

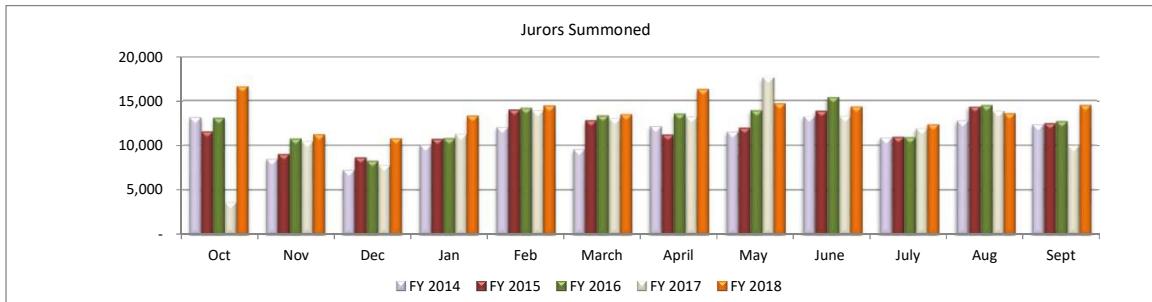
**JURY MANAGEMENT**

The District Clerk, as Jury Administrator, will promote the most efficient and expeditious use of citizens' time when they are summoned to serve as a prospective juror. In fiscal year 2015, the District Clerk's office finished implementation of a new jury system that can better meet the needs of the citizens as prospective jurors. The new system allows for prospective jurors to complete their questionnaire on-line and receive notification by text or email if their service is no longer needed. Persons who report for jury service and discharge their daily duty may be reimbursed \$6.00 for the first day of service, and reimbursed \$40.00 per day thereafter or they may donate all or a portion of their pay to the Victims Crime Fund, Child Protective Services, or a non-profit agency approved by the Commissioners Court. The County receives partial reimbursement from the State for the payment to jurors.

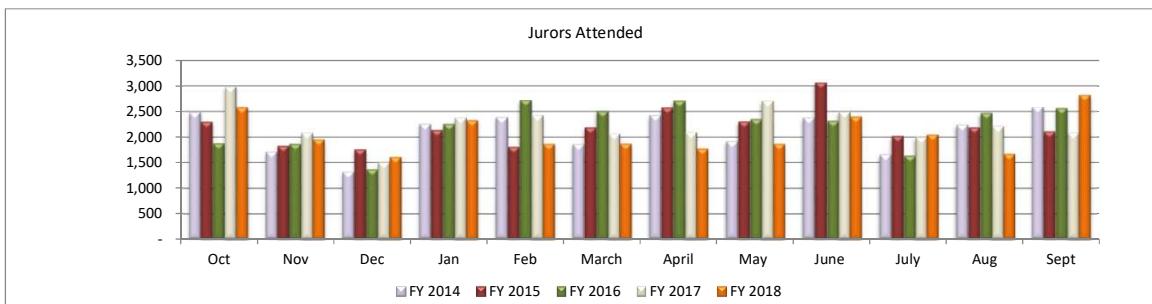
Description of measures as reported from District Clerk's Office -

**FY 2018 Goals & Objectives**

- To manage the jury process for all Collin County Courts (District, County, and JP) using the most efficient and cost-effective methods.



	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
<b>FY 2014</b>	13,122	8,471	7,266	10,029	12,002	9,566	12,110	11,499	13,267	10,839	12,751	12,312	133,234
<b>FY 2015</b>	11,560	9,043	8,665	10,737	13,978	12,791	11,202	11,959	13,852	10,946	14,351	12,459	141,543
<b>FY 2016</b>	13,080	10,785	8,308	10,821	14,182	13,323	13,556	13,928	15,390	10,922	14,479	12,697	151,471
<b>FY 2017</b>	3,622	10,419	7,795	11,256	13,881	13,001	13,210	17,601	13,244	11,885	13,835	9,977	139,726
<b>FY 2018</b>	16,606	11,226	10,786	13,303	14,440	13,467	16,282	14,679	14,333	12,339	13,563	14,496	165,520



