

Collin County Going the Extra Mile (GEM) Recognition Form

Honoree's Name: Michael Chambers

Honoree's Job Title: Deputy County Clerk II- Quality Control

Department: County Court at Law Clerk's Office

Years of Service with the County: 4

Why the Honoree is receiving a GEM Award including dates:

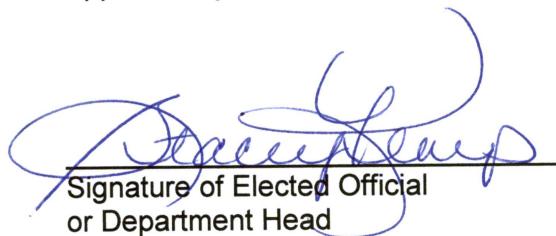
The County Court at Law Clerk's Office has been paperless since September 2015 and since that time we have developed and changed several processes in our office.

The Bond/Warrant Desk had separate filing cabinets for the bonds that were filed and unfiled. This made it easier to identify those bonds that reached the statute of limitation. Upon receipt of a bond, the clerks would file them in either the filed or unfiled filing cabinet, then if DA Refusal Letters or Letters of Non-Prosecution were submitted, the bond desk would manually pull from the unfiled bonds and place the documents in a separate cabinet. When the unfiled bonds reached the Statute of Limitations again these bonds were pulled and refiled in a separate area. This process also affected the Intake Desk because they would have to pull all of the bonds associated with cases filed from the District Attorney's office from the unfiled cabinet only to refile the bond in the filing cabinet. This would take the Intake Desk a full 8 hours depending on the amount of cases filed to pull and refile the bonds.

In mid-November of 2016, Michael Chambers proposed an idea to make the process of filing and refile bonds electronic. This idea was tested in December 2016 and it was implemented on January 3, 2017. The process is now to scan the documents into ODY and input the CCL and bond number into an excel spreadsheet in a shared folder that is used by both the Bond and Intake Desk. The excel spreadsheet contains all relevant information needed to keep track of filed and unfiled bonds and easily identify the statute of limitations. Now rather than spending the long hours of pulling bonds only to refile them, each Clerk can search for the bond/CCL number and update the information on the excel spreadsheet.

Michael's initiative and willingness to bring up suggestions or ideas has contributed significantly to the efficiency and productivity across the Bonds and Intake sections. Michael's idea contributed to the bonds remaining in sequential order and makes it easier to locate and pull bonds for expunctions. Michael Chambers's dedication and knowledge has made a vast impact on the County Court at Law Clerk's office in such a short amount of time. Great Job!!!

Approved by elected official or department head on the 15th day of March, 2017



Signature of Elected Official
or Department Head

Stacey Kemp, Collin County Clerk
Printed Name