

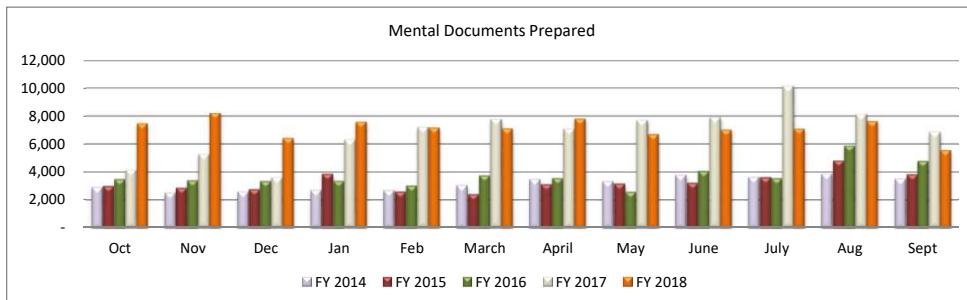
MENTAL - DOCUMENT PREPARATION

Receive all applications, motions, notices or any other paper document or item made part of the record. These shall be filed with the clerk. Accurately record and prepare case files, prepare service papers and contact deputies and hospitals to serve papers in a timely manner.

Description of measures as reported from County Clerk Probate/Mental Department-Odyssey Software System.

FY 2018 Goals & Objectives

- Consistently meet requirements set by statute. Documents prepared and patient served within 24 hours.



	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
FY 2014	2,911	2,528	2,597	2,700	2,690	3,048	3,478	3,336	3,788	3,624	3,864	3,509	38,073
FY 2015	2,992	2,871	2,760	3,870	2,598	2,422	3,120	3,170	3,212	3,622	4,830	3,828	39,295
FY 2016	3,490	3,418	3,358	3,370	3,044	3,754	3,560	2,595	4,069	3,564	5,875	4,782	44,879
FY 2017	4,149	5,262	3,598	6,326	7,203	7,768	7,078	7,707	7,893	10,143	8,120	6,865	82,112
FY 2018	7,465	8,227	6,428	7,584	7,161	7,103	7,800	6,712	7,027	7,088	7,623	5,574	85,792

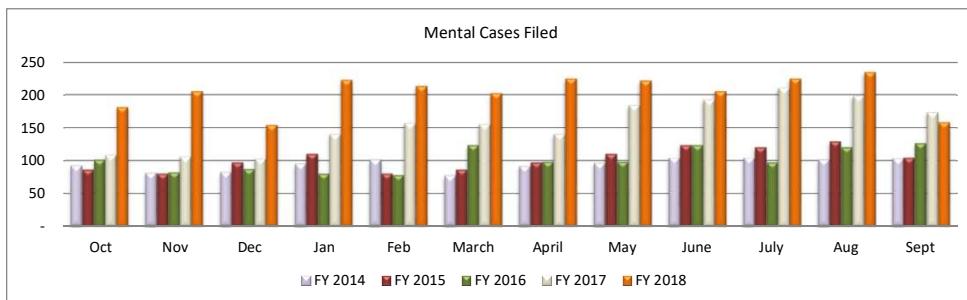
MENTAL - CASE DETAIL

Attend preliminary hearings, update files, prepare for final hearings, contact hospitals and attend final hearings.

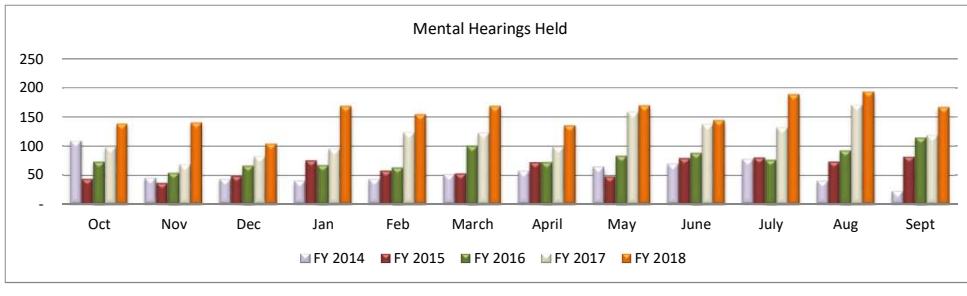
Description of measures as reported from County Clerk Probate/Mental Department-Odyssey Software System.

