

**County Clerk
Measures (FY 2010)**

Department Purpose	The County Clerk is the Local Registrar for recording all birth and death certificates, Official Bond Records, Military Discharge Records, ad other miscellaneous records. The County Clerk is responsible for legal instruments which include real and personal property, bonds, plats, marks and brands, assumed names, marriage licenses, deputation records, issuance of bail bond checks, beer and wine hearings, safekeeping of wills, and Commisioners Court Minutes. This office is the custodian of the trust fund records. The County Clerk is also responsible for Probate/Mental, Treasury, County Court at Law Clerks, Land, and Vitals.
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Major Program	Goals & Objectives	Measures	FY 2006	FY 2007	FY 2008	FY 2009	Actuals Q1	Actuals Q2	Actuals Q3	Actuals Q4	FINAL	Comments/ Footnotes/ Statutory Authority
Land	Consistently meet or exceed the statutory requirements of 3 days by completing in 2 or fewer days.	Land Documents Filed	183,558	195,761	154,237	151,352	34,505	0	0	0	34,505	
		Plats Filed	577	497	454	352	59	0	0	0	59	
	Related directly to Countywide goal	1	To provide quality public services in a cost-effective manner.	Actuals				Oct Nov Dec	Jan Feb Mar	Apr May Jun	Jul Aug Sep	
Meet the requirement of filing birth certificates and death		Abandoment				557	121	0	0	0	121	
		Birth Certificates Recorded	10,612	13,205	10,057	12,037	2,735	0	0	0	2,735	
		Birth Certificates Certified & Issued	18,704	20,772	20,935	19,034	3,569	0	0	0	3,569	
		Death Certificates Recorded	2,544	2,801	2,346	2,683	775	0	0	0	775	
		Death Certificates Certified & Issued	24,980	26,229	26,910	19,357	5,416	0	0	0	5,416	
		Fetal Deaths Recorded	47	54	35	51	3	0	0	0	3	
		Informal Marriage				157	22	0	0	0	22	

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	Major Program	Goals & Objectives	Measures	FY 2006	FY 2007	FY 2008	FY 2009	Actuals Q1	Actuals Q2	Actuals Q3	Actuals Q4	FINAL	Comments/ Footnotes/ Statutory Authority
	Vitals	certificates within 10 days of the event. Complete within 5 days. Complete filings within 30 days of the event. File within 3 days of receipt.	Marriage License Issued	3,331	5,500	4,964	4,967	1,165	0	0	0	1,165	
			Marriage License Certified & Issued	4,528	1,667	2,527	2,707	631	0	0	0	631	
			Assumed Names	10,225	9,875	9,151	8,548	1,937	0	0	0	1,937	
			Cattle Brands	1	9	12	16	7	0	0	0	7	
			Trustee Notices	4,621	5,595	6,818	8,541	2,484	0	0	0	2,484	
			DD214	37	40	65	111	14	0	0	0	14	
			Beer & Wine Hearings	350	1,077	673	1,099	201	0	0	0	201	
			Searches				41	7	0	0	0	7	
			Official Bonds				92	13	0	0	0	13	
		Related directly to Countywide goal	1 To provide quality public services in a cost-effective manner.	Actuals				Oct Nov Dec	Jan Feb Mar	Apr May Jun	Jul Aug Sep		
	Minutes	Provide a complete and accurate summary of the Commissioners Court within 3 days.	Commissioners Court Summarized	28	38	47						0	
			Related directly to Countywide goal	5 To continue the development of technology that enhances operations.	Actuals				Oct Nov Dec	Jan Feb Mar	Apr May Jun	Jul Aug Sep	

**County Clerk - County Court at Law
Measures (FY 2010)**

Department Purpose	To provide appropriate levels of support and efficient service to the public for all the County Courts that conduct trials for civil suits up to \$100,000 and criminal misdemeanor classes A&B.
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	Major Program	Goals & Objectives	Measures	FY 2006	FY 2007	FY 2008	FY 2009	Actuals Q1	Actuals Q2	Actuals Q3	Actuals Q4	FINAL	Comments/ Footnotes/ Statutory Authority	
	Criminal	Balance all monies received by 5:00 pm each business day. Accurately manage and report the flow of criminal cases filed and disposed in County Courts at Law	Criminal Cases Filed	7,737	7,893	8,523	7,986	1,964	0	0	0	1,964		
			Criminal Cases Disposed	8,683	8,172	11,069	11,906	2,531	0	0	0	2,531		
		Related directly to Countywide goal	1	To provide quality public services in a cost-effective manner.	Actuals									
		Related directly to Countywide goal	3	To support fair and efficient administration of justice.					Oct Nov Dec	Jan Feb Mar	Apr May Jun	Jul Aug Sep		
	Civil	Balance all monies received by 5:00 pm each business day. Accurately manage and report the flow of criminal cases filed and disposed in County Courts at Law	Civil Cases Filed	4,305	4,346	5,052	4,368	1,140	0	0	0	1,140		
			Civil Cases Disposed	4,273	5,573	4,579	4,715	1,035	0	0	0	1,035		
		Related directly to Countywide goal	1	To provide quality public services in a cost-effective manner.	Actuals									
		Related directly to Countywide goal	3	To support fair and efficient administration of justice.					Oct Nov Dec	Jan Feb Mar	Apr May Jun	Jul Aug Sep		

