

FY 2027 Department Funding Request for a NEW Position

Department/Program #	Department Name / Program	Priority #	Department Improvement Title							
23001-0001	23001 - DISTRICT CLERK/0001 - ADMIN	1	SR-Administrator Lead Clerk							

Budget Category, FINAL Recommendation and Comments		
FINAL Budget Department Category	FINAL RECOMMENDATION for Funding	Comments (if any)
F-Supported	Supported	As explained to the Budget Department, there are 2 Lead Clerks over Magistrate and ELM. They are not able to cover 7 days a week so there are times when there is no supervisor. A 3rd Lead Clerk is supported by HR based on the job duties listed below. This would give them 3 Lead Clerks so staff should always have a supervisor present.

WHY is this position needed?

Currently the District Clerk's office has (1) Sr. Admin. That is over the following : CRIMINAL DEPARTMENT which is over (2) criminal supervisors tha oversee Juvenile, District Court Felony Clerks, Magistrate Court Clerk, Appeals, Grand Jury Intake for new Criminal Caese, Front Counter, Bonds/Warrants/Expunctions and Quality Control. RECORDS MANAGEMENT DEPARTMENT which is over (1) supervisor that oversees Historical files, Microfilm, all criminal/civil/family/tax paper files, Evidence, Copy Request and Prservation Projects. PRE TRIAL RELEASE PROGRAM which is over (2) supervisors that oversees GPS Monitoring, Arraignment Clerks for Magistrate Court.

HOW will this position benefit your office and/or the County?

The request for a 4th Sr. Admin. Would be utilized to take over the Pre-Trial Program with the District Clerk's office. They would be located at the Jail with the ELM and Arraignment clerks. They would be responsible for all the administrative duties for these two departments. Because this department's clerk work 10 hour shifts/4days a week, the sr. Admin. would track and monitor the staffing schedule to ensure that we always have adequate coverage, as well as keep comp time down to a minimum. If ever the department is short staffed, they will work as backup if needed. They would ensure that we are in compliance with the State of Texas in regards to SB 9 which is accurately inputting data to update individual's criminal history in TLETS and PSRS. They would ensure that the clerks are up to date with their training with CJIS and DPS, so that it does'nt jepardize the Collin County Sheriff's office ORI number and effect the county's reporting witht he State of Texas. They will act as a liaison with the District Judges when it comes to the changes implemented on September 1, 2025 regarding bail reform to where a bond amount and conditions be ordered by a District Judge witin a restricted time-frame. They would work closely with the Sheriff's office Communication TAC Manager to ensure we are in compliance in correcting finding DPS found within the TLETS system. They would assist when needed with quality control to ensure that all paperwork provided from the jail and judge are correctly marked and put on the DCMAG case in a timely and accurate manner.

Is there statutory authority for this request?	Gov't. Code 51.309(a); CCP 15.26	Will this generate revenue?	no	If Yes, potential amount?	
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Job Duties of NEW Position

They would also be over the ELM GPS Monitoring Department at the jail. For that department they would manage the staff schedule and ensure that here is appropriate staffing. They will reconcile the payments received and send out payment invoices to the wearers monthly. They will review and approve reports that will be sent to the courts as violations. They will work closely with the vendor that provides the monitoring service and devices to ensure we are getting the best GPS tracking signals we are needing to do our job efficiently. They will be responsible for working with our out of state wearers for any faulty equipment that needs to be changed out. If requested to testify in court regarding a wearers violations, they will be the one that will attend. They will be present for any disciplinary action of needed and provide documentation to the District Clerk and Chief Deputy if requested for both ELM and Magistrate Departments.

NEW POSITION(S) REQUEST											
Requested Position Title	Requested Quantity	Requested Grade	Part-Time (20 hrs.) Full-Time (40 hrs.)	Requested Salary Per Position	Total Estimated Amount with Benefits	CORRECTED Salary	CORRECTED Position Title/Grade (match to job duties detailed above)	CORRECTED Salary with Benefits	FY 2027 Supported Quantity	FY 2027 Supported Amount	
Senior Administrator	1	514	Full-Time	\$74,433.00	\$110,899.00	\$56,583.00	Lead Clerk/535	\$89,796.00	1	\$89,796.00	
Requested NEW Position(s) Subtotal:						\$110,899.00	CORRECTED New Position(s) Subtotal:		\$89,796.00		
								SUPPORTED New Position(s) Subtotal:			\$89,796.00

FURNITURE, EQUIPMENT, TECHNOLOGY, ONE-TIME PURCHASES (ITEMS THAT NEED TO BE PRICED)										
Item Detailed Description	New / Replace	Quantity Requested	User Name and/or Job Title	Estimated Unit Cost	Estimated Total Requested	Unit Cost Provided by Purchasing	Updated Item Description (if applicable)	Supported Quantity	FY 2027 Supported Amount	FY 2026 Recommended Amount
Computer Tablet/Laptop	New	1	Sr. Admin.	\$2,619.00	\$2,619.00	\$4,384.00	Computer - Laptop	1	\$4,384.00	\$0.00
Software-Odyssey	New	1	Sr. Admin.		\$0.00	\$0.00	Software - Odyssey	1	\$0.00	\$0.00
Phone-Employee Desk Phone	New	1	Sr. Admin.	\$597.00	\$597.00	\$597.00	Phone - Employee Desk Phone	1	\$597.00	\$0.00
Scanner-Top Feed	New	1	Sr. Admin.	\$999.00	\$999.00	\$999.00	Scanner - Top Feed	1	\$999.00	\$0.00
Cubicle Package	New	1	Sr. Admin.	\$14,000.00	\$14,000.00	\$14,000.00	Cubicle Package	1	\$14,000.00	\$0.00
Software-EA	New	1	Sr. Admin.	\$624.00	\$624.00	\$624.00	Software - EA	1	\$624.00	\$0.00
Adobe Acrobat Pro	New	1	Sr. Admin.		\$0.00	\$130.00	Software - Adobe Pro	1	\$130.00	\$0.00
Guest Chair	New	1	Sr. Admin.		\$0.00	\$257.00	Chair - Guest	1	\$257.00	\$0.00
Estimated Requested Equipment Subtotal:						\$18,839.00	Supported Equipment Subtotal:		\$20,991.00	\$0.00
Total Estimated Department Request:						\$129,738.00	Updated Total Department Request:		\$110,787.00	
SUPPORTED Total Department Request Utilizing FY 2027 Funds:								\$110,787.00		
RECOMMENDED Total Department Request Utilizing FY 2026 Funds:								\$0.00		

FY 2027 Department Funding Request for a NEW Position

Department/Program #	Department Name / Program	Priority #	Department Improvement Title		
23001-0001	23001 - DISTRICT CLERK/0001 - ADMIN	1	SR-Administrator Lead Clerk		
ANALYSIS					
Q & A Discussions with Department					
Sent To:	Date Sent	Comment	Date Received	Responder's Name	Comment
Brenda G	4/7/2026	Email	4/9/2026	Brenda	Email
Questions TO Department			Response From Department		
Do you have a current org chart as well as a proposed (with requested positions) org chart you can send me?			Attached Work in progress 2: Proposed Chart(new positions in red). Work in Progress 3 is current chart.		
Is there space in the jail for this position?			Yes		
Is the Senior Administrator over Criminal/ELM/Magistrate currently splitting their time between the Courthouse and Jail?			Yes		
If this request were not approved - what would be the impact to the department/current Senior Administrator overseeing these departments?			Currently the Sr. Admin. that is over the ELM/GPS Monitoring department and the Arraignment clerks for Magistrate court also oversees the various areas of the District Clerk Criminal Department which is Criminal Courts, Juvenile Court, Appeals, Grand Jury Intake, Warrants/Bonds, QC, and Criminal Front Counter and oversees the Records Management Department. They handle all preservation projects and some Admin. duties. The ELM/GPS Monitoring Department and Arraignment Clerks are located at the jail. There are (2) Lead clerks that are at the jail. Because the positions at the jail are working 7 days a week. They work four (10) hour days. The lead clerks also act as clerks. They don't have their own offices. They are in the clerk rotation and do clerk duties as well. Once lead clerk works Monday thru Thursday and the other lead clerk works Friday thru Monday to ensure there is supervisory coverage at all times during the 7day work week. Because the lead clerks are included in the daily duties, things get behind such as QCing TLETS and PSRS to ensure the correct information was entered for Law Enforcement to review. Quality Control gets behind, and the court will email items we need to correct within a case. Because the lead clerks spend a lot of their time working as clerk, the current Sr. Admin. picks up these duties. If a lead clerk takes a vacation, out sick, or family emergency, the current Sr. Admin. steps into that role and covers at the jail. One Sr. Admin is over (4) departments and two are at another campus. Being pulled in so many directions things get behind, missed, and the attention other departments is not being provided in some areas that it needs to be. Having a Sr. Admin. at the jail over those two departments would be much more efficient and helpful especially with the Admin. duties of reporting to TLETS, CJIS and ensuring all training and certifications are being maintained for the arraignment clerks, auditing of the TLETS errors found by DPS, making sure the ELM payments are being entered and tracked properly. Be more involved when ELM devices are cut by defendants and ensuring we are being notified effectively when we have high risks violation notifications.		
Does this position need a guest chair for the cubicle?			Yes		
Do you need any additional training or M&O funds for this position request?			it will need a Laptop computer package, scanner, phone, and Odyssey software and Adobe Pro)		

FY 2027 Department Funding Request for a NEW Position

Department/Program #	Department Name / Program	Priority #	Department Improvement Title
23001-0001	23001 - DISTRICT CLERK/0001 - ADMIN	2	Deputy District Clerk II - QC Criminal
Budget Category, Preliminary Recommendation and Comments			
Budget Category, FINAL Recommendation and Comments			
FINAL Budget Department Category	FINAL RECOMMENDATION for Funding	Comments (if any)	
F-Supported	Supported	Criminal case filings have more than doubled within the last 5 years. All filings and warrants must be QC'd to ensure the correct documentation, fees, charges, etc. have been entered. The goal is to QC within the first 24 hours, but it is taking 48 hours in most cases because of the workload. There could be serious consequences if errors are not caught in time - for example a warrant issued for the wrong person - which could be a liability issue for the County.	