FY 2018 Goals & Objectives

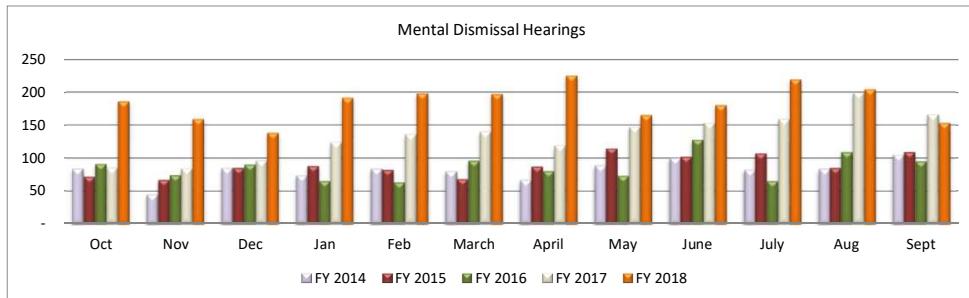
- Consistently meet statutory requirements of 24 hours to issue. Complete Order of Protective Custody within 2 hours of receipt from hospital.



	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
FY 2014	92	81	82	95	101	77	91	96	104	104	101	103	1,127
FY 2015	86	80	97	110	80	86	97	110	123	120	129	104	1,222
FY 2016	101	82	87	80	78	123	98	98	123	97	120	126	1,213
FY 2017	109	106	103	140	157	155	140	184	192	210	198	173	1,867
FY 2018	181	205	154	222	213	202	224	221	205	224	234	158	2,443



	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
FY 2014	109	45	43	40	43	51	57	64	69	77	40	22	660
FY 2015	44	37	49	75	58	53	72	48	79	80	73	82	750
FY 2016	73	54	66	67	63	100	72	83	88	76	92	114	948
FY 2017	98	68	82	95	123	122	98	158	137	131	170	118	1,400
FY 2018	138	140	104	168	154	168	135	169	144	188	193	166	1,867



	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
FY 2014	84	45	85	74	84	80	67	89	100	82	84	105	979
FY 2015	72	67	85	88	82	68	87	115	102	107	85	109	1,067
FY 2016	91	74	90	65	63	96	80	73	128	65	109	95	1,029
FY 2017	85	84	96	124	136	140	119	147	153	159	199	166	1,608
FY 2018	186	159	138	191	198	197	225	165	180	219	204	153	2,215

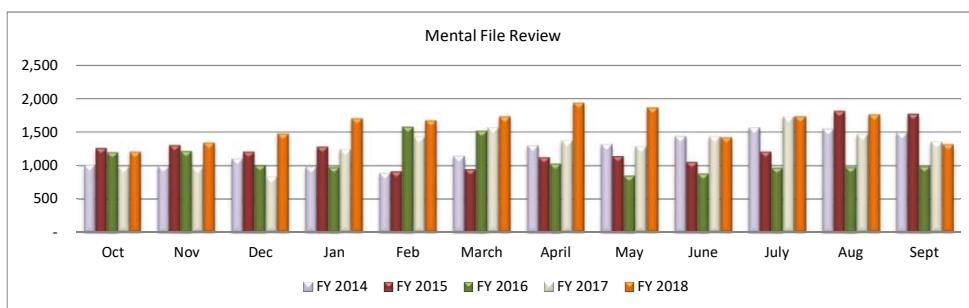
MENTAL - FILE REVIEW

Attend preliminary hearings, update files, prepare for final hearings, contact hospitals and attend final hearings. Cases must be reviewed within 1 business day after a hearing is held.

Description of measures as reported from County Clerk Probate/Mental Department-Odyssey Software System.

FY 2018 Goals & Objectives

- Consistently meet requirements for case review. Cases are reviewed the same morning hearing is held.