**County Clerk-Probate Mental
Measures (FY 2010)**

Department Purpose	To file and properly maintain Probate cases and cases of involuntary commitments as related to specific individuals in Collin County. The County Clerk combined Mental Commitments and the Probate Clerks during FY07 to form this program, capturing previously untapped efficiencies and allowing more supervisor involvement.
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Major Program	Goals & Objectives	Measures	FY 2006	FY 2007	FY 2008	FY 2009	Actuals Q1	Actuals Q2	Actuals Q3	Actuals Q4	FINAL	Comments/ Footnotes/ Statutory Authority
Mental - Document Preparation	Consistently meet requirements set by statute. Documents prepared & patient served within 24 hours.	Mental Documents Prepared	958	1,119	13,853	15,322	9,912	0	0	0	9,912	
	Related directly to Countywide goal	3 To support fair and efficient administration of justice.	Actuals									
	Related directly to Countywide goal	4 To promote & protect public health throughout the county.					Oct Nov Dec	Jan Feb Mar	Apr May Jun	Jul Aug Sep		
Mental - Filing Case Detail	Consistently meet statute requirement of 24 hours to issue. Complete Order of Protective Custody within 2 hours of receipt from Hospital.	Mental Cases Filed	800	1,119	976	988	223	0	0	0	223	
	Related directly to Countywide goal	3 To support fair and efficient administration of justice.	Actuals									
	Related directly to Countywide goal	4 To promote & protect public health throughout the county.					Oct Nov Dec	Jan Feb Mar	Apr May Jun	Jul Aug Sep		

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Mental - File Review	Consistently meet requirements for case review. Cases are reviewed the same morning of hearings, where the requirement is to be reviewed within 1 day after hearing.	Mental File Reviews	6426	6,719	6,979	6,607	6,496	0	0	0	6,496		
	Related directly to Countywide goal	3 To support fair and efficient administration of justice.	Actuals										
	Related directly to Countywide goal	4 To promote & protect public health throughout the county.					Oct Nov Dec	Jan Feb Mar	Apr May Jun	Jul Aug Sep			
Probate/Guardianships- Document Preparation	Consistently meet statutory requirements for document preparation. These documents are prepared within 1 business day of receipt.	Probate Documents Prepared	852	1,088	30,223	36,147	11,399	0	0	0	11,399		
		Guardianship Documents Prepared	46	124	8,979	11,592	4,074	0	0	0	4,074		
	Related directly to Countywide goal	3 To support fair and efficient administration of justice.	Actuals				Oct Nov Dec	Jan Feb Mar	Apr May Jun	Jul Aug Sep			

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Probate/Guardianships - Case File Detail	Consistently meet statutory requirement of case filings, to be completed within 2 days.	Probate Cases Filed	977	905	1,001	1,188	301	0	0	0	301	
		Guardianships Filed	46	124	148	159	46	0	0	0	46	
	Related directly to Countywide goal	3 To support fair and efficient administration of justice.	Actuals				Oct Nov Dec	Jan Feb Mar	Apr May Jun	Jul Aug Sep		
Probate/Guardianships-File Review	Consistently meet requirements for case review. Case reviewed 1 day prior to hearing & 1 day following Court hearing in both Probate and Guardianship cases.	Probate Reviewed	6,422	6,548	11,869	12,205	3,395	0	0	0	3,395	
		Guardianships Reviewed	1,057	1,071	3,980	4,753	1,381	0	0	0	1,381	
	Related directly to Countywide goal	3 To support fair and efficient administration of justice.	Actuals				Oct Nov Dec	Jan Feb Mar	Apr May Jun	Jul Aug Sep		

**County Clerk - Treasury
Measures (FY 2010)**

Department Purpose	To properly invoice and perform the accounting of all monies due the County and to keep records of services rendered.
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Major Program	Goals & Objectives	Measures	FY 2006	FY 2007	FY 2008	FY 2009	Actuals Q1	Actuals Q2	Actuals Q3	Actuals Q4	FINAL	Comments/ Footnotes/ Statutory Authority
Bank Coordination/Accounts Receivable	Record, receipt and deposit monies or will transfer. Record & balance all disbursements issued by Collin County bank accounts	Fee Account Deposits				\$11,829,735	\$2,709,229	\$0	\$0	\$0	\$2,709,229	
	Properly invoice Collin County cities, ISD and other customers for services provided by Collin county	Cash Bond Received				\$2,433	\$508,175	\$0	\$0	\$0	\$508,175	
		Cash Bond Release Ck. Written				\$3,367	\$441,422	\$0	\$0	\$0	\$441,422	
	Related directly to Countywide goal	To provide quality public services in a cost-effective manner.	Actuals				Oct Nov Dec	Jan Feb Mar	Apr May Jun	Jul Aug Sep		
Check Distribution	Payroll checks stuffed, sorted and available for pickup @7:30 on designated pay periods. A/P checks available or mailed at time of Commissioners Court approval. Jury checks stuffed, zip sort, mailed within 2 days of printing.	Checks Distributed	103,769	111,322	116,301	100,023	24,113	0	0	0	24,113	
	Related directly to Countywide goal	To provide quality public services in a cost-effective manner.	Actuals				Oct Nov Dec	Jan Feb Mar	Apr May Jun	Jul Aug Sep		