	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
<b>FY 2014</b>	2,481	1,707	1,316	2,249	2,384	1,857	2,422	1,910	2,376	1,654	2,237	2,591	25,184
<b>FY 2015</b>	2,294	1,825	1,756	2,133	1,808	2,187	2,575	2,298	3,062	2,018	2,185	2,109	26,250
<b>FY 2016</b>	1,874	1,861	1,364	2,254	2,726	2,504	2,708	2,348	2,314	1,633	2,469	2,564	26,619
<b>FY 2017</b>	2,983	2,080	1,501	2,374	2,428	2,066	2,093	2,705	2,488	1,999	2,214	2,081	27,012
<b>FY 2018</b>	2,579	1,953	1,609	2,324	1,865	1,872	1,776	1,867	2,398	2,048	1,670	2,818	24,779

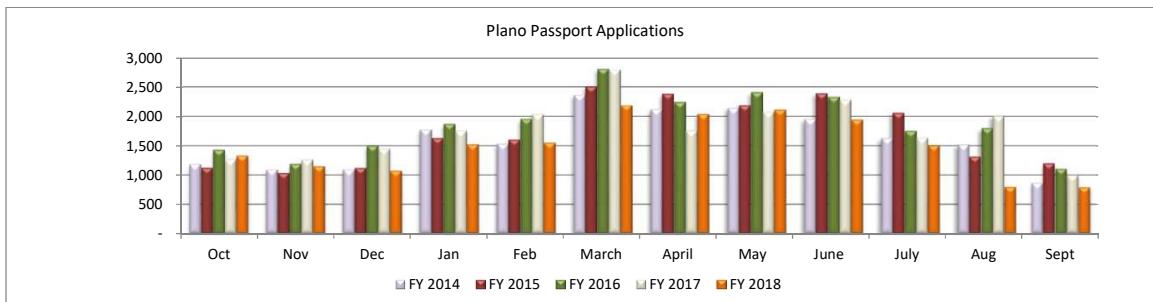
**PASSPORTS**

The District Clerk's office accepts passport applications according to the requirements set forth in the United States Code, Title 22, Chapter 4. In addition to processing an application for a U.S. passport, the District Clerk may also take passport photographs. Passport acceptance is not mandated, however, the District Clerk is the only acceptance agency in the county allowed by statute outside of the U.S. Post Offices, which are currently providing limited services in Collin County. In order to be designated as a passport acceptance agent, employees are required to pass an exam administered by the U.S. State Department and complete a six hour course annually. Passports are accepted in offices located in Plano and McKinney. Revenues received from processing passports and photographs are deposited into the county's general fund.

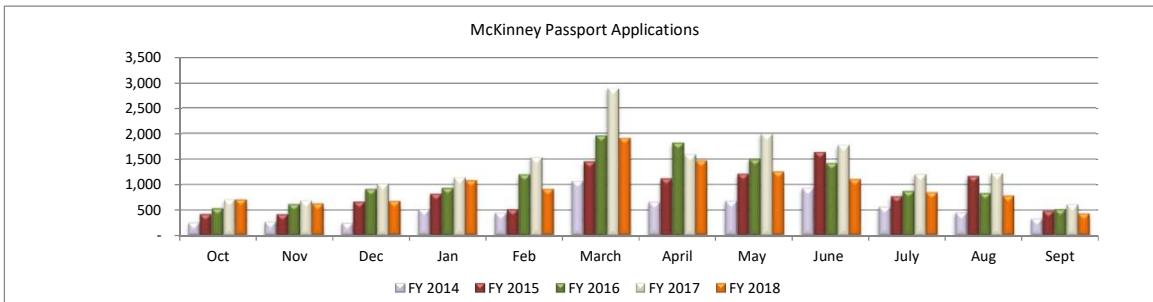
Description of measures as reported from District Clerk's Office -

**FY 2018 Goals & Objectives**

- Serve the citizens by efficiently processing passport applications according to federal regulations.



