

# CLERK OF COURT

Each county of South Carolina has a popularly elected Clerk of Court who serves a four-year term. The Clerk of Court serves both the Circuit and Family Court as they operate in each county. The Clerk of Court is charged with docket management; receiving fees, fines, and cost; maintaining all court records; and handling reporting requirements. In the Circuit Court, their duties encompass both civil and criminal areas: receiving criminal trial lists; handling jury-related matters; and performing courtroom duties. In the Family Courts, the clerks of court are responsible for receiving and disbursing support payments paid through the Clerk of Court; and issuing Rules to Show Cause to bring non-paying obligors before the Family Court.

All funding of Clerk of Court staff, office space, and equipment is a county responsibility, with the exception of a limited state salary and support personnel supplement.

DEPT NUMBER: 1-9250	CLERK OF COURT					
FUNDING SOURCE(S)	FY 2007/08 ACTUAL	FY 2008/09 ACTUAL	FY 2009/10 ACTUAL	FY 2010/11 BUDGET	FY 2011/12 BUDGET	INC/DEC FY 12 - 11
General Fund	2,111,318	2,342,297	2,258,714	2,386,693	<b>2,143,814</b>	(242,879)
<b>EXPENDITURES</b>						
Personnel Services Expenditures	1,789,790	1,928,774	1,964,711	2,065,993	<b>1,832,109</b>	(233,884)
Operating Expenditures	302,772	358,373	285,361	320,700	<b>311,705</b>	(8,995)
Capital Outlay	18,756	55,151	8,642	0	<b>0</b>	0
Other Expenditures	0	0	0	0	<b>0</b>	0
<b>EXPENDITURE TOTAL</b>	<b>\$2,111,318</b>	<b>\$2,342,297</b>	<b>\$2,258,714</b>	<b>\$2,386,693</b>	<b>\$2,143,814</b>	<b>(\$242,879)</b>
<b>AUTHORIZED PERSONNEL</b>	53	59	59	59	<b>59</b>	0

## FY 2011/12 Budget Highlights & Initiatives

- Personnel Services increase due to the SC Retirement System employer contribution rate increase. Overall personnel services decrease with the freezing of 2 Constable positions, 1 Child Enforcement Clerk position, 1 Senior Court Clerk position, and 1 Deputy Court Clerk position. The total savings from frozen positions is \$152,267.
- Operating Expenses decrease from FY 2010/11 levels with the across the board reductions to Office Supplies, Mileage, Professional Development and Uniforms.

### Goal:

To provide efficient and effective service to the public and the judicial system

### Objectives:

- To prepare and scan court documents while providing the ability to retrieve these documents electronically
- To prepare evidence for destruction after obtaining court order
- To refurbish circuit courtroom furniture

## Clerk of Court Continued

Function or Division	Description	Percent of Budget
<b>Circuit Court Division</b>	Enter and maintain data and end all general sessions and common plea cases. Select and assist juries for court, provide schedules for Bailiffs to assist the jury and judges in the courtroom during court. Prepare request and issuance of bench warrants. Assist circuit judges with court.	25%
<b>Family Court</b>	File domestic relations and juvenile pleadings; enter data for the family court system. Prepare dockets and appoint court appointed attorneys for cases. Assist family court judges with court.	25%
<b>Payment/Accounting Division</b>	Collect , account for, and disburse: filing fees, bond and bail monies, trust funds, fines, restitution payments, child support, and alimony payments to various State and County offices, as well as individuals, while ensuring an accurate accounting system is being used.	25%
<b>Enforcement Division</b>	Enforce child support by the issuance of rule to show cause, subpoenas, affidavits and bench warrants and keeping data. Assist the public, attorneys, DSS by locating defendants and scheduling hearings for them.	25%