

County Clerk - Probate Mental FY 2023

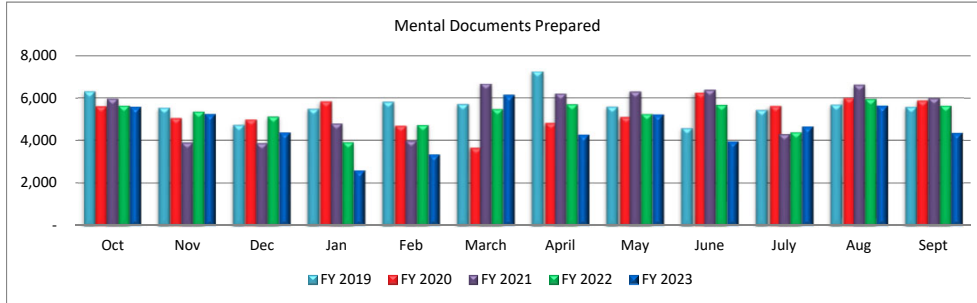
MENTAL - DOCUMENT PREPARATION

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 2023 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 2019	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
FY 2020	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
FY 2021	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
FY 2022	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
FY 2023	5,592	5,247	4,382	2,604	3,352	6,151	4,282	5,227	3,966	4,659	5,640	4,359	55,461

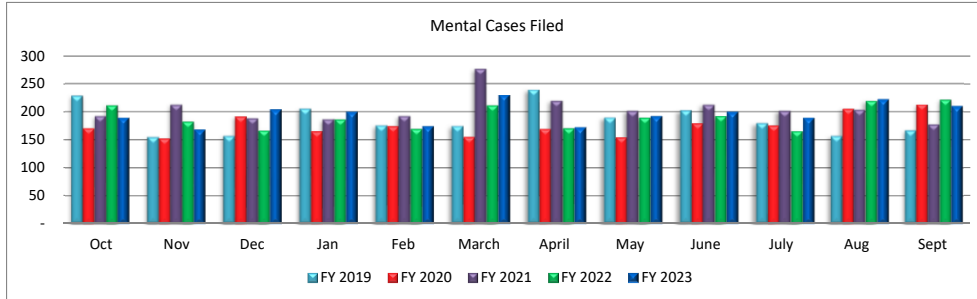
MENTAL - CASE DETAIL

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

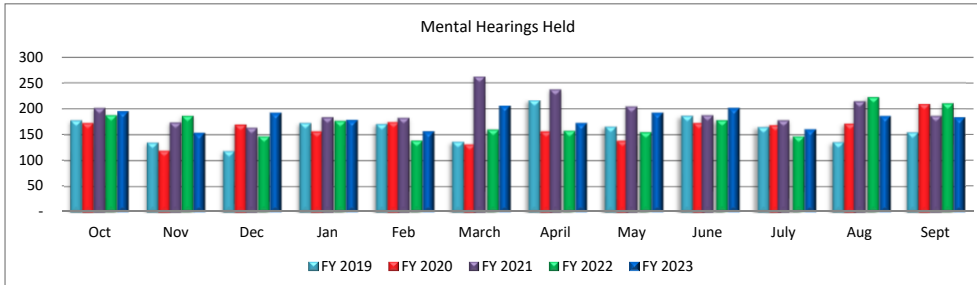
Description of measures as reported from County Clerk Probate/Mental Department-Odyssey Software System.