WHY is this position needed?
Currently we have (2) Clerks II's that handle the quality control for all the District Clerk's Criminal Department. The last time we added to this department was in FY' 18. With the increase of jailings and an increase in criminal case filings, the process to QC the paperwork and electronic filings has become overwhelming to our QC department. At this current time, the Supervisor over the QC department has been helping QC to keep that area caught up. QC plays an important role in the criminal department as well as our Juvenile department. With the addition of the Magistrate Court this past year, It is very important that we QC all Magistrate cases. There are several Judges that do Magistration. We have two seperate shifts for magistration, having a QC person for them will help cut down on Comp. time for the Lead Clerks that are responsible for QC in the magistrate division. Within this department the clerks have found warrants issued for the wrong person in error. Or the range of punishment listed on the Judgement was for the incorrect charge. Those are things that need to be caught immediately. The QC department verifies that the criminal history has been reported and we are in compliant with the State which effects some funding for the County. The Clerks are responsible that all documents were processed correctly and entered into our case management system without error. We have a large volume of documents that are processed through the Distict Clerk's Ceriminal Department. Gov't. Code Sec. 51.303 states, the District Clerk is the custodian of all court pleadings and papers that are part of any cause of action, civil or criminal, in the district courts served by the Clerk. The District clerk is statutorily responsible for all records filed with the district courts and Magistrate courts, and shall maintain the accuracy and integrity of those documents. IN FY'24 there were 124,700 events recorded in Criminal courts, FY'25 they recorded 144,687, with the population growth we expect to surpass this number this year. In FY'24 there were 40,196 criminal e-files, FY'25 there were 45,907 e-filings this will grow in FY'26.

HOW will this position benefit your office and/or the County?
We currently have two Criminal QC Clerks. We have added Magistrate Court and this doubles their work. This will ensure that our Criminal Case Records as well as our Magistrate Records are correct. Accurate transactions in the case management system are critical. Examples of errors in the case management system could result in: a warrant that is not withdrawn in a timely manner causing a person to be improperly detained by law enforcement; a law enforcement agency may not be notified of the release of a convicted sex offender: fees not appropriatly added as new actions take place: out of sequence reporting to CJIS impacting grant funding to the county: a bond not beng properly discharched reducing the ability of the bail bond company from issuing new bonds: or the Sheriff's office not being notified of a bond reduction, resulting in a longer incarceration for the defendant at additional cost to the County and conversely, a bond found in sufficient resulting in a defendant being release against the Judge's orders. Gov't. Code section 51.309; Texas Rules of Civil Procedures Code 22 & 24: Gov't. Code 51.317(a)Computer-

Is there statutory authority for this request?	Gov't. Code 51.309(a); CCP 15.26	Will this generate revenue?	no	If Yes, potential amount?	
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Job Duties of NEW Position
The QC clerks will ensure that all documents paper or electronically filed are processes through the case management system accordding to established JCIT and office quality standards. They will confirm the correct case types, events anad fees were used when the clerk accepted the filing into our Odyssey system. They will ensure that warrants have been executed or recalled, bonds have been dischared and criminal history has been reported. They will review all documents filed have the proper signature block required by attorneys and pro-se individuals. They will confirm that the judge's signature is legible, and has a date of which the document was signed. They will ensure the document has the file for record file stamp on the document. They will review that the fees collected were the correct fees and came over to the case management system as required. They will confirm that the notices of hearings and judgements are sent to the parties on the case as required by law. Ensure all quality control reports are reviewed within (5) business days of the following month. They will work with the records management clerk and ensure that paper documents are properly filed in an organized manner on the quality control shelf according to the filemark date. That way the documents can be retrieved in a timely manner and taken to the records managment department. They will ensure that all Magistrate cases are scanned prpoerly and all entities have been noticed of bond conditions.

NEW POSITION(S) REQUEST										
Requested Position Title	Requested Quantity	Requested Grade	Part-Time (20 hrs.) Full-Time (40 hrs.)	Requested Salary Per Position	Total Estimated Amount with Benefits	CORRECTED Salary	CORRECTED Position Title/Grade (match to job duties detailed above)	CORRECTED Salary with Benefits	FY 2027 Supported Quantity	FY 2027 Supported Amount
Deputy District Clerk II	1	533	Full-Time	\$48,287.00	\$79,989.00	\$48,287.00	Deputy District Clerk II/533	\$79,989.00	1	\$79,989.00
Requested NEW Position(s) Subtotal:					\$79,989.00	CORRECTED New Position(s) Subtotal:				
						SUPPORTED New Position(s) Subtotal:				
						\$79,989.00				

FURNITURE, EQUIPMENT, TECHNOLOGY, ONE-TIME PURCHASES (ITEMS THAT NEED TO BE PRICED)										
Item Detailed Description	New / Replace	Quantity Requested	User Name and/or Job Title	Estimated Unit Cost	Estimated Total Requested	Unit Cost Provided by Purchasing	Updated Item Description (if applicable)	Supported Quantity	FY 2027 Supported Amount	FY 2026 Recommended Amount
Computer- Desktop	New	1	Deputy Distict Clerk II	\$1,592.00	\$1,592.00	\$2,630.00	Computer - Desktop	1	\$2,630.00	\$0.00
Software-Odyssey	New	1	Deputy Distict Clerk II		\$0.00	\$0.00	Software - Odyssey	1	\$0.00	\$0.00
Phone-Employee Desk Phone	New	1	Deputy Distict Clerk II	\$597.00	\$597.00	\$597.00	Phone - Employee Desk Phone	1	\$597.00	\$0.00
Scanner-Top Feed	New	1	Deputy Distict Clerk II	\$999.00	\$999.00	\$999.00	Scanner - Top Feed	1	\$999.00	\$0.00
Cubicle Package	New	1	Deputy Distict Clerk II	\$14,000.00	\$14,000.00	\$14,000.00	Cubicle Package	1	\$14,000.00	\$0.00
Software-EA	New	1	Deputy Distict Clerk II	\$624.00	\$624.00	\$624.00	Software - EA	1	\$624.00	\$0.00
Adobe Acrobat Pro	New	1	Deputy Distict Clerk II		\$0.00	\$130.00	Software - Adobe Pro	1	\$130.00	\$0.00
Estimated Requested Equipment Subtotal:					\$17,812.00	Supported Equipment Subtotal:				
						\$18,980.00				
Total Estimated Department Request:					\$97,801.00	Updated Total Department Request:				
						\$98,969.00				
						SUPPORTED Total Department Request Utilizing FY 2027 Funds:				
						\$98,969.00				
						RECOMMENDED Total Department Request Utilizing FY 2026 Funds:				
						\$0.00				

FY 2027 Department Funding Request for a NEW Position

Department/Program #	Department Name / Program	Priority #	Department Improvement Title		
23001-0001	23001 - DISTRICT CLERK/0001 - ADMIN	2	Deputy District Clerk II - QC Criminal		
ANALYSIS					
Q & A Discussions with Department					
Sent To:	Date Sent	Comment	Date Received	Responder's Name	Comment
Brenda G	4/7/2026	Email	4/9/2026	Brenda	Email
Questions TO Department			Response From Department		
Do you need any training or M&O dollars for this position?			it will need a Computer package, scanner, phone, Odyssey software, and Adobe Pro)		
Does this position need a guest chair in the cubicle?			No		
Do you have space for this position in your office?			Yes		
Do you have stats for # of criminal documents QC'd for FY 2025 and FY 2026 (October - March)?			FY'25 190,594 FY'26 74,971 October 1, 2025 to February 28, 2026.		
Do you have an average amount of time it takes to QC a criminal document?			It depends on the document. Pleadings (motions, pass slips, notices, etc.) take about one to two minutes to review. Judgements, warrants, commitments, bonds, could take 10 to 15 minutes depending on how many charges the individual has. Especially for judgments, QC has to compare the information on the judgment to what is in the jailing to ensure that the charges and degree of offense is correct, compare that the punishment/sentence on the judgement matches what is on the plea papers. And then QC has to go to CJIJ (Criminal Justice Information Services) and confirm that the criminal clerk entered the individual’s criminal history correctly. If the defendant had to register as a sex offender QC will also verify that that information was entered also. QC will confirm that the correct fees were assessed and added to the judgement. Warrants, QC will confirm that the correct party ID was selected for the warrant issued. They will review the case and make sure that the warrant wasn’t recalled by the court and they individual is not arrested by mistake. They will confirm that a bond amount has been entered, or “No Bond” has been listed. They will check the status tab to confirm that the warrant was sent to the sheriff’s office and it shows a status of “received active”. If the individual has never been arrested on the charge, QC has to ensure that the warrant is secured and not viewable to the public. Same process for commitments, regardless if they are mental commitments or work-release commitments. Bonds, QC ensures that all bond that the District Clerk’s criminal department receives has been inventoried and the monies have been applied, and the sheriff’s office has been notified that our office has received the bond. QC confirms as well if any felony bonds had charges that were indicted on a lesser charge, and the bond was transferred to misdemeanor in County Court at Law.		
What is the expected turn around time for QC 1st and 2nd checks and is your office currently meeting those turnaround times?			Our goal has been to be current by end of day for the previous day so we could catch any potential problems such as wrong name of defendant on a warrant (which would cause someone to get arrested that shouldn’t have). DA’s office dropping a charge that is holding someone in jail. Wrong degree of offense on a judgment. Documents that should be sealed from public view. Etc. But with the increase of criminal case filings, probable causes warrants, bonds, and other misc. documents that are filed, we are now at a 48 hour turnaround, which could be crucial if something wasn’t caught in time. Especially, if it falls on a Thursday or Friday, and someone has to sit in jail over the weekend.		