	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
FY 2014	1,012	993	1,107	982	890	1,146	1,301	1,320	1,440	1,571	1,550	1,492	14,804
FY 2015	1,264	1,307	1,211	1,286	916	947	1,126	1,142	1,058	1,210	1,818	1,776	15,061
FY 2016	1,200	1,218	1,008	980	1,582	1,522	1,030	851	884	970	982	991	13,218
FY 2017	988	976	831	1,243	1,433	1,570	1,376	1,286	1,436	1,734	1,470	1,356	15,699
FY 2018	1,207	1,343	1,477	1,707	1,677	1,736	1,943	1,869	1,423	1,739	1,763	1,319	19,203

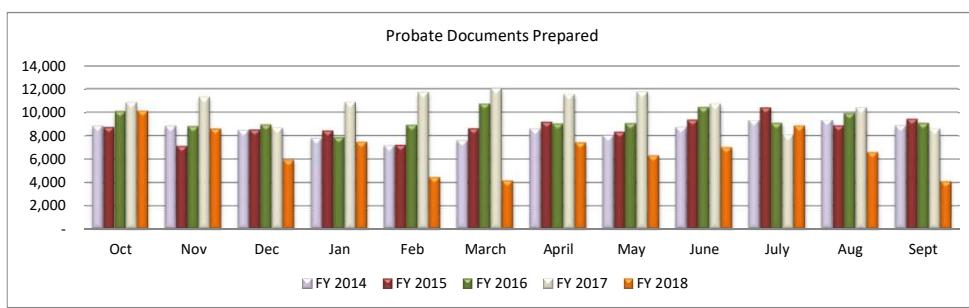
PROBATE/GUARDIANSHIPS - DOCUMENT PREPARATION

Receive all applications, file and prepare case files for hearings, prepare citations and scan.

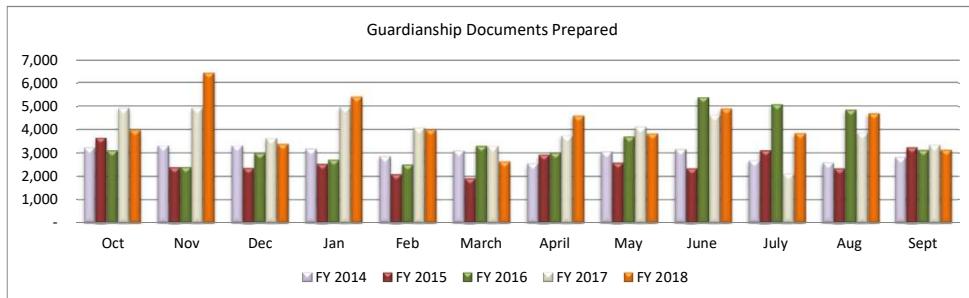
Description of measures as reported from County Clerk Probate/Mental Department-Odyssey Software System.

FY 2018 Goals & Objectives

- Consistently meet statutory requirements for document preparation. These documents are prepared within 1 business day of receipt.



	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
FY 2014	8,817	8,826	8,467	7,772	7,137	7,589	8,574	8,005	8,720	9,320	9,340	8,864	101,431
FY 2015	8,728	7,103	8,506	8,431	7,205	8,605	9,172	8,323	9,356	10,386	8,853	9,419	104,087
FY 2016	10,072	8,783	8,933	7,871	8,907	10,741	9,016	9,059	10,418	9,075	9,890	9,080	111,845
FY 2017	10,827	11,269	8,645	10,846	11,679	12,015	11,490	11,719	10,694	8,046	10,359	8,547	126,136
FY 2018	10,136	8,601	5,931	7,476	4,468	4,168	7,416	6,320	7,001	8,841	6,601	4,097	81,056



	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
FY 2014	3,231	3,321	3,325	3,170	2,852	3,101	2,556	3,056	3,160	2,675	2,584	2,815	35,846
FY 2015	3,660	2,388	2,351	5,258	2,088	1,913	2,929	2,581	2,342	3,114	2,340	3,242	31,476
FY 2016	3,117	2,404	3,007	2,718	2,508	3,310	3,020	3,705	5,395	5,074	4,845	3,132	42,235
FY 2017	4,924	4,928	3,626	4,963	4,074	3,301	3,736	4,112	4,617	2,117	3,864	3,341	47,603
FY 2018	3,996	6,431	3,394	5,411	4,002	2,644	4,600	3,832	4,903	3,856	4,695	3,139	50,903