	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
<b>FY 2014</b>	1,183	1,088	1,089	1,773	1,530	2,362	2,120	2,139	1,954	1,625	1,515	861	19,239
<b>FY 2015</b>	1,130	1,040	1,124	1,635	1,609	2,508	2,385	2,189	2,393	2,061	1,320	1,203	20,597
<b>FY 2016</b>	1,427	1,186	1,496	1,869	1,952	2,806	2,242	2,408	2,327	1,749	1,794	1,101	22,357
<b>FY 2017</b>	1,267	1,261	1,446	1,751	2,033	2,794	1,755	2,073	2,277	1,630	2,006	993	21,286
<b>FY 2018</b>	1,334	1,154	1,079	1,527	1,556	2,193	2,037	2,113	1,946	1,511	804	797	18,051



	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
<b>FY 2014</b>	253	270	246	514	445	1,067	657	675	928	563	450	327	6,395
<b>FY 2015</b>	419	414	659	817	509	1,450	1,117	1,208	1,640	767	1,163	482	10,645
<b>FY 2016</b>	535	618	915	935	1,201	1,960	1,818	1,495	1,420	875	835	516	13,123
<b>FY 2017</b>	712	691	1,018	1,139	1,533	2,876	1,591	1,989	1,770	1,205	1,222	614	16,360
<b>FY 2018</b>	701	623	673	1,079	911	1,913	1,467	1,253	1,102	844	778	425	11,769

**JUVENILE**

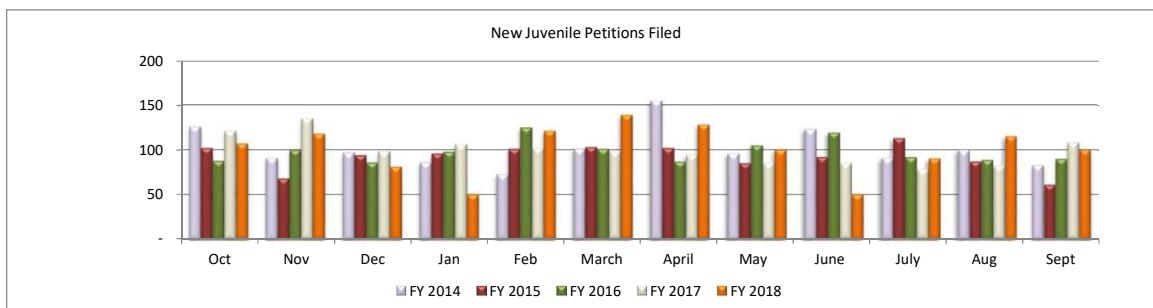
The District Clerk is statutorily responsible for maintaining the records on all juvenile cases filed in the District Court and shall provide for the confidentiality of such records. The juvenile deputy clerks shall have an understanding of the Juvenile Justice Code, Texas Penal Code, and Texas Family Code, the importance of confidentiality of such, including, but not limited to, the definitions as set forth in the code, the required time limits for such events, and proper issuance of summons, petitions and subpoenas.

Description of measures as reported from District Clerk's Office -

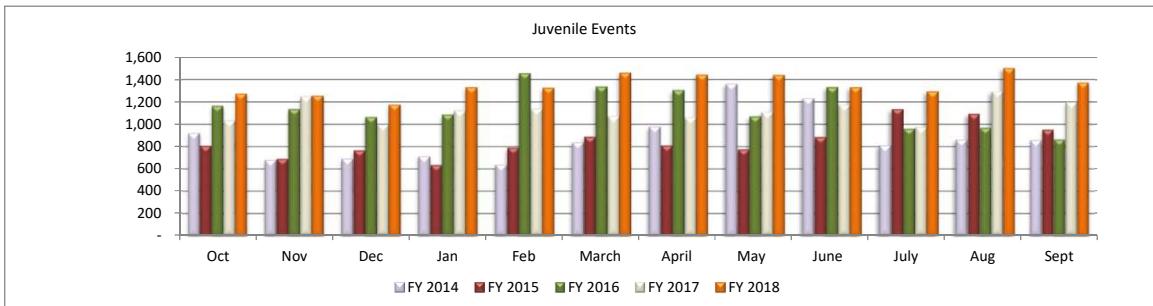
**FY 2018 Goals & Objectives**

- Filing of all juvenile cases, pleadings, documents, and accurately entering such filings into the case management system, thereby serving the courts and citizens in an efficient and timely manner.

- Provide the State of Texas, Office of Court Administration, and Texas Department of Public Safety with all required reporting.