Statistical Analysis							
STATISTICS RELATED TO NEW POSITION REQUEST							
# Criminal Documents QC'd							
Fiscal Year	# Criminal Documents QC'd	# of Employees	# Per Employee	% Change per Employee	Comments / Findings		
FY 2018	128,736	2	64,368				
FY 2019	137,424	2	68,712	6.7%			
FY 2020	110,690	2	55,345	-19.5%			
FY 2021	126,588	2	63,294	14.4%			
FY 2022	142,033	2	71,017	12.2%			
FY 2023	146,499	2	73,250	3.1%			
FY 2024	164,896	2	82,448	12.6%			
FY 2025	190,594	2	95,297	15.6%			
FY 2026 as of April 2026	109,971	2					
FY 2026 Year-End Estimate	188,522	2	94,261	-1.1%			
Fiscal Year	# Criminal Documents QC'd	# of Employees Requested	Total # of Employees Requested	# Per Employee	% Change per Employee	Estimated % Change in Stat	Comments / Findings
FY 2027 Estimate THIS Request	208,182	1	3	69,394	-26.4%	10.4%	
Fiscal Year	# Criminal Documents QC'd	# of Employees Recommended	Total # of Employees Recommended	# Per Employee	% Change per Employee	Comments / Findings	
FY 2027 Estimate Recommended	208,182	1	3	69,394	-26.4%		

FY 2027 Department Funding Request for a NEW Position

Department/Program #	Department Name / Program			Priority #	Department Improvement Title		
23001-0001	23001 - DISTRICT CLERK/0001 - ADMIN			2	Deputy District Clerk II - QC Criminal		
Criminal Cases Filed - includes new cases, motions to revoke, motion to adjudicate, cases reactivated, and all other cases added							
Fiscal Year	# Criminal Cases Filed	# of Employees	# Per Employee	% Change per Employee	Comments / Findings		
FY 2018	6,187	2	3,094				
FY 2019	7,149	2	3,575	15.5%			
FY 2020	5,536	2	2,768	-22.6%			
FY 2021	6,857	2	3,429	23.9%			
FY 2022	7,224	2	3,612	5.4%			
FY 2023	10,937	2	5,469	51.4%			
FY 2024	13,540	2	6,770	23.8%			
FY 2025	13,449	2	6,725	-0.7%			
FY 2026 as of April 2026	7,847	2	3923.5				
FY 2026 Year-End Estimate	13,452	2	6,726	0.0%			
Fiscal Year	# Criminal Cases Filed	# of Employees Requested	Total # of Employees Requested	# Per Employee	% Change per Employee	Estimated % Change in Stat	Comments / Findings
FY 2027 Estimate THIS Request	16,794	1	3	5,598	-16.8%	24.8%	
Fiscal Year	# Criminal Cases Filed	# of Employees Recommended	Total # of Employees Recommended	# Per Employee	% Change per Employee	Comments / Findings	
FY 2027 Estimate Recommended	16,794	1	3	5,598	-16.8%		
# Warrants Received - QC'd							
Fiscal Year	# Warrants Received	# of Employees	# Per Employee	% Change per Employee	Comments / Findings		
FY 2018	1,659	2	830				
FY 2019	1,704	2	852	2.7%			
FY 2020	1,850	2	925	8.6%			
FY 2021	3,234	2	1,617	74.8%			
FY 2022	4,084	2	2,042	26.3%			
FY 2023	5,033	2	2,517	23.2%			
FY 2024	6,583	2	3,292	30.8%			
FY 2025	8,487	2	4,244	28.9%			
FY 2026 as of April 2026	4,302	2	2151				
FY 2026 Year-End Estimate	7,375	2	3,687	-13.1%			
Fiscal Year	# Warrants Received	# of Employees Requested	Total # of Employees Requested	# Per Employee	% Change per Employee	Estimated % Change in Stat	Comments / Findings
FY 2027 Estimate THIS Request	9,414	1	3	3,138	-14.9%	27.7%	
Fiscal Year	# Warrants Received	# of Employees Recommended	Total # of Employees Recommended	# Per Employee	% Change per Employee	Comments / Findings	
FY 2027 Estimate Recommended	9,414	1	3	3,138	-14.9%		

FY 2027 Department Funding Request for a NEW Position

Department/Program #	Department Name / Program	Priority #	Department Improvement Title							
23001-0001	23001 - DISTRICT CLERK/0001 - ADMIN	3	Deputy District Clerk II - Case Mgmt Warrants/Bond							

Budget Category, FINAL Recommendation and Comments										
FINAL Budget Department Category	FINAL RECOMMENDATION for Funding				Comments (if any)					
F-Supported	Supported				Criminal case filings and warrants have more than doubled within the last 5 years. Staff is already at full capacity for the assigned tasks that we have time estimates for - and this does not include all of their job duties. Stats support the addition of a position due to increasing workload and the demand to complete tasks in a timely manner.					

WHY is this position needed?

The District clerk is statutorily responsible for all felony indictments and shall maintain an accurate record of all related documents; Texas CCP Art. 20A.303 and Texas CCp Art. 20A304. Criminal new case filings have increased from FY'23 to Fy'24. In FY'25 the Cases Reopened/Reactivated increased over 800. With the increase in population in Collin County, we have seen more individuals arrested and jailed. Which in turn, adds to the warrants executed and bonds posted. In August of 2024, the Auxiliary Court started to accept probable cause warrants and warrants executed by an electronic filing process. This has caused a hardship in our warrants and bond department, as we only have (2) clerks that process those as well as their other duties, which are Expunctions, Non-Disclosures, correcting TRNs for reporting purposes, issue warrants for 17.16 affidavits and ATSPs and processing recusal letters.

HOW will this position benefit your office and/or the County?

This will help ensure that no person will be held due to error in paperwork. This will be an invaluable asset to Law enforcement officers letting them know that warrants are still active or that they have been recalled.

Is there statutory authority for this request?	Govt. Code 51.309(a); CCP 15.26	Will this generate revenue?	no	If Yes, potential amount?	
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Job Duties of NEW Position

An additional Case Management Clerk II for Warrants and Bonds would assist the Current (2) clerks that work in this area. These duties would include but not limited to: process all paper and electronic probable cause warrants and warrants executed, review and link bonds to defendants, assist with expunctions, non-disclosures, processing recusal letters from the policing agencies, issue warrants for 17.16 affidavits and ATSPs, answer phone calls, emails, process pre-indicted papwerwork received from the Collin County Sherriff's office, Defendants, District Attorney's office, Law Enforcement Agencies, and the public. Document and file all probable cause warrants into our case management repository or file away in cabinet depending if is is electronic or paper. Certify warrant affidavits when requested by law enforcement, DPS or other counties. Redact confidential or secure information prior to release of certain records to maintain the integrity of the court records pursuant to our duties as the clerk of the court and custodian of the records. Statutory authority for this request: Govt. Code 51.309(a)

NEW POSITION(S) REQUEST											
Requested Position Title	Requested Quantity	Requested Grade	Part-Time (20 hrs.) Full-Time (40 hrs.)	Requested Salary Per Position	Total Estimated Amount with Benefits	CORRECTED Salary	CORRECTED Position Title/Grade (match to job duties detailed above)	CORRECTED Salary with Benefits	FY 2027 Supported Quantity	FY 2027 Supported Amount	
Deputy District Clerk II	1	533	Full-Time	\$48,287.00	\$79,989.00	\$48,287.00	Deputy District Clerk II/533	\$79,989.00	1	\$79,989.00	
Requested NEW Position(s) Subtotal:					\$79,989.00	CORRECTED New Position(s) Subtotal:			\$79,989.00		
						SUPPORTED New Position(s) Subtotal:					\$79,989.00

FURNITURE, EQUIPMENT, TECHNOLOGY, ONE-TIME PURCHASES (ITEMS THAT NEED TO BE PRICED)											
Item Detailed Description	New / Replace	Quantity Requested	User Name and/or Job Title	Estimated Unit Cost	Estimated Total Requested	Unit Cost Provided by Purchasing	Updated Item Description (if applicable)	Supported Quantity	FY 2027 Supported Amount	FY 2026 Recommended Amount	
Computer- Desktop	New	1	Deputy Distict Clerk II	\$1,592.00	\$1,592.00	\$2,630.00	Computer- Desktop	1	\$2,630.00	\$0.00	
Software-Odyssey	New	1	Deputy Distict Clerk II		\$0.00	\$0.00	Software-Odyssey	1	\$0.00	\$0.00	
Phone-Employee Desk Phone	New	1	Deputy Distict Clerk II	\$597.00	\$597.00	\$597.00	Phone-Employee Desk Phone	1	\$597.00	\$0.00	
Scanner-Top Feed	New	1	Deputy Distict Clerk II	\$999.00	\$999.00	\$999.00	Scanner-Top Feed	1	\$999.00	\$0.00	
Cubicle Package	New	1	Deputy Distict Clerk II	\$14,000.00	\$14,000.00	\$14,000.00	Cubicle Package	1	\$14,000.00	\$0.00	
Software-EA	New	1	Deputy Distict Clerk II	\$624.00	\$624.00	\$624.00	Software-EA	1	\$624.00	\$0.00	
Adobe Acrobat Pro	New	1			\$0.00	\$130.00	Adobe Acrobat Pro	1	\$130.00	\$0.00	
Estimated Requested Equipment Subtotal:					\$17,812.00	Supported Equipment Subtotal:			\$18,980.00	\$0.00	
Total Estimated Department Request:						\$97,801.00	Updated Total Department Request:				\$98,969.00
SUPPORTED Total Department Request Utilizing FY 2027 Funds:										\$98,969.00	
RECOMMENDED Total Department Request Utilizing FY 2026 Funds:										\$0.00	