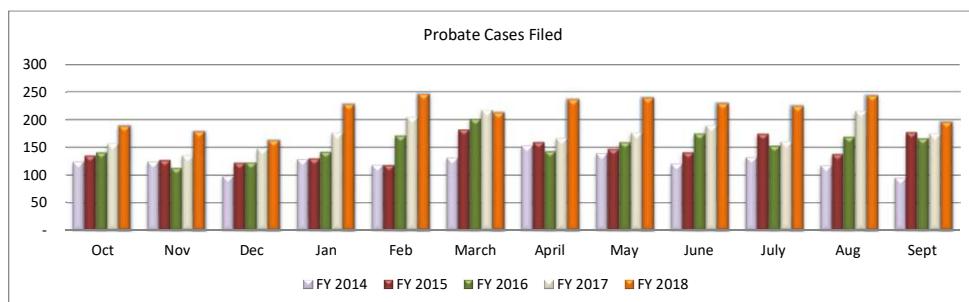
PROBATE/GUARDIANSHIPS - CASE FILE DETAIL

File all pleadings, motions, notices, briefs, proposed orders, proposed judgments, and any other paper, document or thing made a part of record that shall be filed with the clerk that are mailed by customers or E-Filed by attorneys to be added to file. Enter case information on computer into proper case file. Scan documents as filed. In Guardianship cases send Court Investigator copy of file, when we receive report from Court Investigator, we appoint Attorney Ad Litem to represent the individual. Set hearings and maintain Judges calendar. Send notices, perform record searches, issue certified and exemplified copies. Keep in contact with attorneys on hearings and reminder of any filings that need to be sent in. Scan and verify as needed.

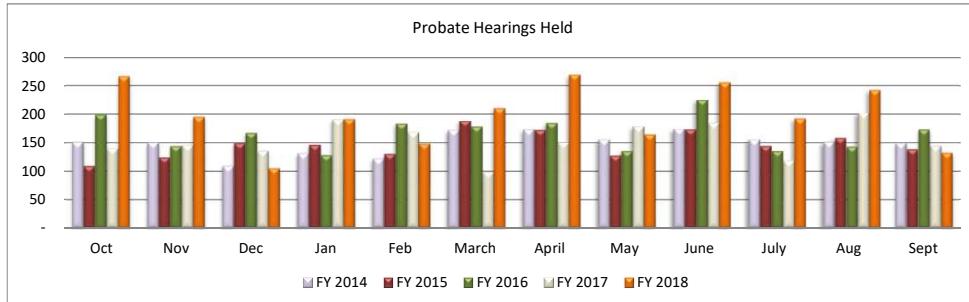
Description of measures as reported from County Clerk Probate/Mental Department-Odyssey Software System.

FY 2018 Goals & Objectives

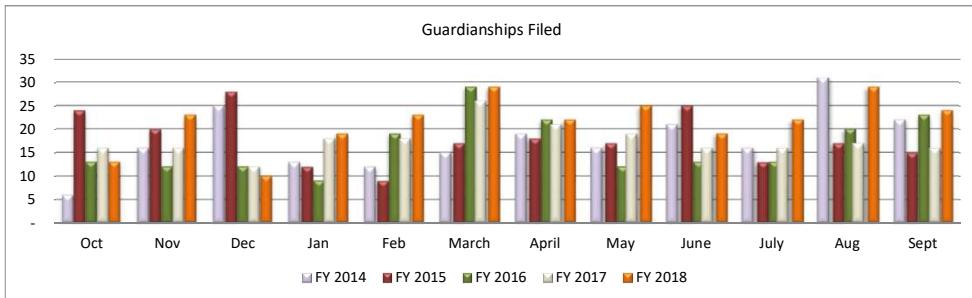
- Consistently meet statutory requirement of case filings, to be completed within 2 days and QC'ed within 2 business days.



	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
FY 2014	124	124	98	128	118	131	153	139	120	132	117	95	1,479
FY 2015	135	127	122	130	118	182	159	147	141	174	138	177	1,750
FY 2016	141	113	123	142	171	201	143	159	175	153	169	166	1,856
FY 2017	157	135	148	176	204	217	166	176	189	160	215	174	2,117
FY 2018	188	178	162	227	246	212	236	239	229	224	243	195	2,579



	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
FY 2014	151	150	109	131	122	172	173	155	174	155	151	149	1,792
FY 2015	109	124	149	146	130	188	172	127	173	144	158	138	1,758
FY 2016	199	144	167	128	183	178	184	135	225	135	143	173	1,994
FY 2017	139	145	135	190	168	98	150	178	184	118	202	144	1,851
FY 2018	266	195	105	191	148	210	269	164	255	192	242	132	2,369