	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
<b>FY 2014</b>	126	91	97	86	73	101	155	96	123	91	100	83	1,222
<b>FY 2015</b>	102	68	94	96	101	103	102	85	92	113	87	61	1,104
<b>FY 2016</b>	88	100	86	98	125	101	87	105	119	92	89	90	1,180
<b>FY 2017</b>	121	135	98	106	102	98	94	85	85	78	82	108	1,192
<b>FY 2018</b>	107	118	81	50	121	139	128	100	50	90	115	100	1,199



	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
<b>FY 2014</b>	921	680	692	713	638	837	979	1,361	1,231	811	862	857	10,582
<b>FY 2015</b>	805	690	765	634	790	887	809	775	885	1,136	1,093	951	10,220
<b>FY 2016</b>	1,163	1,134	1,064	1,085	1,458	1,337	1,306	1,068	1,332	958	966	860	13,731
<b>FY 2017</b>	1,033	1,248	996	1,123	1,138	1,070	1,060	1,107	1,172	971	1,293	1,197	13,408
<b>FY 2018</b>	1,275	1,255	1,175	1,332	1,327	1,461	1,444	1,440	1,331	1,294	1,503	1,373	16,210

**CRIMINAL**

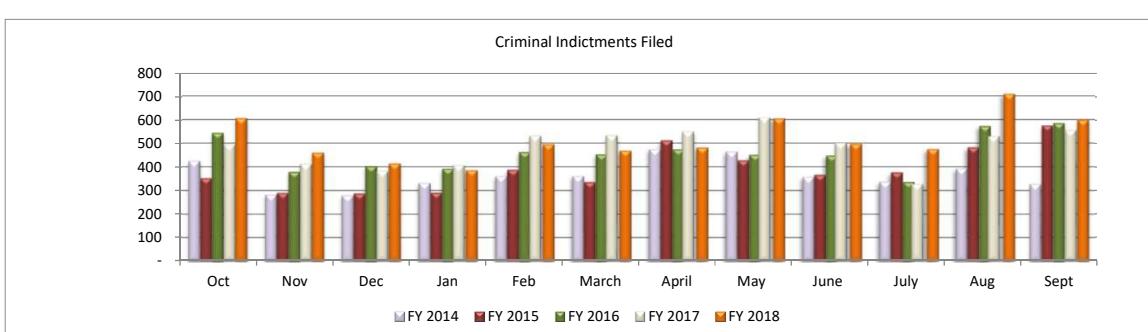
The District Clerk is statutorily responsible for all felony indictments and shall maintain an accurate record of all related documents. Indictments are received by the District Clerk from two grand juries, twice each week, during a six month term. The criminal deputy clerks shall have an understanding of the Texas Criminal Procedure Code and Rules and the Texas Penal Code as applied to the filing of an indictment, bond, judgment and any other pertinent information for the proper execution of said documents. Each clerk is responsible for the accuracy and organization of all material relating to processing a felony judgment and fulfilling all state reporting requirements.

Description of measures as reported from District Clerk's Office -

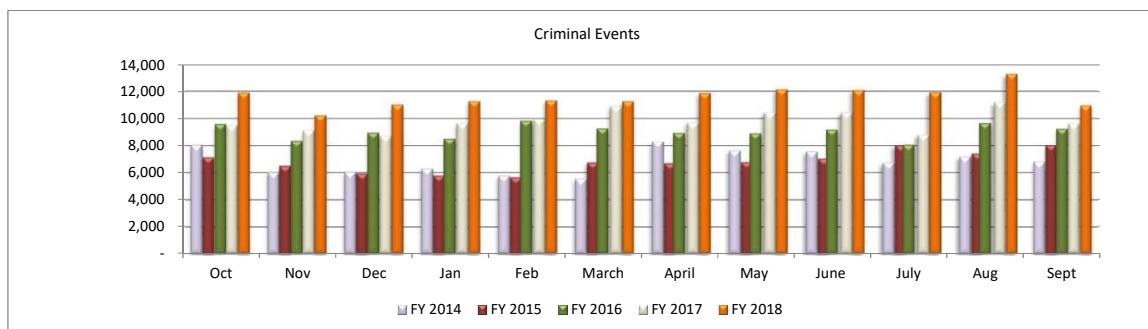
**FY 2018 Goals & Objectives**

•Filing of all criminal indictments, pleadings, and documents; and accurately entering such filings into the case management system, thereby serving the courts and citizens in an efficient and timely manner.

