

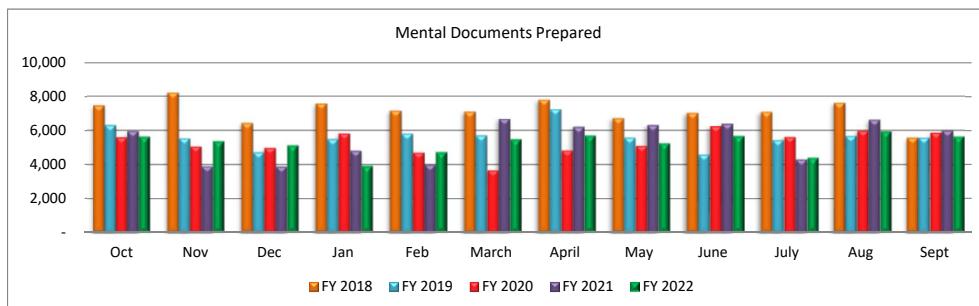
**MENTAL - DOCUMENT PREPARATION**

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 2022 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
<b>FY 2018</b>	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
<b>FY 2019</b>	6,319	5,542	4,733	5,495	5,823	5,708	7,251	5,591	4,588	5,441	5,687	5,583	67,761
<b>FY 2020</b>	5,602	5,057	4,983	5,828	4,697	3,666	4,823	5,101	6,247	5,613	5,989	5,872	63,478
<b>FY 2021</b>	5,968	3,911	3,885	4,803	3,994	6,680	6,203	6,303	6,383	4,307	6,615	5,987	65,039
<b>FY 2022</b>	5,637	5,358	5,121	3,920	4,731	5,473	5,700	5,240	5,673	4,391	5,944	5,635	62,823

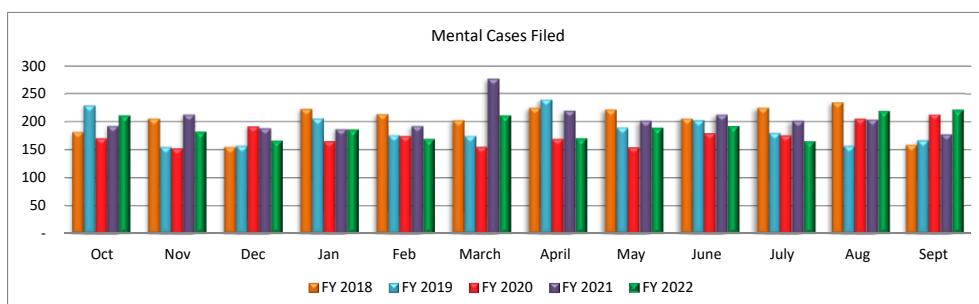
**MENTAL - CASE DETAIL**

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

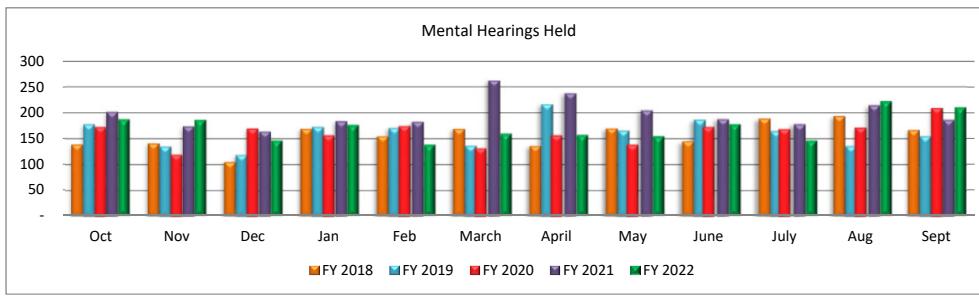
Description of measures as reported from County Clerk Probate/Mental Department-Odyssey Software System.