	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
FY 2014	6	16	25	13	12	15	19	16	21	16	31	22	212
FY 2015	24	20	28	12	9	17	18	17	25	13	17	15	215
FY 2016	13	12	12	9	19	29	22	12	13	13	20	23	197
FY 2017	16	16	12	18	18	26	21	19	16	16	17	16	211
FY 2018	13	23	10	19	23	29	22	25	19	22	29	24	258

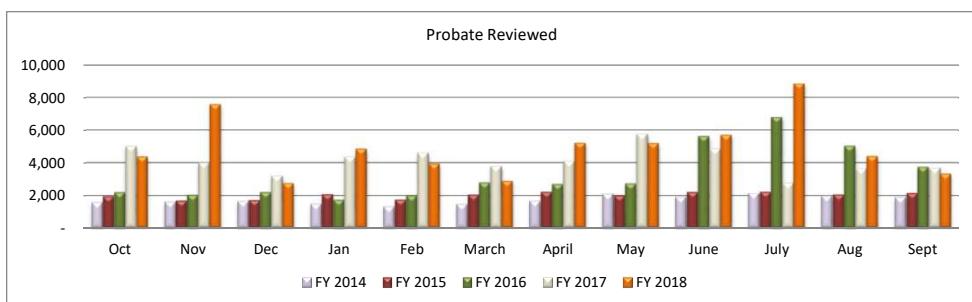
PROBATE/GUARDIANSHIPS - FILE REVIEW

Accurately accept and verify all documents. On special cases arrange for Court Reporter to be retained. After hearing, review files for orders signed by Judge. Prepare all required documents including Letters of Testamentary, Letters of Guardianship and citations. Accurately enter information in court management database. Maintain Judge's calendar for any hearing for continuance. Fax orders to Auditor for Ad Litem Pay. Send annual reports and accounting to Guardians in month in which they qualified.

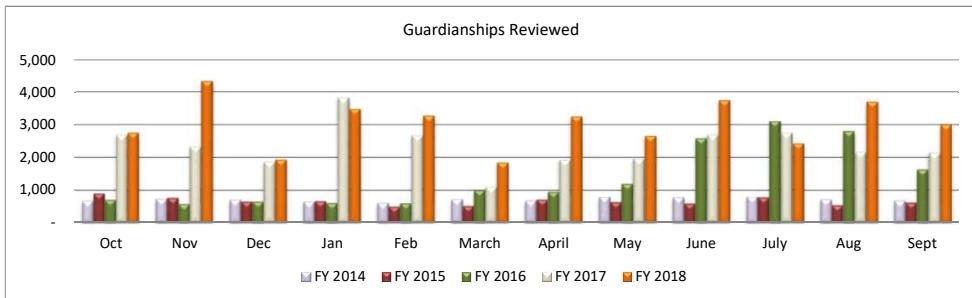
Description of measures as reported from County Clerk Probate/Mental Department-Odyssey Software System.

FY 2018 Goals & Objectives

- Consistently meet requirements for case review. Case reviewed 1 day prior to hearing and within 1 day following Court hearing in both Probate and Guardianship cases and QC'ed within 2 business days.



	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
FY 2014	1,575	1,601	1,634	1,481	1,309	1,469	1,652	2,081	1,898	2,125	1,959	1,880	20,664
FY 2015	1,932	1,664	1,700	2,050	1,721	2,032	2,209	1,986	2,198	2,208	2,042	2,134	23,876
FY 2016	2,197	2,030	2,209	1,732	1,999	2,787	2,687	2,725	5,612	6,780	5,022	3,742	39,522
FY 2017	5,001	3,989	3,174	4,353	4,602	3,766	4,078	5,745	4,835	2,747	3,629	3,653	49,572
FY 2018	4,369	7,557	2,733	4,835	3,928	2,866	5,206	5,176	5,689	8,841	4,384	3,320	58,904



	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
FY 2014	670	724	699	639	605	712	673	792	773	795	707	672	8,461
FY 2015	891	756	645	656	492	508	702	628	587	773	533	613	7,784
FY 2016	710	579	658	616	602	1,005	953	1,201	2,582	3,110	2,803	1,640	16,459
FY 2017	2,688	2,320	1,864	3,816	2,667	1,091	1,929	1,961	2,692	2,747	2,164	2,138	28,077
FY 2018	2,753	4,328	1,935	3,478	3,273	1,843	3,251	2,654	3,749	2,430	3,701	3,010	36,405