•Provide the State of Texas, Office of Court Administration and Texas Department of Public Safety with all required reporting.



	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
<b>FY 2014</b>	425	282	279	331	360	360	474	464	357	336	393	327	4,388
<b>FY 2015</b>	352	289	287	290	387	335	512	427	366	376	482	576	4,679
<b>FY 2016</b>	544	379	403	392	463	453	474	451	448	336	573	585	5,501
<b>FY 2017</b>	495	412	381	407	531	533	550	610	501	327	529	555	5,831
<b>FY 2018</b>	606	461	415	387	496	469	482	605	498	476	709	600	6,204



	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
<b>FY 2014</b>	8,030	6,018	6,058	6,284	5,775	5,538	8,307	7,609	7,547	6,717	7,173	6,796	81,852
<b>FY 2015</b>	7,115	6,491	5,932	5,775	5,640	6,735	6,666	6,751	7,012	8,013	7,385	8,030	81,545
<b>FY 2016</b>	9,571	8,323	8,928	8,491	9,816	9,239	8,917	8,881	9,153	8,047	9,643	9,218	108,227
<b>FY 2017</b>	9,468	9,114	8,684	9,627	9,927	10,871	9,657	10,409	10,425	8,765	11,189	9,601	117,737
<b>FY 2018</b>	11,884	10,219	11,007	11,262	11,294	11,250	11,855	12,127	12,077	11,920	13,269	10,938	139,102

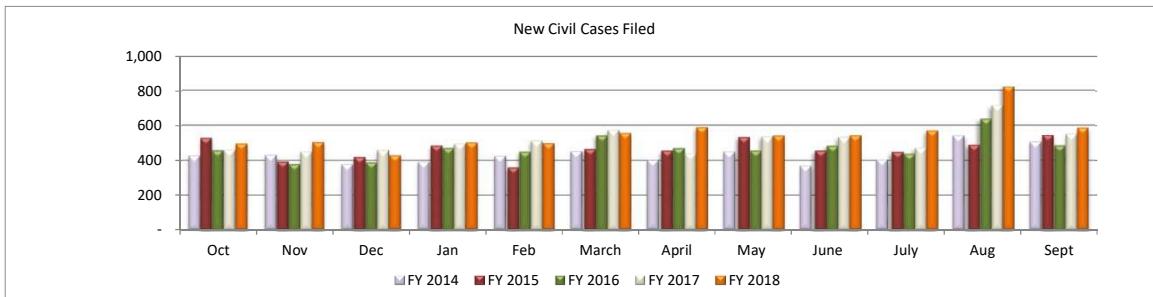
**CIVIL**

The District Clerk is statutorily responsible, as custodian of the records for the District Courts, and shall accept all civil documents tendered for filing in the office. The civil deputy clerks shall have an understanding of the Texas Rules of Civil Procedure and the Civil Practice and Remedies Code as they relate to all civil filings including proper forms of service, and correct execution of restraining orders, sequestrations, certiorari, etc.

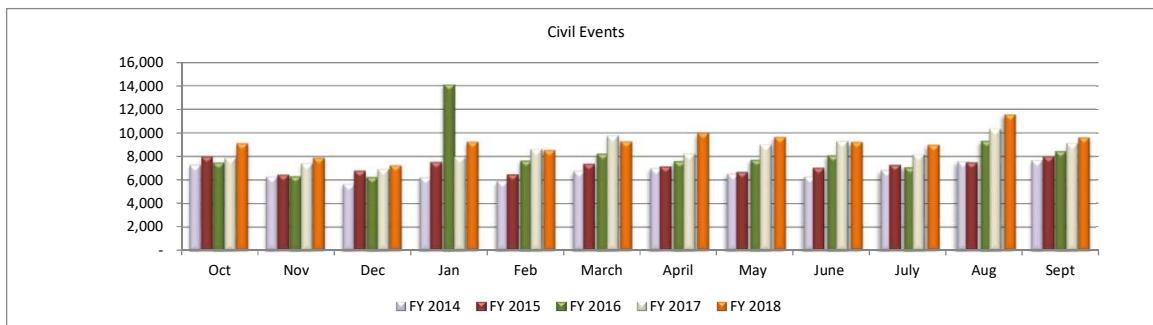
Description of measures as reported from District Clerk's Office -

**FY 2018 Goals & Objectives**

- Timely filing of all lawsuits, pleadings, and related documents, and accurately entering such filings into the case management system, thereby serving the courts and citizens in an efficient and timely manner.
- Provide the State of Texas, Office of Court Administration and Bureau of Vital Statistics with all required reporting.



