerk courtroom, enter data into databases, maintains exhibits and search warrants.

Trends/Events

1. Case counts appear to be low due to the COVID-19 pandemic, it's expected that once this passes the civil and criminal filings will increase rapidly and may cause a backlog of cases in the courts and an increased workload for the Clerk's Office.
2. Clerk staff have made a huge dent in verification of Superior Court records. We have been able to create additional space for more recent case filings.
3. Legislature provided funding, through AOC is coming to an end in 2021. Under E2SHB 1783, non-restitution, criminal LFO's no longer accrue interest. The purpose of this grant was to mitigate the loss of interest revenue that would have been received from those legal financial obligations.

Goals

1. To improve the quality and perception of justice in Clallam County by identifying deficiencies in and implementing measures to improve: expedition and timeliness; equality, fairness, and integrity; accountability; public trust and confidence.
2. Identify more services or better ways of serving our customers.
3. Utilize computerized imaging versus paper files for courtroom and other activities.
4. Continue to develop/update department policies and procedures.
5. Develop an improved process for collection of court imposed criminal financial obligations.

Workload Indicators

	2018 Actual	2019 Actual	6/30/20 Actual
Criminal case filings	548	553	213
Civil case filings	1,156	1,036	388
Domestic case filings	446	443	201
Mental Illness case filings	134	133	78
Probate/Guardianship case filings	438	491	253
Adoption/Paternity case filings	82	82	50

Grant Funding Sources

This fund receives grant revenue from the following agencies:

1. Federal Department of Health and Human Services for Child Support Enforcement
2. State Department of Social and Health Services for Child Support Enforcement

Revenues

	2018 Actual	2019 Actual	6/30/20 Actual	2021 Budget
Taxes	0	0	0	0
Licenses and Permits	0	0	0	0
Intergovernmental Revenues	95,067	63,862	38,970	62,050
Charges for Goods and Services	211,812	220,353	81,627	215,850
Fines and Forfeits	51,113	27,291	8,526	40,540
Miscellaneous Revenues	4,417	6,079	1,174	1,451
Other Financing Sources	0	0	0	0
Transfers In	0	0	0	0
General Tax Support	482,728	508,186	298,681	611,284
Total	\$845,137	\$825,771	\$428,978	\$931,175

Expenditures

	2018 Actual	2019 Actual	6/30/20 Actual	2021 Budget
Salaries and Wages	536,617	505,831	261,637	578,815
Personnel Benefits	241,762	248,629	127,132	289,320
Supplies	15,876	11,718	3,004	14,000
Other Services and Charges	41,192	42,719	37,205	49,040
Intergovernmental Services	0	0	0	0
Capital Outlays	9,690	16,874	0	0
Interfund Payments for Services	0	0	0	0
Transfers Out	0	0	0	0
Total	\$845,137	\$825,771	\$428,978	\$931,175

Staffing

	2018 Budget	2019 Budget	2020 Budget	2021 Budget
Full Time Equivalents	11.50	11.50	11.50	11.50