

**District Clerk Stats**  
**High Level**

**YTD Total Cases**

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 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.

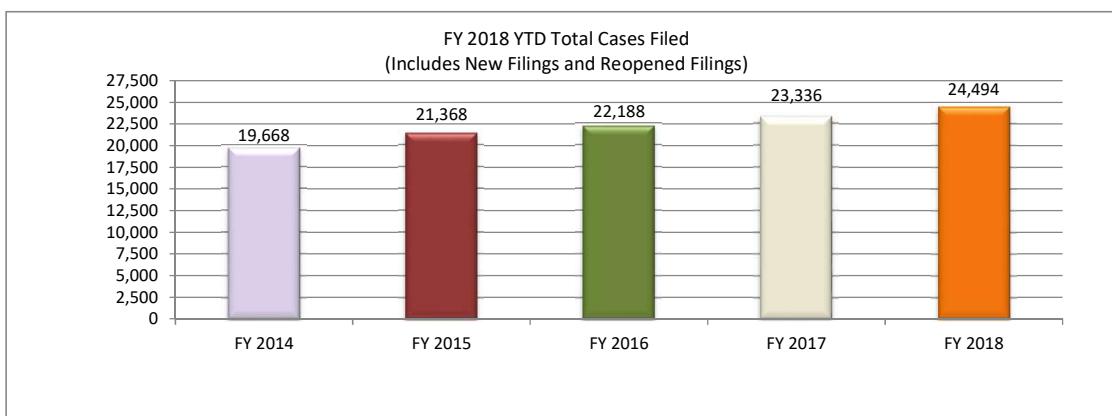
The District Clerk is statutorily responsible, as custodian of the records for the District Courts, and shall accept all civil documents tendered for filing in the office.

The 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.

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

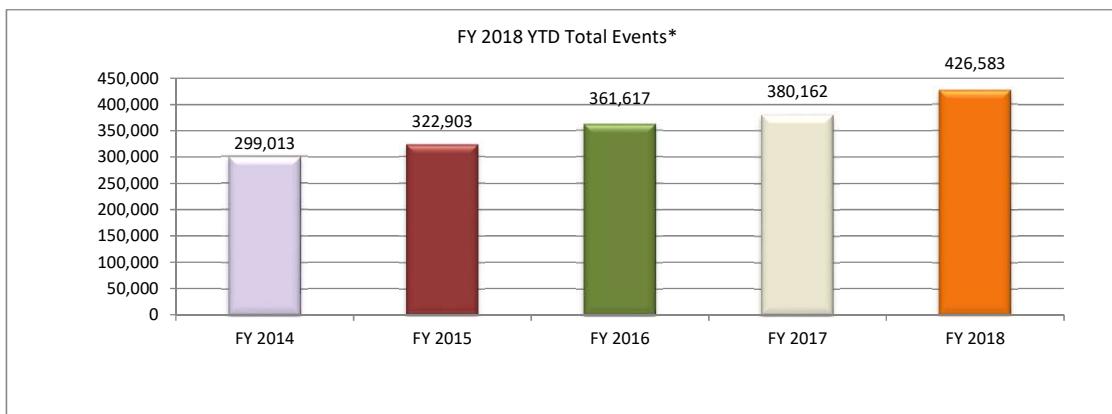
**FY 2018 Goals & Objectives**

- 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.
- 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.
- Timely filing of all lawsuits, pleadings, and related documents, and accurately entering such filings into the case management system, thereby serving the courts
- Provide the State of Texas, Office of Court Administration, and Texas Department of Public Safety with all required reporting.



