

**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 Commissioners 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
	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	37,368	41,348	44,310	159,363	
		Plats Filed	454	352	242	272	71	67	90	74	302	
		Abandonment		557	581	643	132	187	125	148	592	
		Birth Certificates Recorded	10,057	12,037	11,483	12,078	2,922	3,100	3,080	3,237	12,339	
		Birth Certificates Certified & Issued	20,935	19,034	19,021	18,392	3,565	5,048	5,494	5,360	19,467	
		Death Certificates Recorded	2,346	2,683	3,350	3,294	900	956	857	959	3,672	
		Death Certificates Certified &	26,910	19,357	16,215	8,074	480	470	1,114	1,348	3,412	
		Fetal Deaths Recorded	35	51	41	47	15	4	8	17	44	
		Informal Marriage		157	134	148	35	47	42	30	154	

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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	Marriage License Issued	4,964	4,967	5,107	5,101	1,300	1,098	1,598	1,221	5,217	
		Marriage License Certified & Issued	Marriage License Certified & Issued	2,527	2,707	3,130	3,098	518	611	1,045	998	3,172	
		Assumed Names	Assumed Names	9,151	8,548	8,700	8,996	1,906	2,336	1,987	1,959	8,188	
		Cattle Brands	Cattle Brands	12	16	21	72	57	66	6	4	133	
		Trustee Notices	Trustee Notices	6,818	8,541	9,451	8,234	1,943	1,809	1,827	1,543	7,122	
		DD214	DD214	65	111	98	111	19	21	38	45	123	
		Beer & Wine Hearings	Beer & Wine Hearings	673	1,099	775	819	149	133	114	83	479	
		Searches	Searches		41	40	40	6	8	13	7	34	
	Minutes	Provide a complete and accurate summary of the Commissioners Court within 3 days.	Commissioners Court Summarized	47	0	0	0					0	

**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.											
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	2,059	1,931	1,868	7,625	
		Criminal Cases Disposed	11,069	11,906	11,135	9,142	2,764	2,576	3,055	2,436	10,831	
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	1,110	979	1,056	4,250	
		Civil Cases Disposed	4,579	4,715	4,503	5,016	1,155	1,293	1,169	1,148	4,765	

**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.											
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 served within 24 hours.	Mental Documents Prepared	13,853	15,322	40,187	40,777	9,262	9,282	9,232	9,629	37,405	
Mental - Filing Case Detail	Consistently meet statute requirement of 24 hours to issue. Complete Order of Protective Custody within 2 hours of receipt from Hospital.	Mental Cases Filed	976	988	1,086	1,117	251	262	255	240	1,008	

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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	3,190	3,552	3,054	12,830	
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	16,730	17,518	16,600	67,414	
		Guardianship Documents Prepared	8,979	11,592	21,322	26,967	8,222	8,158	10,430	7,139	33,949	

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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	299	290	313	1,171		
		Guardianships Filed	148	159	176	153	52	39	49	48	188		
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	3,645	3,773	3,224	14,079		
		Guardianships Reviewed	3,980	4,753	6,891	7,262	1,617	1,736	2,042	1,376	6,771		

**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	\$3,062,396	\$3,113,490	\$3,166,138	\$12,175,403	
	Properly invoice Collin County cities, ISD and other customers for services provided by Collin county	Cash Bond Received		\$2,433	\$2,199,525	\$1,877,932	\$471,565	\$414,152	\$500,911	\$424,658	\$1,811,286	
		Cash Bond Release Ck. Written		\$3,367	\$2,348,273	\$1,935,686	\$411,858	\$400,141	\$436,907	\$410,007	\$1,658,914	
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	22,739	20,665	23,833	13,447	\$80,684	