FY 2027 Department Funding Request for a NEW Position

Department/Program #	Department Name / Program	Priority #	Department Improvement Title				
23001-0001	23001 - DISTRICT CLERK/0001 - ADMIN	3	Deputy District Clerk II - Case Mgmt Warrants/Bond				

ANALYSIS

Q & A Discussions with Department						
Sent To:	Date Sent	Comment	Date Received	Responder's Name	Comment	
Brenda G	4/7/2026	Email	4/9/2026	Brenda	Email	

Questions TO Department	Response From Department
Do you need any training or M&O dollars for this position?	(it will need a Computer package, scanner, phone, Odyssey software, and Adobe Pro)
Does this position need a guest chair in the cubicle?	No
Do you have space for this position in your office?	Yes
Is the current workload too much for the current 2 positions? Are they not able to complete their duties in time, are you having to pull help from other areas, etc.	Yes (to first question). Yes, when AUX court started accepting warrants and warrant returns electronically those (2) positions struggled as they also clean up the TRNs for the DPS reporting to ensure our office is compliant and Collin County stays above 90% for completed CJIS reporting. Which could affect some county funding from the State of Texas if we were to go below 90%. This department is responsible for Adult and Juvenile reporting to CJIS. This department also processes Expunction orders received and deletes criminal and magistrate cases, as well as Non-Disclosures. So, with the implementation of AUX court accepting electronically we basically went back to having one person handle the most of the workload for this department, because the other clerk works mostly with probable cause warrants that was filed electronically and sent to us from AUX via a queue. I have attached a spreadsheet of how many PC warrants we've received electronically via the queue since this started in 2024. I have also attached the PC Warrant process for each PC warrant received.
What would be the impact to the department if this request was not approved?	We had asked for this position in FY'2026 budget, and it was budget supported item in the Recommended Budget. The need was there in 2025, and the warrants have increased since then.
Has the workload increased due to Aux Court accepting probable cause warrants - or did this just change how your office processes warrants?	Yes, once AUX started accepting warrants and warrant returns electronically in August of 2024 all policing agencies, as well as DPS have participated and filed electronically. Prior to the new warrant process we would receive the warrant, warrant return and affidavit in paper form from the court. We would file it for record and then file it by date in a folder. Now that its electronically, we are inundated with executed warrant returns. As the process is more efficient and quicker for the officers, it has put a strain our warrant and bonds area.

Statistical Analysis

STATISTICS RELATED TO NEW POSITION REQUEST

Criminal Cases Filed - includes new cases, motions to revoke, motion to adjudicate, cases reactivated, and all other cases added

Fiscal Year	# Criminal Cases Filed	# of Employees	# Per Employee	% Change per Employee	Comments / Findings		
FY 2018	6,187	2	3,094				
FY 2019	7,149	2	3,575	15.5%			
FY 2020	5,536	2	2,768	-22.6%			
FY 2021	6,857	2	3,429	23.9%			
FY 2022	7,224	2	3,612	5.4%			
FY 2023	10,937	2	5,469	51.4%			
FY 2024	13,540	2	6,770	23.8%			
FY 2025	13,449	2	6,725	-0.7%			
FY 2026 as of April 2026	7,847	2					
FY 2026 Year-End Estimate	13,452	2	6,726	0.0%			

Fiscal Year	# Criminal Cases Filed	# of Employees Requested	Total # of Employees Requested	# Per Employee	% Change per Employee	Estimated % Change in Stat	Comments / Findings
FY 2027 Estimate THIS Request	16,794	1	3	5,598	-16.8%	24.8%	

Fiscal Year	# Criminal Cases Filed	# of Employees Recommended	Total # of Employees Recommended	# Per Employee	% Change per Employee	Comments / Findings
FY 2027 Estimate Recommended	16,794	1	3	5,598	-16.8%	

FY 2027 Department Funding Request for a NEW Position

Department/Program #	Department Name / Program				Priority #	Department Improvement Title				
23001-0001	23001 - DISTRICT CLERK/0001 - ADMIN				3	Deputy District Clerk II - Case Mgmt Warrants/Bond				

FY 2027 Department Funding Request for a NEW Position

Department/Program #	Department Name / Program	Priority #	Department Improvement Title
23001-0001	23001 - DISTRICT CLERK/0001 - ADMIN	4	Deputy District Clerk II - Crim Case Mgmt
Budget Category, FINAL Recommendation and Comments			
FINAL Budget Department Category	FINAL RECOMMENDATION for Funding	Comments (if any)	
F-Supported	Supported	Criminal case filings have more than doubled within the last 5 years. Each criminal court is assigned (1) criminal clerk to process paperwork and e-filings. A floating clerk position would help with the increase in workload and provide backup to the courts on a daily basis to ensure all tasks are completed.	
WHY is this position needed?			
The District Clerk is statutorily responsible for all felony indictments and shall maintain an accurate record of all releated documents: Texas CCP Art. 20A.303 and Texas CCP Art.20A.304. Collin County has (7) criminal district courts, and we have (7) court clerks. One for each court. There has been an increase of felony cases filed, as well as Motions to Revoke/Adjudicate which re-opens cases. The current court clerks are struggling to process court paperwork, and e-filing in a timely manner. In addition to processing all the courts judicial paperwork, they also process all the competency orders and paperwork for Collin County's Mentel Health Managed Counsel Program/Mental Health Court. the County's population has grown in size. In 2025 the population was estimated at over 1.3million. With the increase of population we have seen a rise of inmates in the Collin County jail, which is a result of more felony cases filed with the courts. Currently we have (1) clerk per court to process all court paperwork filed directly with the court, plea papers, judgments, probation violations, mental health commitments, bond forfeitures, issuing warrants, reporting criminal history and mental health commitments to the State of Texas, answering emails and phone calls, and assisting the public. The workload for the courts have picked up tremendously for our criminal department. We would cross train a Case Management Clerk II to fill in and assist where needed.			
HOW will this position benefit your office and/or the County?			
Having an additional clerk to assist the court clerks would streamline the processes of the felony caseload for the district Clerk's office. With the additional help processing e-file and judicial documents it will make it more efficient for the courts, adult probation, district attorney's office, and the sheriff's office. Work will be completed in a timely manner, and the courts can set their dockets accordingly.			

Is there statutory authority for this request?	Govt. Code 51.309, CCP 15.26	Will this generate revenue?	no	If Yes, potential amount?	
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Job Duties of NEW Position	
The Case Management Clerk duties include but are not limited to: Process pleadings submitted appropriately through e-fileTexas.gov or over the counter. Assists with determing and updating the cause number, court assignment, and bond amount of all indictments, capital murders, and waivers of indictment. Assists with creating and maintaining felony Judgment Nisi Cases on forfeited bonds. Issues warrants, notices, and service of process. Examines documents to be scanned for legibility and sufficient recording and indexing information. Scans documents and monitors screen image to ensure proper recording. Performs quality assurance on scanned documents. Make plain, certified, and exemplified copies of legal documents. Answers questions in person and by telephone, responds to inquiries, and refers calls to other departments as appropriate. Prepares penitentiary packet for the Texas Department of Criminal Justice - institutional Division. Performs data entry including cashiering receipts and cost bills. Processes incoming and outgoing mail. Files and dockets various legal documents. Assess court costs and fines ordered by the court. Process copy requests as custodian of the records. Certify documents when requested and redacts confidential or secure information prior to release of certain records to maintain the integrity of the court records pursuant to our duties as the clerk of the court and custodian of the records. Report criminal history and Mental Health commitments to the State of Texas. Performs related duties as required.	

NEW POSITION(S) REQUEST										
Requested Position Title	Requested Quantity	Requested Grade	Part-Time (20 hrs.) Full-Time (40 hrs.)	Requested Salary Per Position	Total Estimated Amount with Benefits	CORRECTED Salary	CORRECTED Position Title/Grade (match to job duties detailed above)	CORRECTED Salary with Benefits	FY 2027 Supported Quantity	FY 2027 Supported Amount
Deputy District Clerk II	1	533	Full-Time	\$48,287.00	\$79,989.00	\$48,287.00	Deputy District Clerk II/533	\$79,989.00	1	\$79,989.00
Requested NEW Position(s) Subtotal:					\$79,989.00	CORRECTED New Position(s) Subtotal:				
						SUPPORTED New Position(s) Subtotal:				
						\$79,989.00				