**FY 2022 Goals & Objectives**

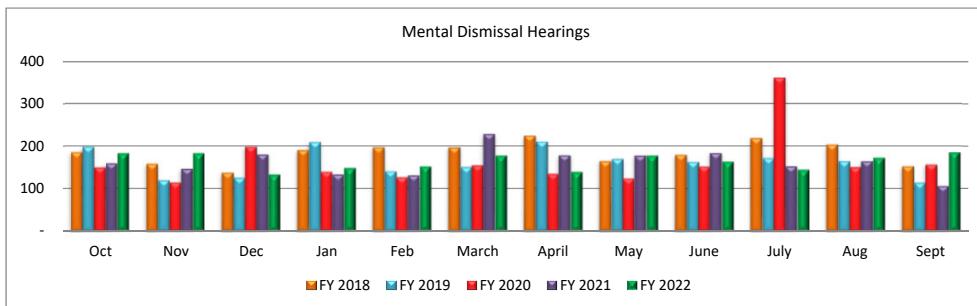
- Consistently meet statutory requirements of 24 hours to issue. Complete Order of Protective Custody within 2 hours of receipt from hospital.



	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
<b>FY 2018</b>	181	205	154	222	213	202	224	221	205	224	234	158	2,443
<b>FY 2019</b>	228	154	156	205	175	174	239	189	202	179	156	166	2,223
<b>FY 2020</b>	170	152	191	165	174	155	169	154	179	175	205	213	2,102
<b>FY 2021</b>	192	212	188	186	192	276	219	201	212	201	203	177	2,459
<b>FY 2022</b>	211	182	166	186	169	211	170	189	192	165	219	221	2,281



	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
<b>FY 2018</b>	138	140	104	168	154	168	135	169	144	188	193	166	1,867
<b>FY 2019</b>	177	134	118	172	170	136	216	165	186	164	135	154	1,927
<b>FY 2020</b>	172	119	169	156	174	131	156	138	172	168	171	209	1,935
<b>FY 2021</b>	201	173	163	183	182	262	237	204	187	177	214	186	2,369
<b>FY 2022</b>	187	186	146	176	138	159	157	154	177	146	222	210	2,058



	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
<b>FY 2018</b>	186	159	138	191	198	197	225	165	180	219	204	153	2,215
<b>FY 2019</b>	199	120	126	210	141	151	211	170	163	172	165	114	1,942
<b>FY 2020</b>	150	115	199	140	127	155	135	124	152	362	151	157	1,967
<b>FY 2021</b>	160	147	181	134	132	229	179	178	184	153	165	107	1,949
<b>FY 2022</b>	184	184	134	149	153	178	140	178	164	145	173	186	1,968

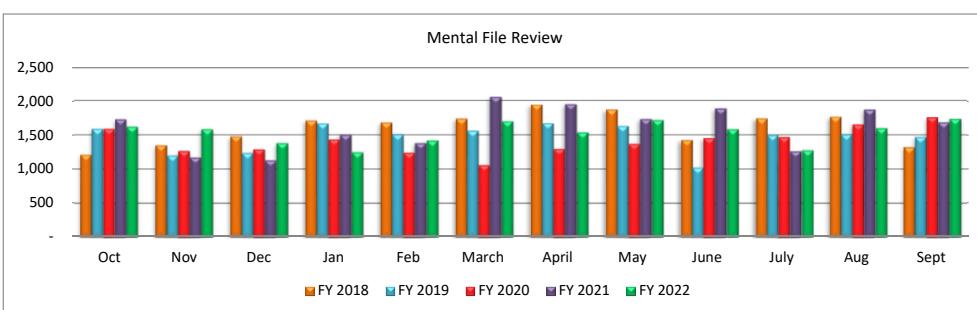
**MENTAL - FILE REVIEW**

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 2022 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
<b>FY 2018</b>	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
<b>FY 2019</b>	1,586	1,194	1,232	1,666	1,504	1,560	1,670	1,628	1,019	1,495	1,505	1,467	17,526
<b>FY 2020</b>	1,587	1,264	1,287	1,434	1,240	1,060	1,294	1,368	1,454	1,468	1,653	1,756	16,865
<b>FY 2021</b>	1,729	1,172	1,129	1,502	1,379	2,056	1,949	1,730	1,885	1,260	1,870	1,684	19,345
<b>FY 2022</b>	1,620	1,582	1,380	1,245	1,418	1,697	1,536	1,717	1,580	1,273	1,595	1,732	18,375

