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# Engage Gwinnett

## Clerk of Courts Department

# CLERK OF COURTS

- Tom Lawler is the elected Clerk of Superior Court. He also serves as clerk of State and Magistrate Courts. All duties performed by the Clerk of Courts' office are mandated by State law. The clerk files and maintains all court records for the courts and the public. The clerk is responsible for filing and recording all land records for Gwinnett County, including deeds, liens, plats, financing statements and other miscellaneous documents. We collect filing fees, recording fees, fines and intangible and transfer taxes. We are required to transmit case dispositions and other information to the Georgia Crime Information Center, the Department of Driver Services, the Administrative Office of the Courts and the Georgia Superior Court Clerks Cooperative Authority. Deputy clerks attend courtroom proceedings to empanel juries, collect fines and to certify documents. All records maintained by the clerk's office, with the exception of adoptions, must be made available to the public at all times. The clerk, along with the Jury Commissioners, compiles and maintains a balanced jury pool from which qualified jurors are summoned for jury trials and grand jury service. The clerk is responsible for managing the jurors during their service and arranging for payment of their services.

# Fiscal Year 2008

## Service Levels From 2008

- Service Categories:
- Real Estate Recording
- Jury Management
- Court Docket Management – case filings
- Courtroom Services
- Public Access to Records

# Service Levels:

- 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).
- 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.
- 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.
- Deputy Clerks attend court to empanel juries, collect fines and to certify documents for divorces, pleas, adoptions, etc.
- 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.

# Fiscal Year 2008

Fund	Expense	Charges for Service / Direct Revenue	Taxes / Non-Direct Revenue
001 Clerk of Courts	\$8,758,590	\$35,049,503	N/A

# Fiscal Year 2009

**Service Levels From 2009**

**SAME SERVICE LEVELS AS 2008**

# Fiscal Year 2009

Fund	Expense	Charges for Service / Direct Revenue	Taxes / Non-Direct Revenue
001 CLERK OF COURTS	9,066,998	\$32,708,570	N/A

# Fiscal Year 2010

**Service Levels Projected for 2010**

**SAME SERVICE LEVELS AS 2008 AND 2009**

# Fiscal Year 2010

<b>Fund</b>	<b>Expense</b>	<b>Charges for Service / Direct Revenue</b>	<b>Taxes / Non-Direct Revenue</b>
<b>001 CLERK OF COURTS</b>	<b>\$8,952,582</b>	<b>\$34,016,809</b>	<b>N/A</b>