FURNITURE, EQUIPMENT, TECHNOLOGY, ONE-TIME PURCHASES (ITEMS THAT NEED TO BE PRICED)										
Item Detailed Description	New / Replace	Quantity Requested	User Name and/or Job Title	Estimated Unit Cost	Estimated Total Requested	Unit Cost Provided by Purchasing	Updated Item Description (if applicable)	Supported Quantity	FY 2027 Supported Amount	FY 2026 Recommended Amount
Computer- Desktop	New	1	Deputy Distict Clerk II	\$1,592.00	\$1,592.00	\$2,630.00	Computer- Desktop	1	\$2,630.00	\$0.00
Software-Odyssey	New	1	Deputy Distict Clerk II		\$0.00	\$0.00	Software-Odyssey	1	\$0.00	\$0.00
Phone-Employee Desk Phone	New	1	Deputy Distict Clerk II	\$597.00	\$597.00	\$597.00	Phone-Employee Desk Phone	1	\$597.00	\$0.00
Scanner-Top Feed	New	1	Deputy Distict Clerk II	\$999.00	\$999.00	\$999.00	Scanner-Top Feed	1	\$999.00	\$0.00
Cubicle Package	New	1	Deputy Distict Clerk II	\$14,000.00	\$14,000.00	\$14,000.00	Cubicle Package	1	\$14,000.00	\$0.00
Software-EA	New	1	Deputy Distict Clerk II	\$624.00	\$624.00	\$624.00	Software-EA	1	\$624.00	\$0.00
Adobe Acrobat Pro	New	1			\$0.00	\$130.00	Adobe Acrobat Pro	1	\$130.00	\$0.00
Estimated Requested Equipment Subtotal:					\$17,812.00	Supported Equipment Subtotal:				
						\$18,980.00				
Total Estimated Department Request:					\$97,801.00	Updated Total Department Request:				
						\$98,969.00				
						SUPPORTED Total Department Request Utilizing FY 2027 Funds:				
						\$98,969.00				
						RECOMMENDED Total Department Request Utilizing FY 2026 Funds:				
						\$0.00				

FY 2027 Department Funding Request for a NEW Position

Department/Program #	Department Name / Program	Priority #	Department Improvement Title			
23001-0001	23001 - DISTRICT CLERK/0001 - ADMIN	4	Deputy District Clerk II - Crim Case Mgmt			

ANALYSIS

Q & A Discussions with Department

Sent To:	Date Sent	Comment	Date Received	Responder's Name	Comment
Brenda G	4/9/2026	Email	4/14/2026	Brenda G	Email

Questions TO Department	Response From Department
Do you need any training or M&O dollars for this position?	(it will need a Laptop computer package, scanner, phone, and Odyssey software and Adobe Pro)
Do you have updated FY 2025 and FY 2026 YTD e-filing stats?	FY 2025 E-filings 46,350 and 2026 to date= 19,236
Do you have any stats related to the work your clerks do for the Mental Health Court - for example # of competency orders? If you do, would you be able to provide me at least 5 fiscal years worth of stats?	FY'18 - 120 FY'19 - 137 FY'20 - 176 FY'21 - 154 FY'22 - 193 FY'23 - 283 FY'24 - 277 FY'25 - 548 FY'26 - 347
Does this position need a guest chair in the cubicle?	No
Do you have space for this position in your office?	Yes

Statistical Analysis

STATISTICS RELATED TO NEW POSITION REQUEST

Criminal Cases Filed - includes new cases, motions to revoke, motion to adjudicate, cases reactivated, and all other cases added

Fiscal Year	# Criminal Cases Filed	# of Employees	# Per Employee	% Change per Employee	Comments / Findings		
FY 2018	6,187	7	884				
FY 2019	7,149	7	1,021	15.5%			
FY 2020	5,536	7	791	-22.6%			
FY 2021	6,857	7	980	23.9%			
FY 2022	7,224	7	1,032	5.4%			
FY 2023	10,937	7	1,562	51.4%			
FY 2024	13,540	7	1,934	23.8%			
FY 2025	13,449	7	1,921	-0.7%			
FY 2026 as of April 2026	7,847	7					
FY 2026 Year-End Estimate	13,452	7	1,922	0.0%			
Fiscal Year	# Criminal Cases Filed	# of Employees Requested	Total # of Employees Requested	# Per Employee	% Change per Employee	Estimated % Change in Stat	Comments / Findings
FY 2027 Estimate THIS Request	16,794	1	8	2,099	9.2%	24.8%	

Fiscal Year	# Criminal Cases Filed	# of Employees Recommended	Total # of Employees Recommended	# Per Employee	% Change per Employee	Comments / Findings	
FY 2027 Estimate Recommended	16,794	1	8	2,099	9.2%		

FY 2027 Department Funding Request for a NEW Position

Department/Program #	Department Name / Program				Priority #	Department Improvement Title		
23001-0001	23001 - DISTRICT CLERK/0001 - ADMIN				4	Deputy District Clerk II - Crim Case Mgmt		
# E-Filings								
Fiscal Year	# E-Filings	# of Employees	# Per Employee	% Change per Employee	Comments / Findings			
FY 2018	37,607	7	5,372					
FY 2019	36,609	7	5,230	-2.7%				
FY 2020	29,454	7	4,208	-19.5%				
FY 2021	35,363	7	5,052	20.1%				
FY 2022	36,024	7	5,146	1.9%				
FY 2023	32,704	7	4,672	-9.2%				
FY 2024	37,692	7	5,385	15.3%				
FY 2025	46,350	7	6,621	23.0%				
FY 2026 as of 2nd Quarter	19,236	7	2748					
FY 2026 Year-End Estimate	38,472	7	5,496	-17.0%				
Fiscal Year	# E-Filings	# of Employees Requested	Total # of Employees Requested	# Per Employee	% Change per Employee	Estimated % Change in Stat	Comments / Findings	
FY 2027 Estimate THIS Request	42,192	1	8	5,274	-4.0%	9.7%		
Fiscal Year	# E-Filings	# of Employees Recommended	Total # of Employees Recommended	# Per Employee	% Change per Employee	Comments / Findings		
FY 2027 Estimate Recommended	42,192	1	8	5,274	-4.0%			

# Competency Orders							
Fiscal Year	# Competency Orders	# of Employees	# Per Employee	% Change per Employee	Comments / Findings		
FY 2018	120	7	17				
FY 2019	137	7	20	14.2%			
FY 2020	176	7	25	28.5%			
FY 2021	154	7	22	-12.5%			
FY 2022	193	7	28	25.3%			
FY 2023	283	7	40	46.6%			
FY 2024	277	7	40	-2.1%			
FY 2025	548	7	78	97.8%			
FY 2026 as of 2nd Quarter	347	7					
FY 2026 Year-End Estimate	694	7	99	26.6%			
Fiscal Year	# Competency Orders	# of Employees Requested	Total # of Employees Requested	# Per Employee	% Change per Employee	Estimated % Change in Stat	Comments / Findings
FY 2027 Estimate THIS Request	1,023	1	8	128	29.0%	47.4%	
Fiscal Year	# Competency Orders	# of Employees Recommended	Total # of Employees Recommended	# Per Employee	% Change per Employee	Comments / Findings	
FY 2027 Estimate Recommended	1,023	1	8	128	29.0%		

FY 2027 Department Funding Request for a NEW Position

Department/Program #	Department Name / Program	Priority #	Department Improvement Title
23001-0001	23001 - DISTRICT CLERK/0001 - ADMIN	5	Deputy District Clerk I Front Counter Civil/Family
Budget Category, FINAL Recommendation and Comments			
FINAL Budget Department Category	FINAL RECOMMENDATION for Funding	Comments (if any)	
F-Supported	Supported	Stats show an increase in Civil/Family filings as well as a significant increase in customers served at the front counter. With wait times averaging 15-20 minutes per customer the need for an additional clerk to serve the public in a timely manner is important, especially as the number of filings are increasing.	

WHY is this position needed?
The District Clerk is statutorily responsible for all Civil/Family filings and shall maintain an accurate record of all related documents. Collin County currently has (15) Courts that hear Civil/Family filings. Our office operates with (4) Front counter clerks all filings/copies requests/protective orders that are filed through our front counter. The County's population has grown in size and the estimated population for Collin County in 2026 is 1,348,046, an increase of almost 20% from 2025. The amount of filings that the District Clerk's office receives throughour front counter has increased over 10% in the first 4 months of the current fiscal year. Approximately 80% of our customers needs represent either legal filings or copy requests and these requests require the most time to complete. The highes wait times for our customers are either copy requests or requests forlegal filings, which this fiscal average 20+ minutes. An additional Front Counter Clerk would be able to assist the other clerks with the more challenging/time consuming requests and allow the other clerks to concentrate on assisting more customers in a more timely manner.

HOW will this position benefit your office and/or the County?
Collin County is growing and customer request for Civil/Family are increasing. FY'24 we had 25,886 customer requests received, and 19,467 were Legal Filings/Copy requests. FY'25 we had 25,843 customer requests received and 19,876 were Legal filings/copy requests. Projected numbers for FY'26 using the numbers from the past 4 months we project to have 28,782 customers requests received, and 23,286 will be Legal filings/copy requests. As you can see our office has a significant increase in both total filings (10.21%) and Legal filings/copy request (19.1%). The average wait time for the month of January 2026 was over 20 minutes, with an average of over 15 minute wait time for the FY'26. With the addition of another clerk, this would cut down on wait times and allow us to service more customers in a timely manner.

Is there statutory authority for this request?	Govt. Code 51.309, CCP 15.26	Will this generate revenue?	no	If Yes, potential amount?	
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Job Duties of NEW Position
The front counter clerk duties include but are not limited to: process legal filings submitted appropriately over the counter. Examines documents to be scanned for legibility and sufficient recording and indexing information. Scans documents and monitors screen image to ensure proper recording. Performs quality assurance on scanned documents. Makes plain, certified, and exemplified copies of legal documents. Answers questions in person, responds to inquiries, and guides customers to other departments as needed. Performs data entry including cashiering receipts and cost bills. Files and docketts various legal documents. Assess court costs and other fees ordered by the court. Process copy requests as custodian of the records. Certify documents when requested and redact confidential or secure information prior to release of certain records to maintain the integrity of the court records pursuant to our duties as the clerk of the court and custodian of the records. Performs related duties as required.