FY 2023 Goals & Objectives

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

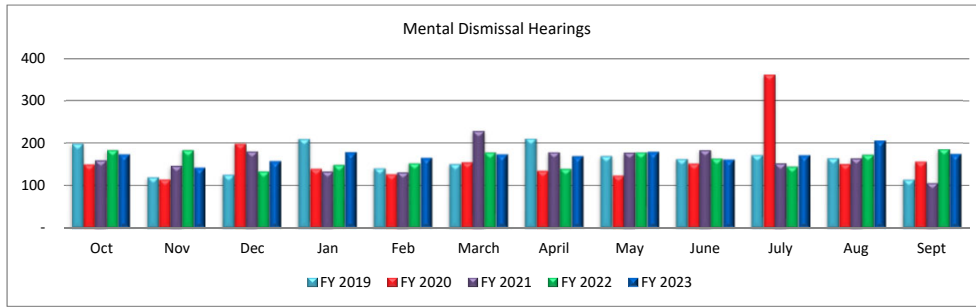


	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
FY 2019	228	154	156	205	175	174	239	189	202	179	156	166	2,223
FY 2020	170	152	191	165	174	155	169	154	179	175	205	213	2,102
FY 2021	192	212	188	186	192	276	219	201	212	201	203	177	2,459
FY 2022	211	182	166	186	169	211	170	189	192	165	219	221	2,281
FY 2023	189	168	204	200	174	230	172	192	200	189	222	210	2,350



	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
FY 2019	177	134	118	172	170	136	216	165	186	164	135	154	1,927
FY 2020	172	119	169	156	174	131	156	138	172	168	171	209	1,935
FY 2021	201	173	163	183	182	262	237	204	187	177	214	186	2,369
FY 2022	187	186	146	176	138	159	157	154	177	146	222	210	2,058
FY 2023	195	153	192	178	156	206	172	192	201	160	186	183	2,174

County Clerk - Probate Mental FY 2023



	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
FY 2019	199	120	126	210	141	151	211	170	163	172	165	114	1,942
FY 2020	150	115	199	140	127	155	135	124	152	362	151	157	1,967
FY 2021	160	147	181	134	132	229	179	178	184	153	165	107	1,949
FY 2022	184	184	134	149	153	178	140	178	164	145	173	186	1,968
FY 2023	174	143	158	179	166	174	170	180	162	172	207	175	2,060

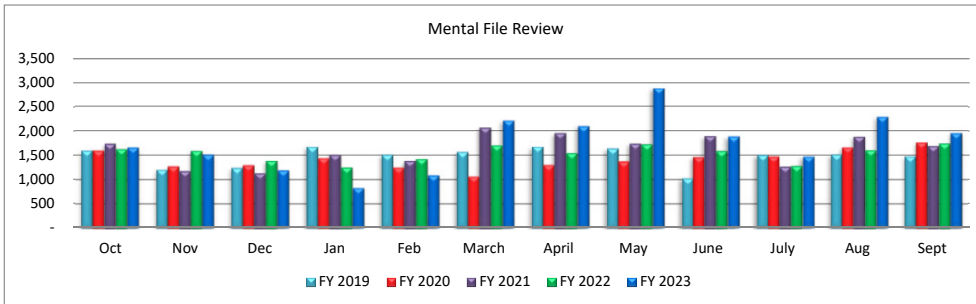
MENTAL - FILE REVIEW

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 2023 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 2019	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
FY 2020	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
FY 2021	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
FY 2022	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
FY 2023	1,652	1,503	1,180	821	1,078	2,203	2,086	2,871	1,878	1,462	2,279	1,943	20,956

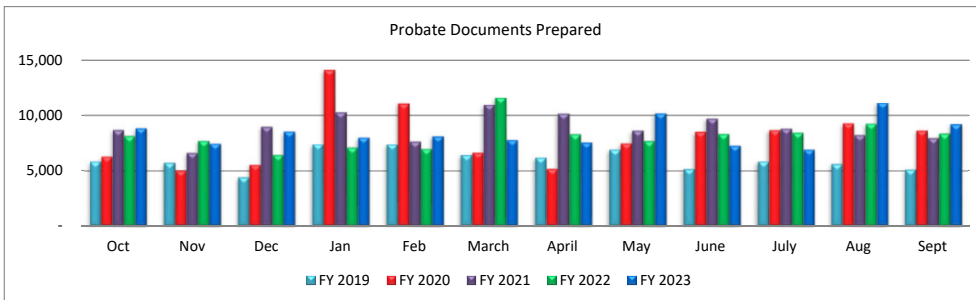
PROBATE/GUARDIANSHIPS - DOCUMENT PREPARATION

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.