	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
<b>FY 2014</b>	426	429	376	389	424	450	401	449	368	403	541	506	5,162
<b>FY 2015</b>	528	392	418	484	359	464	455	533	455	447	488	546	5,569
<b>FY 2016</b>	458	380	389	472	451	542	470	457	484	438	638	486	5,665
<b>FY 2017</b>	461	451	458	495	511	574	440	535	532	472	714	551	6,194
<b>FY 2018</b>	496	504	428	501	497	556	589	541	542	570	823	587	6,634



	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
<b>FY 2014</b>	7,258	6,262	5,643	6,201	5,909	6,761	6,994	6,506	6,259	6,816	7,553	7,655	79,817
<b>FY 2015</b>	7,980	6,431	6,776	7,511	6,455	7,348	7,131	6,663	7,018	7,270	7,476	7,992	86,051
<b>FY 2016</b>	7,483	6,307	6,248	14,123	7,644	8,236	7,598	7,705	8,086	7,062	9,321	8,451	98,264
<b>FY 2017</b>	7,877	7,390	6,928	7,947	8,615	9,733	8,218	9,000	9,281	8,157	10,326	9,123	102,595
<b>FY 2018</b>	9,100	7,872	7,240	9,231	8,530	9,263	9,980	9,635	9,212	8,970	11,564	9,602	110,199

## District Clerk Stats FY 2018

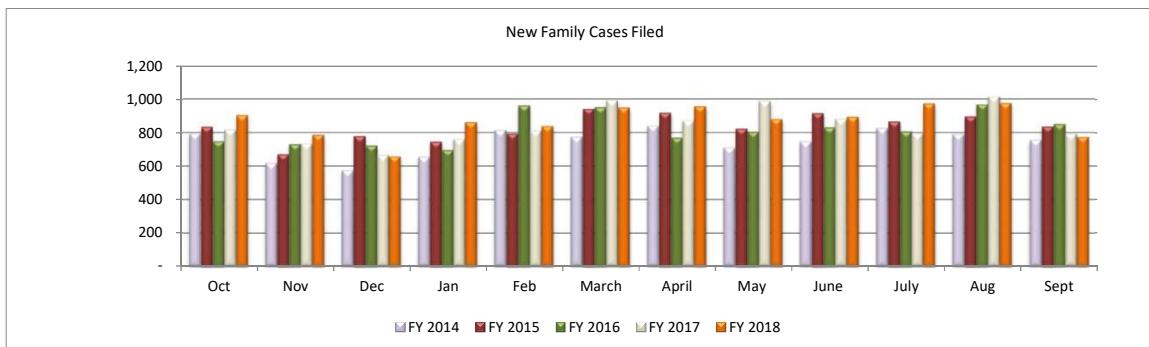
### FAMILY

The District Clerk is statutorily responsible, as custodian of the records for the District Courts, and shall accept all family documents tendered for filing in the office. The family deputy clerks shall have an understanding of the Texas Family Code as it applies to the innumerable types of cases that affect the dissolution of marriage, and those affecting the parent/child relationship such as termination, adoption, custody, habeas corpus, etc.

