

**County Clerk  
Measures (FY 2011)**

**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,

	Major Program	Goals & Objectives	Measures	FY 2007	FY 2008	FY 2009	FY 2010	Actuals Q1	Actuals Q2	Actuals Q3	Actuals Q4	FINAL	Comments/ Footnotes/ Statutory Authority
	Land	Consistenly meet or exceed the statutory requirements of 3 days	Land Documents Filed	195,761	154,237	151,352	139,703	38,767	34,043	0	0	72,810	
Plats Filed			497	454	352	242	76	59	0	0	135		
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		
			Abandonment			557	581	138	143	0	0	281	
			Birth Certificates Recorded	13,205	10,057	12,037	11,483	2,979	3,080	0	0	6,059	
			Birth Certificates Certified & Issued	20,772	20,935	19,034	19,021	3,552	4,654	0	0	8,206	
			Death Certificates Recorded	2,801	2,346	2,683	3,350	870	878	0	0	1,748	
			Death Certificates Certified &	26,229	26,910	19,357	16,215	2,456	2,334	0	0	4,790	
			Fetal Deaths Recorded	54	35	51	41	13	14	0	0	27	
			Informal Marriage			157	134	35	36	0	0	71	

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	Vitals	Meet the requirement of filing birth certificates and death 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	5,500	4,964	4,967	5,107	1,225	1,020	0	0	2,245	
			Marriage License Certified & Issued	1,667	2,527	2,707	3,130	741	773	0	0	1,514	
			Assumed Names	9,875	9,151	8,548	8,700	2,329	2,323	0	0	4,652	
			Cattle Brands	9	12	16	21	9	4	0	0	13	
			Trustee Notices	5,595	6,818	8,541	9,451	2,347	2,183	0	0	4,530	
			DD214	40	65	111	98	22	23	0	0	45	
			Beer & Wine Hearings	1,077	673	1,099	775	158	222	0	0	380	
			Searches			41	40	13	11	0	0	24	
			Official Bonds			92	45	17	184	0	0	201	
		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	38	47	0	0					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 2011)**

<b>Department Purpose</b>	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 2007	FY 2008	FY 2009	FY 2010	Actuals Q1	Actuals Q2	Actuals Q3	Actuals Q4	FINAL	Comments/ Footnotes/ Statutory Authority	
<b>Criminal</b>	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	7,893	8,523	7,986	7,684	1,764	814	0	0	2,578		
		Criminal Cases Disposed	8,172	11,069	11,906	11,135	2,198	1,387	0	0	3,585		
	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			
<b>Civil</b>	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	4,346	5,052	4,368	4,720	1,222	1,188	0	0	2,410		
		Civil Cases Disposed	5,573	4,579	4,715	4,503	1,344	1,483	0	0	2,827		
	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 2011)**

<b>Department Purpose</b>	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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	<b>Mental - Document Preparation</b>	Consistently meet requirements set by statute. Documents	Mental Documents Prepared	1,119	13,853	15,322	40,187	10,342	9,445	0	0	19,787		
		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			
	<b>Mental - Filing Case Detail</b>	Consistently meet statute requirement of 24 hours to issue.	Mental Cases Filed	1,119	976	988	1,086	292	276	0	0	568		
		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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<b>Mental - File Review</b>	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	6,719	6,979	6,607	27,766	4,022	3,996	0	0	8,018		
	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			
<b>Probate/Guardianships- Document Preparation</b>	Consistently meet statutory requirements for document preparation. These documents are prepared within 1 business day of receipt.	Probate Documents Prepared	1,088	30,223	36,147	50,452	13,088	14,187	0	0	27,275		
		Guardianship Documents Prepared	124	8,979	11,592	21,322	6,406	6,201	0	0	12,607		
	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	905	1,001	1,188	1,231	242	341	0	0	583	
		Guardianships Filed	124	148	159	176	33	38	0	0	71	
	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	6,548	11,869	12,205	14,558	3,650	3,761	0	0	7,411	
		Guardianships Reviewed	1,071	3,980	4,753	6,891	2,122	1,703	0	0	3,825	
	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 2011)**

<b>Department Purpose</b>	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 2007	FY 2008	FY 2009	FY 2010	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	\$11,429,011	\$2,977,930	\$2,774,857	\$0	\$0	\$5,752,786	
	Properly invoice Collin County cities, ISD and other customers for	Cash Bond Received			\$2,433	\$2,199,525	\$498,092	\$425,665	\$0	\$0	\$923,756	
		Cash Bond Release Ck.			\$3,367	\$2,348,273	\$469,327	\$470,465	\$0	\$0	\$939,792	
	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	111,322	116,301	100,023	97,980	25,583	22,075	0	0	47,658	
	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		