

**County Clerk
Measures (FY 2014)**

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 2010	FY 2011	FY 2012	FY 2013	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	139,703	143,398	159,363	180,222	33,750	30,226	-	-	63,976	
			Plats Filed	242	272	302	381	86	101	-	-	187	
			Abandonment	581	643	592	561	97	145	-	-	242	
			Birth Certificates Recorded	11,483	12,078	12,339	12,824	4,203	3,095	-	-	7,298	
			Birth Certificates Certified & Issued	19,021	18,392	19,467	20,781	3,717	5,201	-	-	8,918	
			Death Certificates Recorded	3,350	3,294	3,672	3,849	911	1,101	-	-	2,012	
			Death Certificates Certified & Issued	16,215	8,074	3,412	5,736	1,114	1,443	-	-	2,557	
			Fetal Deaths Recorded	41	47	44	55	13	20	-	-	33	
			Informal Marriage	134	148	154	163	56	49	-	-	105	

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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	5,107	5,101	5,217	5,281	1,360	1,197	-	-	2,557	
			Marriage License Certified & Issued	3,130	3,098	3,172	3,853	923	1,023	-	-	1,946	
			Assumed Names	8,700	8,996	8,188	7,761	1,714	2,058	-	-	3,772	
			Cattle Brands	21	72	133	23	5	6	-	-	11	
			Trustee Notices	9,451	8,234	7,122	3,929	684	578	-	-	1,262	
			DD214	98	111	123	289	62	67	-	-	129	
			Beer & Wine Hearings	775	819	479	779	238	331	-	-	569	
			Searches	40	40	34	45	7	8	-	-	15	
			Official Bonds	45	220	163	192	24	9	-	-	33	

**County Clerk - County Court at Law
Measures (FY 2014)**

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 2010	FY 2011	FY 2012	FY 2013	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	7,684	7,499	7,625	7,734	2,035	1,802	-	-	4,565	
			Criminal Cases Disposed	11,135	9,142	10,831	9,709	2,315	1,684	-	-	4,676	
	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	4,720	4,332	4,250	3,893	824	486	-	-	1,536	
			Civil Cases Disposed	4,503	5,016	4,765	4,284	898	597	-	-	1,773	

**County Clerk-Probate Mental
Measures (FY 2014)**

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 2010	FY 2011	FY 2012	FY 2013	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	40,187	40,777	37,405	34,995	8,036	8,438	-	-	16,474	
	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	1,086	1,117	1,008	1,086	255	273	-	-	528	

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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	27,766	16,070	12,830	11,671	3,112	3,018	-	-	6,130	
	Probate/Guardianships- Document Preparation	Consistently meet statutory requirements for document preparation. These documents are prepared within 1 business day of receipt.	Probate Documents Prepared	50,452	60,834	67,414	90,455	26,110	22,498	-	-	48,608	
			Guardianship Documents Prepared	21,322	26,967	33,949	34,974	9,877	9,123	-	-	19,000	

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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	1,231	1,211	1,171	1,406	346	377	-	-	723	
			Guardianships Filed	176	153	188	182	47	40	-	-	87	
	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	14,558	15,746	14,079	15,990	4,810	4,259	-	-	9,069	
			Guardianships Reviewed	6,891	7,262	6,771	7,120	2,093	1,956	-	-	4,049	

**County Clerk - Treasury
Measures (FY 2014)**

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 2010	FY 2011	FY 2012	FY 2013	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	\$ 11,429,011	\$ 11,621,802	\$ 12,175,403	\$ 12,893,853	\$ 2,572,689	\$ 2,746,290	\$ -	\$ -	\$ 5,318,979	
		Properly invoice Collin County cities, ISD and other customers for services provided by Collin county.	Cash Bond Received	\$ 2,199,525	\$ 1,877,932	\$ 1,811,286	\$ 2,000,392	\$ 517,308	\$ 503,874	\$ -	\$ -	\$ 1,021,182	
			Cash Bond Release Ck. Written	\$ 2,348,273	\$ 1,935,686	\$ 1,658,914	\$ 1,550,338	\$ 400,967	\$ 410,236	\$ -	\$ -	\$ 811,203	
	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	97,980	94,474	80,684	87,307	14,666	10,862	-	-	25,528	