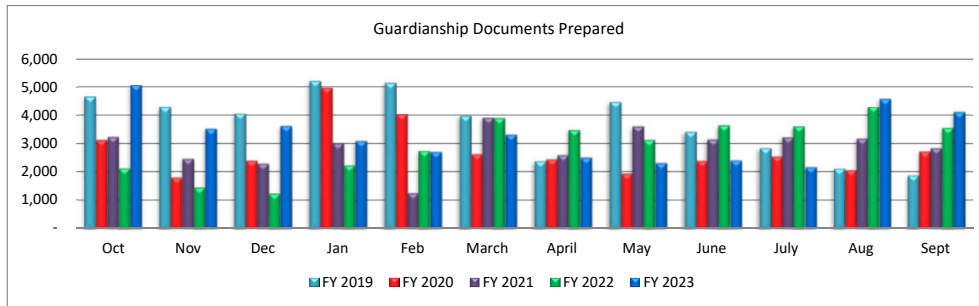
FY 2023 Goals & Objectives

- 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 2019	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
FY 2020	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
FY 2021	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
FY 2022	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
FY 2023	8,803	7,412	8,509	7,971	8,069	7,750	7,516	10,147	7,230	6,870	11,120	9,174	100,571

County Clerk - Probate Mental FY 2023



	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
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
FY 2023	5,067	3,524	3,623	3,088	2,708	3,319	2,503	2,306	2,404	2,169	4,580	4,116	39,407

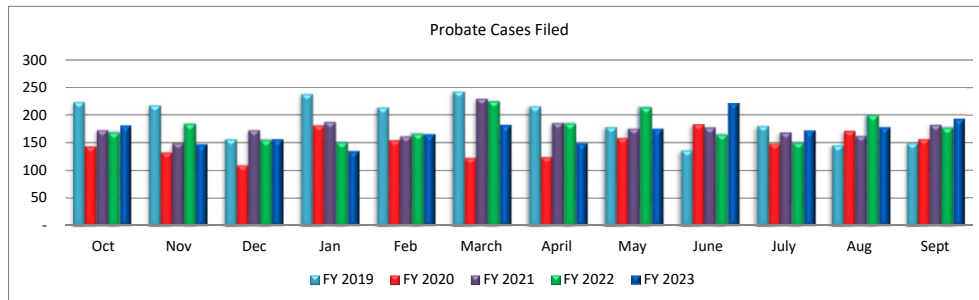
PROBATE/GUARDIANSHIPS - CASE FILE DETAIL

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.

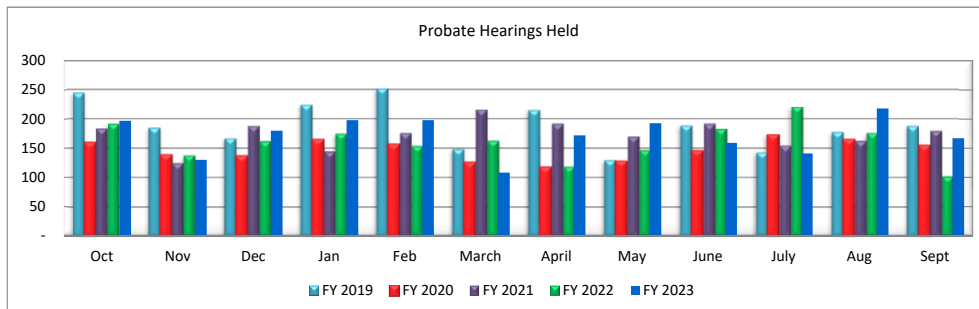
Description of measures as reported from County Clerk Probate/Mental Department-Odyssey Software System.