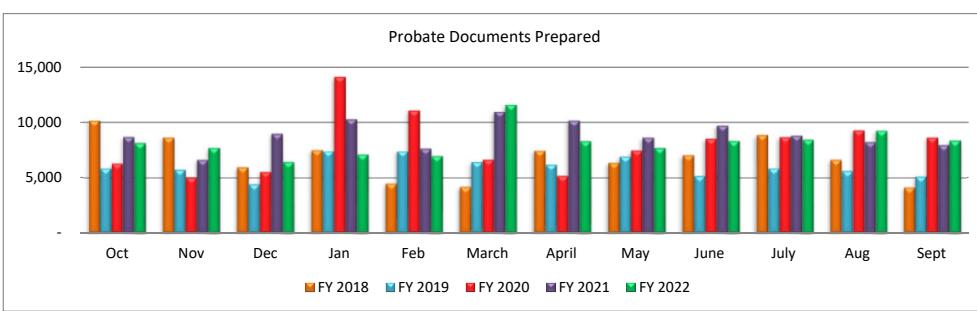
**PROBATE/GUARDIANSHIPS - DOCUMENT PREPARATION**

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

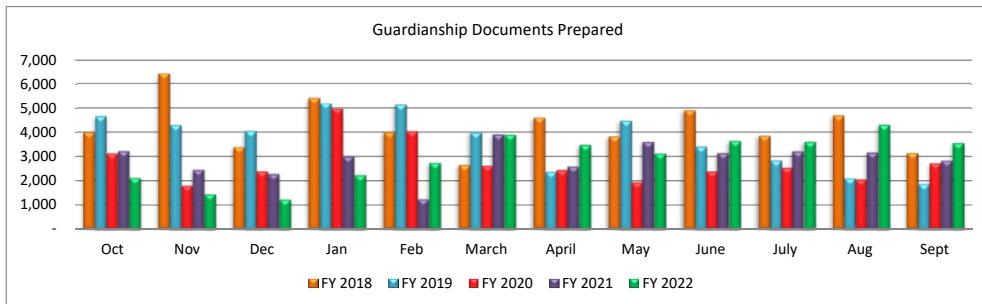
Description of measures as reported from County Clerk Probate/Mental Department-Odyssey Software System.

**FY 2022 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
<b>FY 2018</b>	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
<b>FY 2019</b>	5,820	5,707	4,391	7,381	7,374	6,396	6,160	6,886	5,140	5,812	5,590	5,096	71,753
<b>FY 2020</b>	6,248	4,978	5,501	14,067	11,026	6,606	5,135	7,433	8,492	8,629	9,244	8,589	95,948
<b>FY 2021</b>	8,640	6,586	8,934	10,242	7,597	10,944	10,125	8,594	9,671	8,784	8,192	7,922	106,231
<b>FY 2022</b>	8,114	7,670	6,405	7,080	6,941	11,562	8,270	7,666	8,298	8,415	9,223	8,331	97,975



	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
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
FY 2019	4,665	4,303	4,061	5,212	5,145	3,989	2,384	4,478	3,420	2,845	2,118	1,880	44,500
FY 2020	3,125	1,797	2,387	4,985	4,041	2,623	2,437	1,936	2,384	2,542	2,053	2,711	33,021
FY 2021	3,234	2,461	2,290	3,008	1,250	3,918	2,594	3,608	3,148	3,225	3,175	2,840	34,751
FY 2022	2,132	1,460	1,242	2,239	2,747	3,900	3,483	3,135	3,648	3,613	4,306	3,557	35,462