NEW POSITION(S) REQUEST											
Requested Position Title	Requested Quantity	Requested Grade	Part-Time (20 hrs.) Full-Time (40 hrs.)	Requested Salary Per Position	Total Estimated Amount with Benefits	CORRECTED Salary	CORRECTED Position Title/Grade (match to job duties detailed above)	CORRECTED Salary with Benefits	FY 2027 Supported Quantity	FY 2027 Supported Amount	
Deputy District Clerk I	1	533	Full-Time	\$44,607.00	\$75,639.00	\$44,607.00	Deputy District Clerk I/532	\$75,639.00	1	\$75,639.00	
		Requested NEW Position(s) Subtotal:			\$75,639.00	CORRECTED New Position(s) Subtotal:		\$75,639.00			
							SUPPORTED New Position(s) Subtotal:				\$75,639.00

FURNITURE, EQUIPMENT, TECHNOLOGY, ONE-TIME PURCHASES (ITEMS THAT NEED TO BE PRICED)											
Item Detailed Description	New / Replace	Quantity Requested	User Name and/or Job Title	Estimated Unit Cost	Estimated Total Requested	Unit Cost Provided by Purchasing	Updated Item Description (if applicable)	Supported Quantity	FY 2027 Supported Amount	FY 2026 Recommended Amount	
Computer- Desktop	New	1	Deputy Distict Clerk I	\$1,592.00	\$1,592.00	\$2,630.00	Computer- Desktop	1	\$2,630.00	\$0.00	
Software-Odyssey	New	1	Deputy Distict Clerk I		\$0.00	\$0.00	Software-Odyssey	1	\$0.00	\$0.00	
Phone-Employee Desk Phone	New	1	Deputy Distict Clerk I	\$597.00	\$597.00	\$597.00	Phone-Employee Desk Phone	1	\$597.00	\$0.00	
Scanner-Top Feed	New	1	Deputy Distict Clerk I	\$999.00	\$999.00	\$999.00	Scanner-Top Feed	1	\$999.00	\$0.00	
Cubicle Package	New	1	Deputy Distict Clerk I	\$14,000.00	\$14,000.00	\$14,000.00	Cubicle Package	1	\$14,000.00	\$0.00	
Software-EA	New	1	Deputy Distict Clerk I	\$624.00	\$624.00	\$624.00	Software-EA	1	\$624.00	\$0.00	
Adobe Acrobat Pro	New	1			\$0.00	\$130.00	Adobe Acrobat Pro	1	\$130.00	\$0.00	
		Estimated Requested Equipment Subtotal:				\$17,812.00	Supported Equipment Subtotal:		\$18,980.00	\$0.00	
		Total Estimated Department Request:				\$93,451.00	Updated Total Department Request:		\$94,619.00		
						SUPPORTED Total Department Request Utilizing FY 2027 Funds:					\$94,619.00
						RECOMMENDED Total Department Request Utilizing FY 2026 Funds:					\$0.00

FY 2027 Department Funding Request for a NEW Position

Department/Program #	Department Name / Program	Priority #	Department Improvement Title				
23001-0001	23001 - DISTRICT CLERK/0001 - ADMIN	5	Deputy District Clerk I Front Counter Civil/Family				

ANALYSIS

Q & A Discussions with Department

Sent To:	Date Sent	Comment	Date Received	Responder's Name	Comment
Brenda G	4/9/2026	Email	4/14/2026	Brenda G	Email

Questions TO Department	Response From Department
Will this position need a cubicle if they are a front desk clerk?	Yes
If they do need a cubicle, do they need a guest chair?	No
Do you need training or M&O dollars for this position?	(it will need a Laptop computer package, scanner, phone, and Odyssey software and Adobe Pro)
Legal filings/copy requests are listed in the request. Do you have stats you can send me?	Pro Se filings 2025= 7748 2026 No data yet

Statistical Analysis

STATISTICS RELATED TO NEW POSITION REQUEST

Civil/Family Cases Filed - includes new, reactivated, and other cases filed

Fiscal Year	# Civil/Family Cases Filed	# of Employees	# Per Employee	% Change per Employee	Comments / Findings		
FY 2018	17,258	5	3,452				
FY 2019	18,329	5	3,666	6.2%			
FY 2020	17,341	3	5,780	57.7%	(3) Clerk I positions were changed to a Clerk II to support the new District Courts		
FY 2021	17,965	3	5,988	3.6%	Passport Clerk reassigned to front counter		
FY 2022	17,914	3	5,971	-0.3%			
FY 2023	17,963	3	5,988	0.3%			
FY 2024	19,268	4	4,817	-19.6%	Adopted (1) Deputy District Clerk I - Front Counter		
FY 2025	20,880	4	5,220	8.4%			
FY 2026 as of April 2026	11,849	4					
FY 2026 Year-End Estimate	20,313	4	5,078	-2.7%			
Fiscal Year	# Civil/Family Cases Filed	# of Employees Requested	Total # of Employees Requested	# Per Employee	% Change per Employee	Estimated % Change in Stat	Comments / Findings
FY 2027 Estimate THIS Request	21,389	1	5	4,278	-15.8%	5.3%	

Fiscal Year	# Civil/Family Cases Filed	# of Employees Recommended	Total # of Employees Recommended	# Per Employee	% Change per Employee	Comments / Findings	
FY 2027 Estimate Recommended	21,389	1	5	4,278	-15.8%		

STATISTICS RELATED TO NEW POSITION REQUEST

Customers Served

Fiscal Year	# Customers Served	# of Employees	# Per Employee	% Change per Employee	Comments / Findings		
FY 2018	40,761	5	8,152				
FY 2019	27,934	5	5,587	-31.5%	Passport Office closed		
FY 2020	19,069	3	6,356	13.8%			
FY 2021	20,105	3	6,702	5.4%			
FY 2022	22,177	3	7,392	10.3%			
FY 2023	23,638	3	7,879	6.6%			
FY 2024	25,254	4	6,314	-19.9%			
FY 2025	33,750	4	8,438	33.6%			
FY 2026 as of April 2026	24,359	4					
FY 2026 Year-End Estimate	41,758	4	10,440	23.7%			
Fiscal Year	# Customers Served	# of Employees Requested	Total # of Employees Requested	# Per Employee	% Change per Employee	Estimated % Change in Stat	Comments / Findings
FY 2027 Estimate THIS Request	48,310	1	5	9,662	-7.4%	15.7%	

Fiscal Year	# Customers Served	# of Employees Recommended	Total # of Employees Recommended	# Per Employee	% Change per Employee	Comments / Findings	
FY 2027 Estimate Recommended	48,310	1	5	9,662	-7.4%		

FY 2027 Department Funding Request

Department/Program #	Department Name / Program	Priority #	Department Improvement Title							
23001-0001	23001 - DISTRICT CLERK/0001 - ADMIN	6	Tyler AI Assisted Case Filing Automation							
Budget Category, FINAL Recommendation and Comments										
FINAL Budget Department Category	FINAL RECOMMENDATION for Funding	Comments (if any)								
E-Workshop Discussion	Neutral	Discuss direction of AI use in the County during Budget Workshop.								
WHY is this request needed?										
Currently, filing intake and handling are manual processes requiring complete human intervention, even when filings are received electronically. Staff are required to review document, verify completeness, classify case types, extract key data elements, assign docket codes, and route items to the appropriate Court or division. These repetitive, rules-based tasks consume a significant portion of clerk time and introduce opportunities for human error, processing delays, and inconsistent data quality. Absent technological intervention, continued population growth will necessitate additional full-time clerk positions in order to maintain statutory processing timeline and service levels.										
WHAT are you requesting?										
The District and County Clerk Offices are requesting an AI-enabled document automation solution provided by Tyler Technologies. This solution intends to deploy a secure, government-compliant AI platform capable of: Automatically ingesting electronic and scanned paper filings Classifying document types based on learned patterns and defined business rules Extracting structured data fields Validating required elements and flagging exceptions Routing documents to appropriate queues or Odyssey workflows Generating audit logs for transparency, traceability, and compliance This system will operate under human-in-the-loop oversight, ensuring clerk review of exceptions and maintaining accountability for officials records. The initiative will not replace statutory authority or decision-making functions of Clerk staff. Rather, it will automate high-volume, repetitive processing steps that currently consume staff capacity. The solution is offered with unlimited processing resources - meaning an unlimited number of document pages on an annual basis. It also includes unlimited docket code configuration within the included number of professional services hours provided in the investment summary										
HOW will this benefit your office and/or the County?										
Workload absorption without proportional staffing growth Improved processing timeliness Enhanced data accuracy and consistency Staff redeployment to high-value functions Scalability for future growth Lower error-correction and rework costs Increased operational productivity per employee Funding this initiative will modernize critical public-facing operations, enhance transparency and data integrity, and ensure the County remains scalable, efficient, and responsive to continued growth.										
Is there statutory authority for this request?	Local Government Code 191.001, 192.006 and 195	Will this generate revenue?	It could be argued that it can indirectly through workload absorption and redeployment of existing staff	If Yes, potential amount?	Using the Dallas County Clerk's Office as a baseline, they repurposed 6 clerk positions as a result of implementing this system.					
FURNITURE, EQUIPMENT, TECHNOLOGY, ONE-TIME PURCHASES (ITEMS THAT NEED TO BE PRICED)										
Item Detailed Description	New / Replace	Quantity Requested	User Name and/or Job Title	Estimated Unit Cost	Estimated Total Requested	Unit Cost Provided by Purchasing	Updated Item Description (if applicable)	Neutral Quantity	FY 2027 Neutral Amount	Recommended FY 2026 Amount
AI Document Automation SaaS fees:	New	1		\$354,500.00	\$354,500.00	\$190,025.00	Split cost between County and District Clerk	1	\$190,025.00	\$0.00
District Clerk Implementation and Configuration	New	1		\$142,500.00	\$142,500.00	\$156,695.00		1	\$156,695.00	\$0.00
Estimated Requested Equipment Subtotal:					\$497,000.00	Neutral Equipment Subtotal:		\$346,720.00	\$0.00	
Total Estimated Department Request:					\$497,000.00	Updated Total Department Request:		\$346,720.00		
						NEUTRAL Total Department Request Utilizing FY 2027 Funds:		\$346,720.00		
						RECOMMENDED Total Department Request Utilizing FY 2026 Funds:		\$0.00		