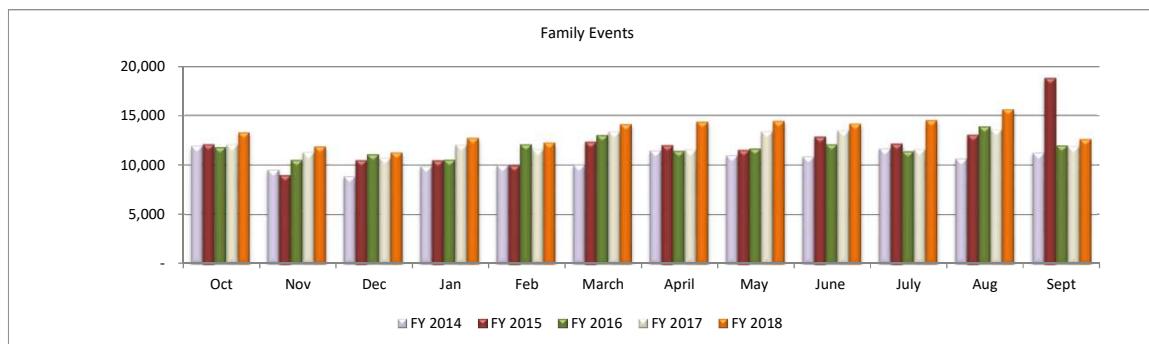
Description of measures as reported from District Clerk's Office -

#### FY 2018 Goals & Objectives

- Provide the State of Texas, Office of Court Administration, and Bureau of Vital Statistics with all required reporting.



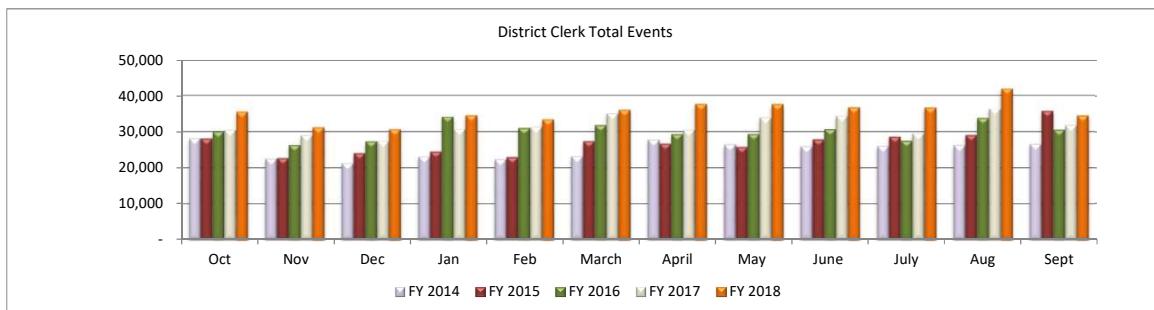
	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
<b>FY 2014</b>	795	617	574	654	814	774	841	710	745	826	790	756	8,896
<b>FY 2015</b>	834	670	779	745	794	943	918	823	915	865	895	835	10,016
<b>FY 2016</b>	748	731	723	696	961	951	770	804	831	807	970	850	9,842
<b>FY 2017</b>	817	733	666	760	810	992	871	988	881	794	1,014	793	10,119
<b>FY 2018</b>	905	787	658	862	839	950	957	881	894	974	976	774	10,457



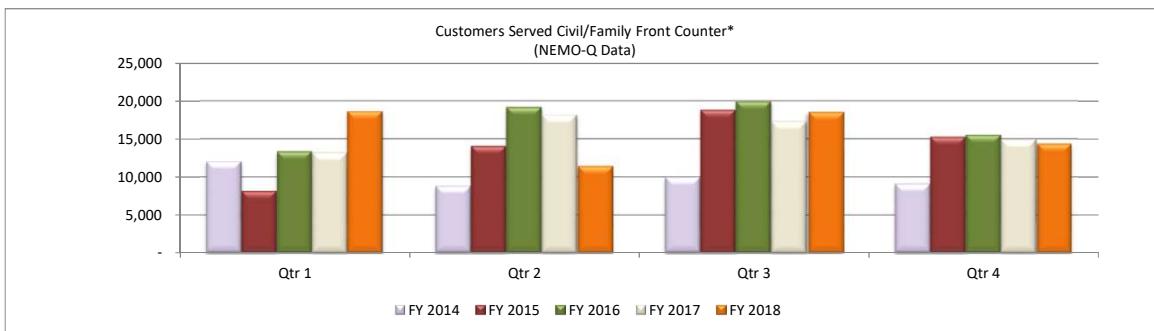
	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
<b>FY 2014</b>	11,936	9,482	8,816	9,862	9,952	9,999	11,448	10,959	10,839	11,636	10,617	11,216	126,762
<b>FY 2015</b>	12,121	9,013	10,530	10,512	10,023	12,371	12,029	11,555	12,886	12,174	13,083	18,790	145,087
<b>FY 2016</b>	11,797	10,511	11,070	10,532	12,076	12,999	11,429	11,663	12,087	11,377	13,876	11,978	141,395
<b>FY 2017</b>	12,062	11,259	10,724	12,018	11,581	13,363	11,543	13,383	13,463	11,576	13,587	11,863	146,422
<b>FY 2018</b>	13,280	11,846	11,254	12,701	12,237	14,089	14,359	14,422	14,147	14,514	15,634	12,589	161,072