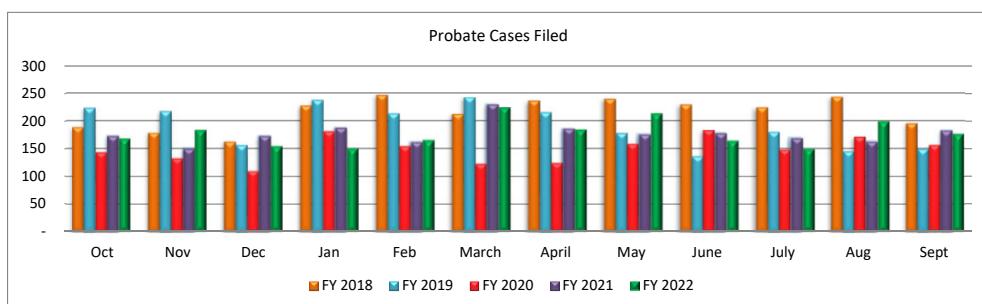
#### PROBATE/GUARDIANSHIPS - CASE FILE DETAIL

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.

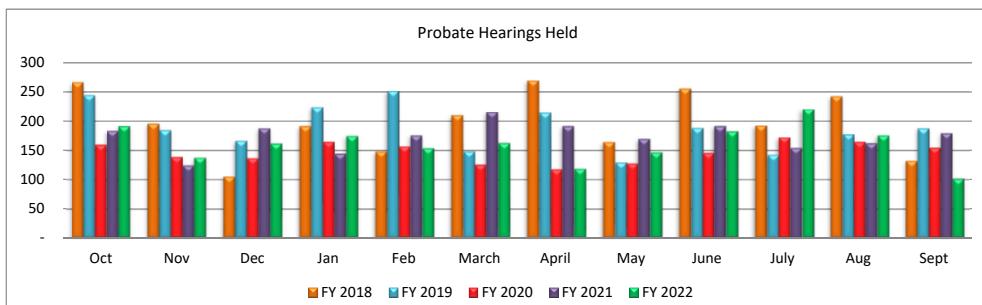
Description of measures as reported from County Clerk Probate/Mental Department-Odyssey Software System.

#### FY 2022 Goals & Objectives

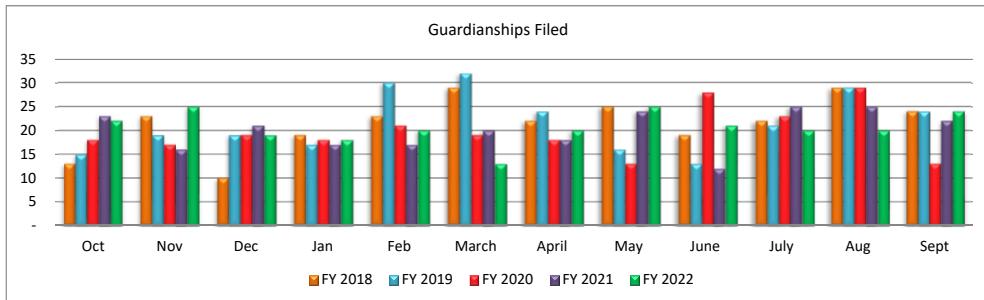
- Consistently meet statutory requirement of case filings, to be completed within 2 days and QC'd within 2 business days.



	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
FY 2018	188	178	162	227	246	212	236	239	229	224	243	195	2,579
FY 2019	223	217	156	237	213	242	215	178	136	180	145	149	2,291
FY 2020	143	132	109	181	154	122	124	158	183	148	171	156	1,781
FY 2021	172	149	172	187	161	229	185	175	177	168	162	182	2,119
FY 2022	168	183	154	150	165	224	184	213	164	149	199	176	2,129