FY 2027 Department Funding Request

Department/Program #	Department Name / Program	Priority #	Department Improvement Title		
23001-0001	23001 - DISTRICT CLERK/0001 - ADMIN	6	Tyler AI Assisted Case Filing Automation		

ANALYSIS

Q & A Discussions with Department					
Sent To:	Date Sent	Comment	Date Received	Responder's Name	Comment
Brenda G	4/9/2026	Email	4/14/2026	Brenda G	Email

Questions TO Department	Response From Department
I will be removing the pricing for County Clerk's Office as it is not applicable to your office. (They requested on their own packet).	
If approved, would this tool entirely replace the job functions of any of your current staff to the point that some positions could be eliminated?	At this time, no. The Tyler AI tool would not fully replace any existing staff positions. The core responsibilities of District Clerk staff—such as reviewing filings for compliance, maintaining the official court record, ensuring accuracy of case indexing, and supporting court operations—require human judgment, accountability, and statutory responsibility that cannot be delegated to automation. The AI tool is best viewed as an augmentation resource, not a replacement. It would assist with tasks such as document classification, data extraction, and preliminary indexing, but all outputs would still require clerk verification to ensure legal accuracy and completeness. Over time, as the tool matures and efficiencies are realized, it may reduce the need for additional future staffing requests. However, it would not eliminate the need for current personnel.
If you had to guess - how much time on average (per day or week) would this software "give back" to the clerks to be able to perform their other functions?	Based on current workflows, we estimate the tool could return approximately: 1.5 to 3 hours per clerk per day (or roughly 7–15 hours per week per clerk) This estimate is based on time currently spent on: Manual document review and classification Data entry and indexing into Odyssey Cross-referencing filings with case records Routine quality control checks By automating or accelerating these repetitive tasks, clerks would be able to redirect time toward: Quality assurance and audit functions Backlog reduction Customer service and front-facing support More complex case processing requiring judgment This represents a meaningful operational efficiency gain without reducing necessary oversight.
If this request was approved - do you expect that you would still need all the positions requested in this packet since this software should allow you to reassign existing staff?	Yes, we would still anticipate the need for the positions requested. While the Tyler AI tool would improve efficiency, it does not reduce the overall workload volume or statutory obligations of the office. Filing volumes, court activity, and compliance requirements continue to grow, and staffing needs are driven primarily by those demands. The efficiencies gained would allow us to: Better absorb increasing caseloads Improve turnaround times Strengthen quality control and auditing processes Reduce operational risk and errors Rather than eliminating positions, the tool would help ensure that both existing and newly requested staff can operate at a higher level of effectiveness. In summary, this request should be viewed as capacity-enhancing, not position-reducing. It allows the office to scale responsibly and maintain service levels as demand increases.

Q & A Discussions with IT

Sent To:	Date Sent	Comment	Date Received	Responder's Name	Comment
				Ben W.	

Questions to IT	Response From IT
Would IT assist in the implementation of this new platform?	BW - This would be assigned to the AI Program Manager requested in the FY27 budget.
If yes, does IT have the bandwidth to work on this project?	BW - Yes, if IT is given the AI Program Manager position requested in the FY27 budget.
Does IT have any concerns about this request?	BW - The number of AI requests in this year's - and assuming future years - budgets dictates the need for AI program governance and control.
Anything else we may need to know about this request - or things to add for Purchasing to price?	No

Q & A Discussions with Purchasing

Sent To:	Date Sent	Comment	Date Received	Responder's Name	Comment

Questions to Purchasing	Response From Purchasing
The County Clerk's Office requested this software in their CCL packet. Is the price provided the total cost for both County and District Clerk - or is the pricing provided broken down by department?	The Tyler proposal includes a SaaS cost for both County and District Clerk with only the annual recurring professional services being itemized between the County and District Clerk. HA

FY 2027 Department Funding Request for a Position Add/Delete

Department/Program #	Department Name / Program	Priority #	Department Improvement Title
23001-0001	23001 - DISTRICT CLERK/0001 - ADMIN	7	Titile Change/ Program Coordinator to Financial Operations Supervisor

Budget Category, FINAL Recommendation and Comments		
FINAL Budget Department Category	FINAL RECOMMENDATION for Funding	Comments (if any)
D-No Budget Impact	Recommended - No Budget Impact	HR Supports title change to Financial Operations Supervisor.

WHY is this position Add/Delete request needed?

Change in job title will ensure that financial duties being done by a Sr. Admin., will now be done by the Financial Supervisor. Allowing the Sr. Admin., to focus on their mandatory job duties.

HOW will this position Add/Delete benefit your office and/or the County?

It will put policies in place for the Financel Supervisor to be in charge of all finances.

Will this position be relocated to another department? Y/N

n

Is there statutory authority for this request?

Job Duties of New Position (to be ADDED)

Along with duties assigned to the Program Coordinator the new position will supervise personnel by hiring, training, and scheduling work assignments, conduct performance appraisals, monitor bank accounts daily to ensure appropriate cash flow while maximizing investment revenue. Analyze all accounts checking calculations and recording of informaion and making corrctions. Supervises and audits a high volume of internal and external financial reports from varoius sources. This position will order all supplies, complete purchase orders, requests check, and work the District Clerk and Chief Deputy preparing the budget each year. They will handle all investment accounts and find the highest interest bearing accounts to invest in. This position will handle all restitution accounts and ensure when money is received it will be distributed to the rightful owner.

If yes, which department? (Department Name)

Job Duties of Current Position (to be DELETED)

This position will no longer pursue any collections of monies owed for courts cost and fines.

CURRENT POSITION(S) TO BE DELETED								
Current Employee Name	Current Employee Position Number	Current Grade	Part-Time (20 hrs.) Full-Time (40 hrs.)	Current Salary	Estimated Amount with Current Benefits	Current Employee Title	Recommendation	FY 2027 Recommended Amount (with next year benefits)
Donnie Prentice	300210	539	Full-Time	\$91,136.00	-\$130,644.00	Program Coordinator/539	Recommended	-\$131,005.00
Requested DELETED Position(s) Subtotal:					-\$130,644.00	RECOMMENDED Delete Position(s) Subtotal: -\$131,005.00		

REQUESTED POSITION(S) TO BE ADDED						
Current Employee Name	Current Employee Position Number	Requested Grade	Part-Time (20 hrs.) Full-Time (40 hrs.)	Requested Salary	Estimated Amount with Current Benefits	Requested Employee Title
Donnie Prentice	300210	539	Full-Time	\$91,136.00	\$130,644.00	Financial Operations Supervisor
Requested ADD Position(s) Subtotal:					\$130,644.00	

CORRECTED POSITION(S) TO BE ADDED (match job duties above to compensation plan)								
Current Employee Name	Current Employee Position Number	CORRECTED Grade by HR	Part-Time (20 hrs.) Full-Time (40 hrs.)	CORRECTED Salary	Estimated Amount with Benefits	CORRECTED Position Title by HR (match compensation plan)	Recommendation	FY 2027 Recommended Amount (with next year benefits)
Donnie Prentice	300210	539	Full-Time	\$91,135.71	\$130,644.00	Financial Operations Supervisor/539	Recommended	\$131,005.00
Requested ADD Position(s) Subtotal:								\$131,005.00

Total Estimated Department Request: \$0.00

Updated Total Department Request: \$0.00

RECOMMENDED Total Department Request Utilizing FY 2027 Funds: \$0.00

RECOMMENDED Total Department Request Utilizing FY 2026 Funds: \$0.00

FY 2027 Department Funding Request

Department/Program #	Department Name / Program	Priority #	Department Improvement Title
23001-0001	23001 - DISTRICT CLERK/0001 - ADMIN	8	MiFi for Magistrate/ELM departments
Budget Category, FINAL Recommendation and Comments			
FINAL Budget Department Category	FINAL RECOMMENDATION for Funding	Comments (if any)	
G-Not Supported	Not Recommended	County does not provide mi-fi device or services for employees working from home.	
WHY is this request needed?			
Devices are needed for the Magistrate/ELM Lead Clerks do not have to use their personal hot spot on their personal cell phones. They often are needed to log into from home when someone is out or the departments are short handed.			
WHAT are you requesting?			
Two Hot spots for the lead clerks in Magistrate/ELM departments			
HOW will this benefit your office and/or the County?			
Often the Lead Clerks have to log into the system to either take care of an issue with reporting or to handle an administrative issue.			

