

**County Clerk
Measures (FY 2012)**

Department Purpose	The County Clerk is the Local Registrar for recording all birth and death certificates, Official Bond Records, Military Discharge Records, ad other miscellaneous records. The County Clerk is responsible for legal instruments which include real and personal property, bonds, plats, marks and brands, assumed names, marriage licenses, deputation records, issuance of bail bond checks, beer and wine hearings, safekeeping of wills, and Commisioners Court Minutes. This office is the custodian of the trust fund records. The County Clerk is also responsible for Probate/Mental, Treasury, County Court at Law Clerks, Land, and Vitals.
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	Major Program	Goals & Objectives	Measures	FY 2008	FY 2009	FY 2010	FY 2011	Actuals Q1	Actuals Q2	Actuals Q3	Actuals Q4	FINAL	Comments/ Footnotes/ Statutory Authority
	Land	Consistently meet or exceed the statutory requirements of 3 days by completing in 2 or fewer days.	Land Documents Filed	154,237	151,352	139,703	143,398	36,337	0	0	0	36,337	
			Plats Filed	454	352	242	272	71	0	0	0	71	
		Related directly to Countywide goal	1 To provide quality public services in a cost-effective manner.	Actuals				Oct Nov Dec	Jan Feb Mar	Apr May Jun	Jul Aug Sep		
			Abandonment		557	581	643	132	0	0	0	132	
			Birth Certificates Recorded	10,057	12,037	11,483	12,078	2,922	0	0	0	2,922	
			Birth Certificates Certified & Issued	20,935	19,034	19,021	18,392	3,565	0	0	0	3,565	
			Death Certificates Recorded	2,346	2,683	3,350	3,294	900	0	0	0	900	
			Death Certificates Certified &	26,910	19,357	16,215	8,074	480	0	0	0	480	
			Fetal Deaths Recorded	35	51	41	47	15	0	0	0	15	
			Informal Marriage		157	134	148	35	0	0	0	35	

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	Vitals	Meet the requirement of filing birth certificates and death certificates within 10 days of the event. Complete within 5 days. Complete filings within 30 days of the event. File within 3 days of receipt.	Marriage License Issued	4,964	4,967	5,107	5,101	1,300	0	0	0	1,300	
			Marriage License Certified & Issued	2,527	2,707	3,130	3,098	518	0	0	0	518	
			Assumed Names	9,151	8,548	8,700	8,996	1,906	0	0	0	1,906	
			Cattle Brands	12	16	21	72	42	0	0	0	42	
			Trustee Notices	6,818	8,541	9,451	8,234	1,943	0	0	0	1,943	
			DD214	65	111	98	111	19	0	0	0	19	
			Beer & Wine Hearings	673	1,099	775	819	149	0	0	0	149	
			Searches		41	40	40	6	0	0	0	6	
			Official Bonds		92	45	220	123	0	0	0	123	
		Related directly to Countywide goal	1 To provide quality public services in a cost-effective manner.	Actuals				Oct Nov Dec	Jan Feb Mar	Apr May Jun	Jul Aug Sep		
	Minutes	Provide a complete and accurate summary of the Commissioners Court within 3 days.	Commissioners Court Summarized	47	0	0	0					0	
		Related directly to Countywide goal	5 To continue the development of technology that enhances operations.	Actuals				Oct Nov Dec	Jan Feb Mar	Apr May Jun	Jul Aug Sep		

**County Clerk - County Court at Law
Measures (FY 2012)**

Department Purpose	To provide appropriate levels of support and efficient service to the public for all the County Courts that conduct trials for civil suits up to \$100,000 and criminal misdemeanor classes A&B.
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	Major Program	Goals & Objectives	Measures	FY 2008	FY 2009	FY 2010	FY 2011	Actuals Q1	Actuals Q2	Actuals Q3	Actuals Q4	FINAL	Comments/ Footnotes/ Statutory Authority
	Criminal	Balance all monies received by 5:00 pm each business day. Accurately manage and report the flow of criminal cases filed and disposed in County Courts at Law	Criminal Cases Filed	8,523	7,986	7,684	7,499	1,767	0	0	0	1,767	
			Criminal Cases Disposed	11,069	11,906	11,135	9,142	10,266	0	0	0	10,266	
		Related directly to Countywide goal	1 To provide quality public services in a cost-effective manner.	Actuals									
		Related directly to Countywide goal	3 To support fair and efficient administration of justice.					Oct Nov Dec	Jan Feb Mar	Apr May Jun	Jul Aug Sep		
	Civil	Balance all monies received by 5:00 pm each business day. Accurately manage and report the flow of criminal cases filed and disposed in County Courts at Law	Civil Cases Filed	5,052	4,368	4,720	4,332	1,105	0	0	0	1,105	
			Civil Cases Disposed	4,579	4,715	4,503	5,016	1,155	0	0	0	1,155	
		Related directly to Countywide goal	1 To provide quality public services in a cost-effective manner.	Actuals									
		Related directly to Countywide goal	3 To support fair and efficient administration of justice.					Oct Nov Dec	Jan Feb Mar	Apr May Jun	Jul Aug Sep		