	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
FY 2018	266	195	105	191	148	210	269	164	255	192	242	132	2,369
FY 2019	244	184	166	223	251	148	214	129	188	142	177	187	2,253
FY 2020	159	138	136	164	156	125	117	127	145	172	164	154	1,757
FY 2021	183	124	187	144	175	215	191	169	191	154	162	179	2,074
FY 2022	191	137	161	174	153	162	118	146	182	220	175	101	1,920



	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
FY 2018	13	23	10	19	23	29	22	25	19	22	29	24	258
FY 2019	15	19	19	17	30	32	24	16	13	21	29	24	259
FY 2020	18	17	19	18	21	19	18	13	28	23	29	13	236
FY 2021	23	16	21	17	17	20	18	24	12	25	25	22	240
FY 2022	22	25	19	18	20	13	20	25	21	20	20	24	247

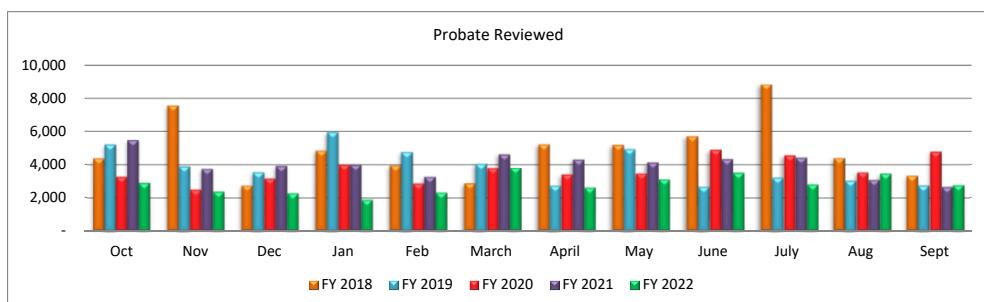
#### PROBATE/GUARDIANSHIPS - FILE REVIEW

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.

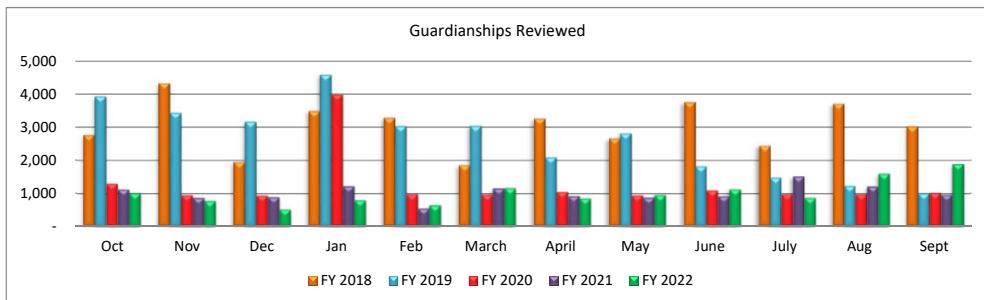
Description of measures as reported from County Clerk Probate/Mental Department-Odyssey Software System.

#### FY 2022 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 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
FY 2019	5,205	3,891	3,547	5,959	4,751	4,043	2,742	4,936	2,674	3,222	3,039	2,752	46,761
FY 2020	3,256	2,479	3,146	3,984	2,842	3,789	3,395	3,453	4,885	4,549	3,528	4,769	44,075
FY 2021	5,468	3,736	3,911	3,978	3,254	4,613	4,303	4,125	4,314	4,411	3,067	2,641	47,821
FY 2022	2,896	2,372	2,276	1,877	2,313	3,815	2,615	3,112	3,504	2,808	3,455	2,759	33,802



	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
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
FY 2019	3,925	3,435	3,162	4,579	3,029	3,036	2,084	2,805	1,819	1,475	1,228	994	31,571
FY 2020	1,278	934	922	3,984	966	951	1,030	926	1,075	958	957	999	14,980
FY 2021	1,112	867	886	1,214	547	1,148	921	873	911	1,501	1,204	959	12,143
FY 2022	1,002	768	511	790	639	1,153	842	944	1,119	863	1,591	1,883	12,105