

**CLERK OF COURT
SERVICE LIST
FOR ENGAGE GWINNETT**

Service Categories:

1. Real Estate Recording
2. Jury Management
3. Docket Management – Court case filings
4. Courtroom Services
5. Public Access to Records

Service Levels:

1. The Clerk of Superior Court is responsible for recording and imaging all county deeds, liens, plats, ucc's and other miscellaneous documents and making the records available to the citizens of the county and title examiners for real estate sales and closings. We also collect and disburse the appropriate recording fees, intangible taxes and transfer taxes as directed by state law (between \$22,000,000 & \$50,000,000 yearly depending on the economy).
2. The Clerk of Superior Court is responsible for comprising and maintaining a balanced jury pool from which qualified jurors are summoned for jury trials and for grand jury service. We manage the jurors during their stay and see they are paid for their service. We also arrange for bailiffs to assist the judges during trial weeks.
3. The Clerk of Court's office files all new civil and criminal cases for the Superior, State and Magistrate Courts and maintains the court docket for each case filed. We are responsible for transmitting criminal case dispositions to the Georgia Crime Information Center and the Department of Driver Services. We collect and disburse criminal fines and forfeitures, civil filing fees, criminal cash bonds, garnishment payments and other registry funds required to be paid through the courts (approximately \$50,000,000 to \$100,000,000 yearly). The clerk is also responsible for issuing Notary commissions and registering Trade Names.
4. Deputy Clerks attend court to empanel juries, collect fines and to certify documents for divorces, pleas, adoptions, etc.
5. All records maintained by the Clerk of Courts' office are public records except for adoptions. We must maintain and make these files available to the public and other law enforcement agencies on a daily basis. Our records date back to 1870 and all must be open and accessible to the public unless sealed by court order.

Service Performance Metric:

1. 800 to 1,000 real estate documents processed daily.
2. Jury pool revision every two years. 800 to 1,000 trial jurors summoned weekly; 500 grand jurors summoned yearly.

3. 500 to 600 civil and criminal cases filed daily. 500 – 800 pleadings (documents/answers) filed daily in pending cases and must be filed stamped and entered on the docket.
4. Minimum of 16 courtrooms daily that require a deputy clerk in attendance.
5. Minimum of 100 pending or disposed case files pulled daily for the public and hundreds of copies made daily.

Notes:

All duties performed by the Clerk of Court's office are statutory and can be found throughout the entire Official Code of Georgia, but are specifically listed in Title 15. The consequences of not performing any one duty can result in legal liability, contempt, prosecution and/or imprisonment.