District Courts 469th and 470th were added with case loads effective September 1, 2015.

## District Clerk Stats FY 2018

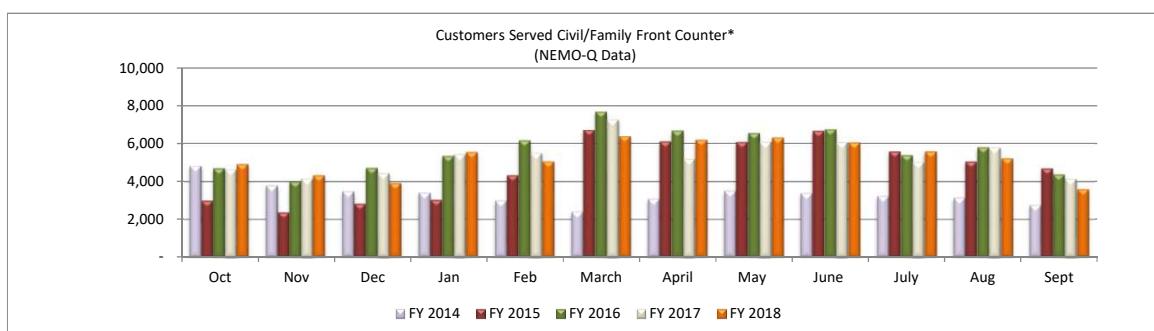


	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
<b>FY 2014</b>	28,145	22,442	21,209	23,060	22,274	23,135	27,728	26,435	25,876	25,980	26,205	26,524	299,013
<b>FY 2015</b>	28,021	22,625	24,003	24,432	22,908	27,341	26,635	25,744	27,801	28,593	29,037	35,763	322,903
<b>FY 2016</b>	30,014	26,275	27,310	34,231	30,994	31,811	29,250	29,317	30,658	27,444	33,806	30,507	361,617
<b>FY 2017</b>	30,440	29,011	27,332	30,715	31,261	35,037	30,478	33,899	34,341	29,469	36,395	31,784	380,162
<b>FY 2018</b>	35,539	31,192	30,676	34,526	33,388	36,063	37,638	37,624	36,767	36,698	41,970	34,502	426,583



\* January 1, 2014, mandatory civil e-filing began, reducing attorney traffic at front counter.

Starting Q2 of FY 2015 Plano Passport Office Started using Nemo-Q, increasing reported customers served.



	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
<b>FY 2014</b>	4,814	3,772	4,464	3,397	2,988	2,397	3,072	3,494	3,381	3,228	3,133	2,747	39,887
<b>FY 2015</b>	2,984	2,357	2,812	3,017	4,319	6,718	6,103	6,066	6,658	5,571	5,040	4,678	56,323
<b>FY 2016</b>	4,686	3,992	4,708	5,342	6,158	7,677	6,668	6,541	6,744	5,381	5,799	4,365	68,061
<b>FY 2017</b>	4,636	4,154	4,437	5,431	5,489	7,242	5,185	6,068	6,051	5,018	5,781	4,137	63,629
<b>FY 2018</b>	4,904	4,311	3,901	5,547	5,039	6,389	6,183	6,310	6,043	5,575	5,206	3,580	62,988

\* January 1, 2014, mandatory civil e-filing began, reducing attorney traffic at front counter.  
Starting Q2 of FY 2015 Plano Passport Office Started using Nemo-Q, increasing reported customers served.

\*FY 2016 for period 10-1-15 to 03-31-16.