FY 2023 Goals & Objectives

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

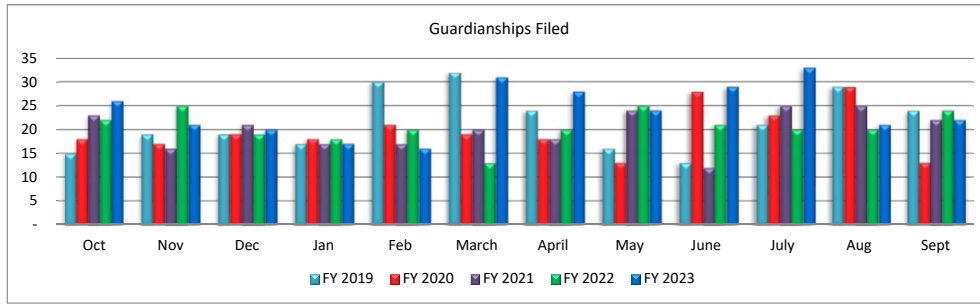


	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
FY 2019	223	217	156	237	213	242	215	178	136	180	145	149	2,291
FY 2020	143	132	109	181	154	122	124	158	183	148	171	156	1,781
FY 2021	172	149	172	187	161	229	185	175	177	168	162	182	2,119
FY 2022	168	183	154	150	165	224	184	213	164	149	199	176	2,129
FY 2023	181	147	156	135	165	182	149	175	222	172	178	193	2,055



	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
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
FY 2023	197	130	180	198	198	108	172	193	159	141	218	167	2,061

County Clerk - Probate Mental FY 2023



	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
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
FY 2023	26	21	20	17	16	31	28	24	29	33	21	22	288

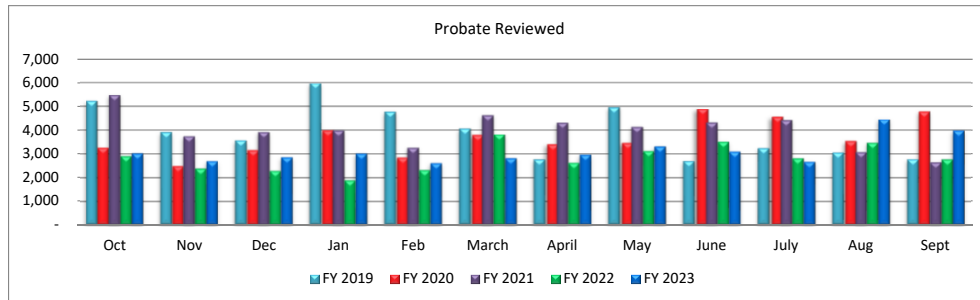
PROBATE/GUARDIANSHIPS - FILE REVIEW

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.

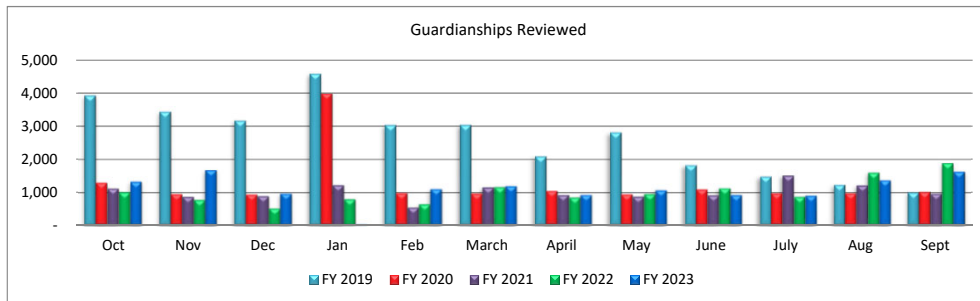
Description of measures as reported from County Clerk Probate/Mental Department-Odyssey Software System.

FY 2023 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 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
FY 2023	3,010	2,684	2,847	3,001	2,599	2,803	2,954	3,302	3,085	2,658	4,448	3,973	37,364



	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
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
FY 2023	1,317	1,666	961	26	1,094	1,188	922	1,059	916	895	1,364	1,618	13,026