**Year to Date - Total Cases Filed (Includes New Filings and Reopened)**

FY 2014	19,668
FY 2015	21,368
FY 2016	22,188
FY 2017	23,336
FY 2018	24,494

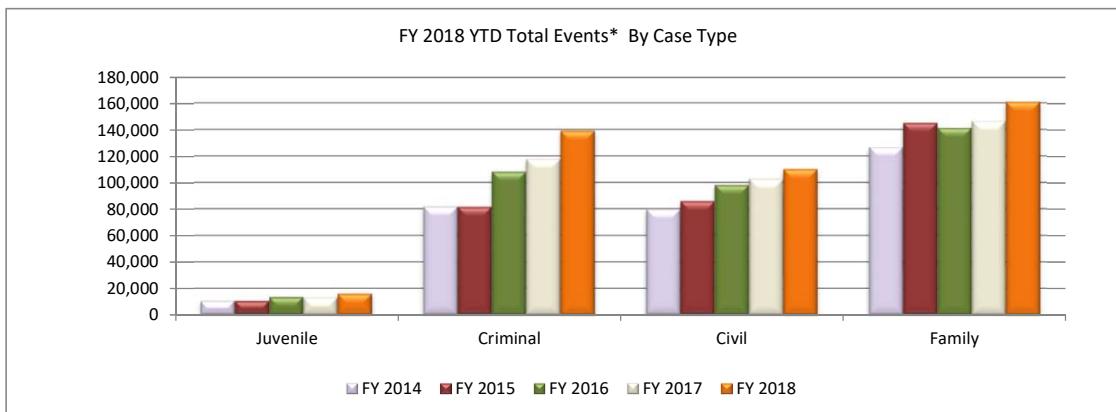


**Year to Date - Events**

FY 2014	299,013
FY 2015	322,903
FY 2016	361,617
FY 2017	380,162
FY 2018	426,583

\* An event is a transaction in an individual case.

**District Clerk Stats**  
**High Level**



	Juvenile	Criminal	Civil	Family
FY 2014	10,582	81,852	79,817	126,762
FY 2015	10,220	81,545	86,051	145,087
FY 2016	13,731	108,227	98,264	141,395
FY 2017	13,408	117,737	102,595	146,422
FY 2018	16,210	139,102	110,199	161,072

\* An event is a transaction in an individual case.

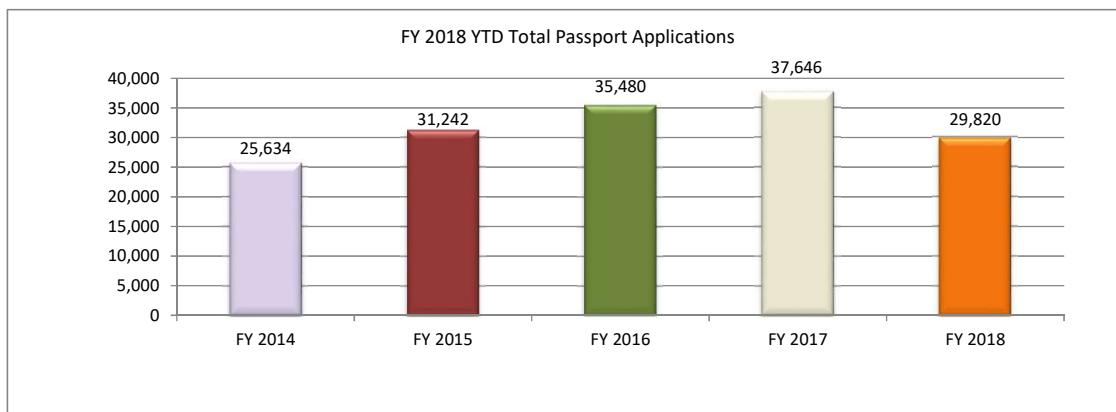
#### PASSPORTS

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

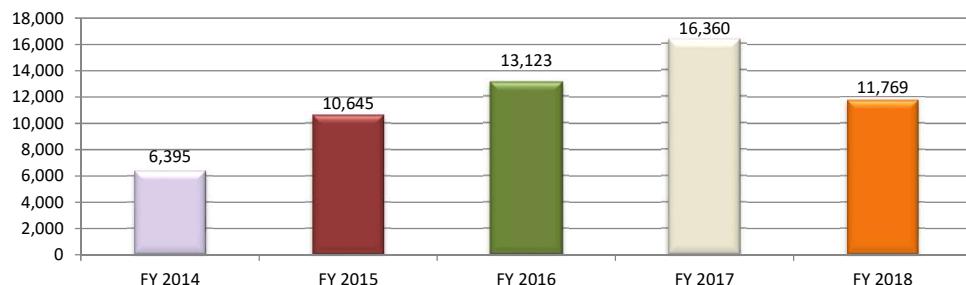
- Serve the citizens by efficiently processing passport applications according to federal regulations.



