

**County Clerk
Measures (FY 2013)**

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 2009	FY 2010	FY 2011	FY 2012	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	151,352	139,703	143,398	159,363	43,775	41,841	48,900	45,706	180,222		
		Plats Filed	352	242	272	302	96	86	113	86	381		
		Abandonment	557	581	643	592	128	174	123	136	561		
		Birth Certificates Recorded	12,037	11,483	12,078	12,339	3,199	3,011	3,240	3,374	12,824		
		Birth Certificates Certified & Issued	19,034	19,021	18,392	19,467	3,964	5,349	5,911	5,557	20,781		
		Death Certificates Recorded	2,683	3,350	3,294	3,672	939	938	995	977	3,849		
		Death Certificates Certified & Issued	19,357	16,215	8,074	3,412	1,392	1,419	1,403	1,522	5,736		
		Fetal Deaths Recorded	51	41	47	44	9	9	14	23	55		
		Informal Marriage	157	134	148	154	59	29	35	40	163		

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Vitals	<i>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.</i>	Marriage License Issued	4,967	5,107	5,101	5,217	1,361	1,053	1,454	1,413	5,281		
		Marriage License Certified & Issued	2,707	3,130	3,098	3,172	815	917	1,083	1,038	3,853		
		Assumed Names	8,548	8,700	8,996	8,188	1,744	2,082	1,999	1,936	7,761		
		Cattle Brands	16	21	72	133	3	10	4	6	23		
		Trustee Notices	8,541	9,451	8,234	7,122	1,214	846	1,046	823	3,929		
		DD214	111	98	111	123	57	67	69	96	289		
		Beer & Wine Hearings	1,099	775	819	479	108	61	305	305	779		
		Searches	41	40	40	34	9	10	12	14	45		
		Official Bonds	92	45	220	163	24	126	25	17	192		

**County Clerk - County Court at Law
Measures (FY 2013)**

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 2009	FY 2010	FY 2011	FY 2012	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	7,986	7,684	7,499	7,625	1,819	2,107	1,715	2,093	7,734	
			Criminal Cases Disposed	11,906	11,135	9,142	10,831	2,372	2,451	2,404	2,482	9,709	
	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	4,368	4,720	4,332	4,250	1,050	963	944	936	3,893	
			Civil Cases Disposed	4,715	4,503	5,016	4,765	1,089	1,110	1,001	1,084	4,284	

**County Clerk-Probate Mental
Measures (FY 2013)**

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 2009	FY 2010	FY 2011	FY 2012	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	15,322	40,187	40,777	37,405	7,978	8,377	9,162	9,478	34,995	
	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	988	1,086	1,117	1,008	213	291	286	296	1,086	

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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	6,607	27,766	16,070	12,830	2,690	2,957	2,838	3,186	11,671	
Probate/Guardianship- Document Preparation		Consistently meet statutory requirements for document preparation. These documents are prepared within 1 business day of receipt.	Probate Documents Prepared	36,147	50,452	60,834	67,414	18,933	22,549	25,057	23,916	90,455	
			Guardianship Documents Prepared	11,592	21,322	26,967	33,949	7,023	8,646	9,993	9,312	34,974	

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Probate/Guardianships - Case File Detail	<i>Consistently meet statutory requirement of case filings, to be completed within 2 days.</i>	Probate Cases Filed	1,188	1,231	1,211	1,171	313	368	370	355	1,406		
		Guardianships Filed	159	176	153	188	34	44	49	55	182		
Probate/Guardianships- File Review	<i>Consistently meet requirements for case review. Case reviewed 1 day prior to hearing & 1 day following Court hearing in both Probate and Guardianship cases.</i>	Probate Reviewed	12,205	14,558	15,746	14,079	3,379	4,240	4,305	4,066	15,990		
		Guardianships Reviewed	4,753	6,891	7,262	6,771	1,438	1,809	1,985	1,888	7,120		

**County Clerk - Treasury
Measures (FY 2013)**

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 2009	FY 2010	FY 2011	FY 2012	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	\$12,175,403	\$3,083,829	\$3,195,995	\$3,356,647	\$3,257,382	\$12,893,853	
		Properly invoice Collin County cities, ISD and other customers for services provided by Collin county.	Cash Bond Received	\$2,433,000	\$2,199,525	\$1,877,932	\$1,811,286	\$398,855	\$448,076	\$510,025	\$643,436	\$2,000,392	
			Cash Bond Release Ck. Written	\$3,367,000	\$2,348,273	\$1,935,686	\$1,658,914	\$370,398	\$417,750	\$352,000	\$410,189	\$1,550,338	
	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	100,023	97,980	94,474	80,684	23,238	19,031	25,632	19,406	87,307	