**County Clerk-Probate Mental
Measures (FY 2012)**

Department Purpose	To file and properly maintain Probate cases and cases of involuntary commitments as related to specific individuals in Collin County. The County Clerk combined Mental Commitments and the Probate Clerks during FY07 to form this program, capturing previously untapped efficiencies and allowing more supervisor involvement.
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	Major Program	Goals & Objectives	Measures	FY 2008	FY 2009	FY 2010	FY 2011	Actuals Q1	Actuals Q2	Actuals Q3	Actuals Q4	FINAL	Comments/ Footnotes/ Statutory Authority
	Mental - Document Preparation	Consistently meet requirements set by statute. Documents prepared & patient	Mental Documents Prepared	13,853	15,322	40,187	40,777	9,262	0	0	0	9,262	
		Related directly to Countywide goal	3 To support fair and efficient administration of justice.	Actuals									
		Related directly to Countywide goal	4 To promote & protect public health throughout the county.					Oct Nov Dec	Jan Feb Mar	Apr May Jun	Jul Aug Sep		
	Mental - Filing Case Detail	Consistently meet statute requirement of 24 hours to issue.	Mental Cases Filed	976	988	1,086	1,117	251	0	0	0	251	
		Related directly to Countywide goal	3 To support fair and efficient administration of justice.	Actuals									
		Related directly to Countywide goal	4 To promote & protect public health throughout the county.					Oct Nov Dec	Jan Feb Mar	Apr May Jun	Jul Aug Sep		

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	Mental - File Review	Consistently meet requirements for case review. Cases are reviewed the same morning of hearings, where the requirement is to be reviewed within 1 day after hearing.	Mental File Reviews	6,979	6,607	27,766	16,070	3,034	0	0	0	3,034	
		Related directly to Countywide goal	3 To support fair and efficient administration of justice.	Actuals									
		Related directly to Countywide goal	4 To promote & protect public health throughout the county.					Oct Nov Dec	Jan Feb Mar	Apr May Jun	Jul Aug Sep		
	Probate/Guardianships- Document Preparation	Consistently meet statutory requirements for document preparation. These documents are prepared within 1 business day of receipt.	Probate Documents Prepared	30,223	36,147	50,452	60,834	16,566	0	0	0	16,566	
			Guardianship Documents Prepared	8,979	11,592	21,322	26,967	8,222	0	0	0	8,222	
		Related directly to Countywide goal	3 To support fair and efficient administration of justice.	Actuals				Oct Nov Dec	Jan Feb Mar	Apr May Jun	Jul Aug Sep		

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	Probate/Guardianships - Case File Detail	Consistently meet statutory requirement of case filings, to be completed within 2 days.	Probate Cases Filed	1,001	1,188	1,231	1,211	269	0	0	0	269	
			Guardianships Filed	148	159	176	153	52	0	0	0	52	
		Related directly to Countywide goal	3 To support fair and efficient administration of justice.	Actuals				Oct Nov Dec	Jan Feb Mar	Apr May Jun	Jul Aug Sep		
	Probate/Guardianships-File Review	Consistently meet requirements for case review. Case reviewed 1 day prior to hearing & 1 day following Court hearing in both Probate and Guardianship cases.	Probate Reviewed	11,869	12,205	14,558	15,746	3,437	0	0	0	3,437	
			Guardianships Reviewed	3,980	4,753	6,891	7,262	1,617	0	0	0	1,617	
		Related directly to Countywide goal	3 To support fair and efficient administration of justice.	Actuals				Oct Nov Dec	Jan Feb Mar	Apr May Jun	Jul Aug Sep		

**County Clerk - Treasury
Measures (FY 2012)**

Department Purpose		To properly invoice and perform the accounting of all monies due the County and to keep records of services rendered.											
	Major Program	Goals & Objectives	Measures	FY 2008	FY 2009	FY 2010	FY 2011	Actuals Q1	Actuals Q2	Actuals Q3	Actuals Q4	FINAL	Comments/ Footnotes/ Statutory Authority
	Bank Coordination/Accounts Receivable	Record, receipt and deposit monies or will transfer. Record & balance all disbursements issued by Collin County bank accounts	Fee Account Deposits		\$11,829,735	\$11,429,011	\$11,621,802	\$2,833,380	\$0	\$0	\$0	\$2,833,380	
		Properly invoice Comm County cities, ISD and other customers for services provided by Collin county	Cash Bond Received		\$2,433	\$2,199,525	\$1,877,932	\$471,845	\$0	\$0	\$0	\$471,845	
			Cash Bond Release Ck. Written		\$3,367	\$2,348,273	\$1,935,686	\$411,858	\$0	\$0	\$0	\$411,858	
		Related directly to Countywide goal	1 To provide quality public services in a cost-effective manner.	Actuals				Oct Nov Dec	Jan Feb Mar	Apr May Jun	Jul Aug Sep		
	Check Distribution	Payroll checks stuffed, sorted and available for pickup @7:30 on designated pay periods. A/P checks available or mailed at time of Commissioners Court approval. Jury checks stuffed, zip sort, mailed within 2 days of printing.	Checks Distributed	116,301	100,023	97,980	94,474	21,520	0	0	0	\$115,994	
		Related directly to Countywide goal	1 To provide quality public services in a cost-effective manner.	Actuals				Oct Nov Dec	Jan Feb Mar	Apr May Jun	Jul Aug Sep		