Year to Date - Passport Applications	
FY 2014	25,634
FY 2015	31,242
FY 2016	35,480
FY 2017	37,646
FY 2018	29,820

**District Clerk Stats  
High Level**

FY 2018 YTD McKinney Passport Applications



Year to Date - McKinney Passport Applications

FY 2014	6,395
FY 2015	10,645
FY 2016	13,123
FY 2017	16,360
FY 2018	11,769

FY 2018 YTD Plano Passport Applications



Year to Date - Plano Passport Applications

FY 2014	19,239
FY 2015	20,597
FY 2016	22,357
FY 2017	21,286
FY 2018	18,051

## District Clerk Stats High Level

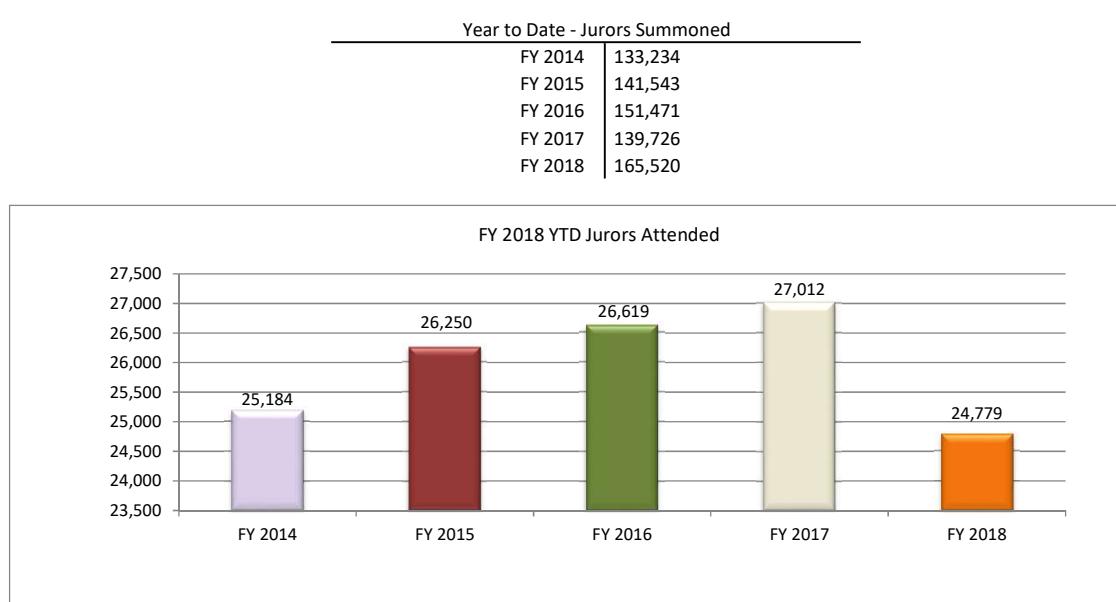
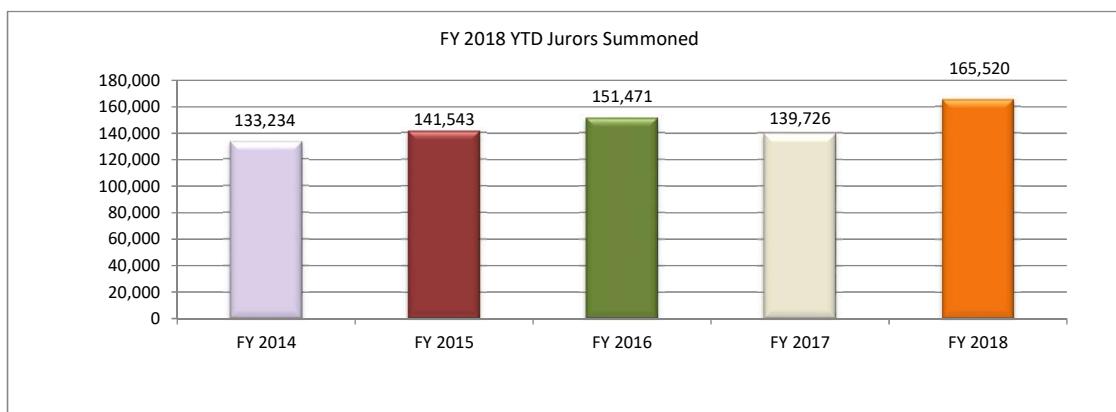
### JURY MANAGEMENT

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.



Year to Date - Jurors Attended	
FY 2014	25,184
FY 2015	26,250
FY 2016	26,619
FY 2017	27,012
FY 2018	24,779

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