FURNITURE, EQUIPMENT, TECHNOLOGY, ONE-TIME PURCHASES (ITEMS THAT NEED TO BE PRICED)										
Item Detailed Description	New / Replace	Quantity Requested	User Name and/or Job Title	Estimated Unit Cost	Estimated Total Requested	Unit Cost Provided by Purchasing	Updated Item Description (if applicable)	Recommend Quantity	FY 2027 Recommend Amount	Recommend FY 2026 Amount
Mifi Device		2	Lead Clerks Magistrate	\$0.00	\$0.00	\$55.00	Mifi Device	0	\$0.00	\$0.00
Mifi Service		2	Lead Clerks Magistrate	\$396.00	\$792.00	\$396.00	Mifi Service	0	\$0.00	\$0.00
Estimated Requested Equipment Subtotal:					\$792.00		Recommended Equipment Subtotal:		\$0.00	\$0.00
Total Estimated Department Request:					\$792.00		Updated Total Department Request:		\$902.00	
							RECOMMENDED Total Department Request Utilizing FY 2027 Funds:		\$0.00	
							RECOMMENDED Total Department Request Utilizing FY 2026 Funds:		\$0.00	

ANALYSIS					
Q & A Discussions with Department					
Sent To:	Date Sent	Comment	Date Received	Responder's Name	Comment
Brenda G	4/9/2026	Email	4/14/2026	Brenda G	Email
Questions TO Department			Response From Department		
How often are clerks needing to log in from home to work?			The Lead Clerks always take their laptops home in case a clerk calls in sick or if staff has a big docket the Lead Clerk will jump in and help if needed.		
Are they logging in on their phones or computers?			They are logging onto their laptops and using the data hot spot from their personal cellular device.		
Do they not have internet access at their homes they can log into?			I'm not sure as they mentioned they used the hot spot from their personal phones		
Sent To:	Date Sent	Comment	Date Received	Responder's Name	Comment
Tammy	6/1/2026	Email	6/1/2026	Tammy	Email
Questions TO Department			Response From Department		
What is the work schedule for the Magistrate and ELM departments?			They work 6:30a to 5:30p 4day/10 hour shifts 7days a week.		

Q & A Discussions with IT					
Sent To:	Date Sent	Comment	Date Received	Responder's Name	Comment
Questions to IT			Response From IT		
How many mifis does the department currently have?			DM: The District Clerk has (5) mifi's assigned to their department.		
Have they requested any loaners in the last 12 months?			DM: We think they have only asked us for a loaner (1) time.		

FY 2027 Department Funding Request

Department/Program #	Department Name / Program	Priority #	Department Improvement Title							
23001-0001	23001 - DISTRICT CLERK/0001 - ADMIN	9	Laptop for use in Magistrate Hearings							

Budget Category, FINAL Recommendation and Comments										
FINAL Budget Department Category	FINAL RECOMMENDATION for Funding					Comments (if any)				
D-No Budget Impact	FY 2026					Department will be training a Deputy Clerk II to cover Magistrate hearings, however, the Clerk II does not have a laptop. Recommend switching out Clerk's desktop with a loaner laptop. When department is up for a computer refresh the Clerk II will get a new laptop.				

WHY is this request needed?

The District Clerks Office is responsible for attending Magistrate Hearings on Tuesdays in the Courthouse. The Lead Clerk in Criminal is doing this now, but we need to train someone else in instances when the Lead Clerk cannot be in there. At this time if someone else has to be in court, they have to get the Laptop and take it with them. This creates a problem for everyone.

WHAT are you requesting?

One Laptop computer for the use in Magistration Hearings at the courthouse.

HOW will this benefit your office and/or the County?

This will allow the District Clerks office to have a smooth transition for whomever we need to send to the Magistration hearings.

Is there statutory authority for this request?		Will this generate revenue?	no	If Yes, potential amount?	
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FURNITURE, EQUIPMENT, TECHNOLOGY, ONE-TIME PURCHASES (ITEMS THAT NEED TO BE PRICED)										
Item Detailed Description	New / Replace	Quantity Requested	User Name and/or Job Title	Estimated Unit Cost	Estimated Total Requested	Unit Cost Provided by Purchasing	Updated Item Description (if applicable)	Recommend Quantity	FY 2027 Recommend Amount	Recommend FY 2026 Amount
Computer Tablet/Laptop	New	1	Deputy Clerk II	\$2,619.00	\$2,619.00	\$4,384.00	Computer Tablet/Laptop	0	\$0.00	\$0.00
Estimated Requested Equipment Subtotal:							Recommended Equipment Subtotal:		\$0.00	\$0.00
Total Estimated Department Request:							Updated Total Department Request:		\$4,384.00	
RECOMMENDED Total Department Request Utilizing FY 2027 Funds:								\$0.00		
RECOMMENDED Total Department Request Utilizing FY 2026 Funds:								\$0.00		

ANALYSIS					
Q & A Discussions with Department					
Sent To:	Date Sent	Comment	Date Received	Responder's Name	Comment
Brenda G	4/9/2026	Email	4/14/2026	Brenda G	Email
Questions TO Department			Response From Department		
Is the Criminal Lead Clerk taking his/her own laptop to the hearings or an extra one?			Currently, yes she takes her own. However this is not a function of the Criminal Lead clerk. We are currently training a clerk II to do this task, but they don't have a laptop to take to the courtroom. The laptop we are requesting would be for the clerk to utilize when working for the Magistrate court in Aux B for their Modification hearings and Examining Trials.		
What position do you intend to use as a backup? Do they have a laptop or desktop?			One of the Criminal Lead Clerks will be back up, and they would have their own laptop, but would use the laptop for Magistrate Court as it will be set up with the forms and contacts needed to send orders, etc.		
How often has the Lead Clerk not been able to attend hearings?			She hasn't missed any hearing to date, because she has a laptop to take. If approved for a laptop we will send with a trained clerk II to do the Magistrate Hearings.		

Q & A Discussions with IT					
Sent To:	Date Sent	Comment	Date Received	Responder's Name	Comment
				Greg E.	
Questions to IT			Response From IT		
Do you have a loaner laptop they can use instead of purchasing a brand new one?			GE - Any loaner equipment provided for a new position will still require the purchase of an EA license. DM: Yes we should have a loaner laptop to give them. They still would need to purchase an EA license.		

FY 2027 Department Funding Request

Department/Program #	Department Name / Program	Priority #	Department Improvement Title
23001-0001	23001 - DISTRICT CLERK/0001 - ADMIN	10	AI Assisted Search Engine for Historical Records Management

Budget Category, FINAL Recommendation and Comments		
FINAL Budget Department Category	FINAL RECOMMENDATION for Funding	Comments (if any)
E-Workshop Discussion	Neutral	Discuss direction of AI use in the County during Budget Workshop.

WHY is this request needed?

When doing an online sarch for documents that have been scanned into Laserfische for the District Clerk's office and those that exist on microfilm, there is no indexed repository that is searchable by the citizen's of Collin County to access historical case files online. Currently, one would need to email or come into the District Clerk's office, submit a written requeest for records and then wait for this office to research the document, produce a copy and return them to the requestor. We do collect fees for copies, at this time there is no online pay portal for the community to access to pay copy fees remotely, they must mail in their payment or physically come in and pay in person.

WHAT are you requesting?

KleioSM is Kofile's AI-driven Document Intelligence & Engagement Platform (powered by AWS).

Kleio offers classification and extraction, intelligent and multi-lingual search and conversational abilities (including summarization) and full integration with all other top-of-field PaaS and SaaS platforms.

Additionally, Kleio provides counties and cities with:
Support for all Record Types: Kleio can process property, land, vital, probate, case files, meeting minutes, etc., seamlessly supporting both physical/legacy files along with more modern digital sources and/or rich media
Fee-based, Citizen Self-Service Portal: for at-home public records access, document requests, and translation
Back-office Support: to clear queues and streamline workflows, enable bulk processing, provide timely alerts, etc., allowing staff to focus on higher level tasks
Government-grade Compliance and Security: to include encrypted data pipelines, role-based control(s), and audit trails

As a fully end-to-end solution, Kofile's Kleio is the future of record modernization through living intelligence.

HOW will this benefit your office and/or the County?

The benefit is solely on that of the citizens of Collin County by allowing instant access to

FURNITURE, EQUIPMENT, TECHNOLOGY, ONE-TIME PURCHASES (ITEMS THAT NEED TO BE PRICED)										
Item Detailed Description	New / Replace	Quantity Requested	User Name and/or Job Title	Estimated Unit Cost	Estimated Total Requested	Unit Cost Provided by Purchasing	Updated Item Description (if applicable)	Neutral Quantity	FY 2027 Neutral Amount	Recommended FY 2026 Amount
AI Document Automation SaaS fees:	New	1		\$298,900.00	\$298,900.00	\$143,000.00	AI Document Automation SaaS fees:	1	\$143,000.00	\$0.00
District Clerk Implementation and Configuration	New	1		\$142,400.00	\$142,400.00	\$0.00	Per Purchasing, no implementation fees. SaaS model only.	0	\$0.00	\$0.00
Estimated Requested Equipment Subtotal:							Neutral Equipment Subtotal:		\$143,000.00	\$0.00
Total Estimated Department Request:							Updated Total Department Request:		\$143,000.00	
NEUTRAL Total Department Request Utilizing FY 2027 Funds:										\$143,000.00
RECOMMENDED Total Department Request Utilizing FY 2026 Funds:										\$0.00

ANALYSIS					
Q & A Discussions with Department					
Sent To:	Date Sent	Comment	Date Received	Responder's Name	Comment
Cindy W.	4/9/2026	Email	5/28/2026	Tammy M.	Email

Questions TO Department	Response From Department
Do you keep track of how many records request you get each year?	FY 25 Civil/Family – 7826 Criminal – 3570 Juvenile – 0 Magistrate – 1720 FY 26 to date Civil/Family – 4899 Criminal – 2602 Juvenile – 0 Magistrate - 1431
Would this generate revenue? If so, how much do you charge for these types of record requests?	We do charge a copy fee, Mindi and I are trying to figure out how to break that down the match the numbers listed above. Some criminal copy requests are taken in as a misc. payment as there is no case number to attach to because it is pre-indictment. However, all funds do go directly into the general fund.

Q & A Discussions with IT					
Sent To:	Date Sent	Comment	Date Received	Responder's Name	Comment
				Ben W.	

Questions to IT	Response From IT
Would IT assist in the implementation of this new platform?	I am unfamiliar with any of the discovery that has been done to date for this product. However, this would be assigned to the AI Program Manager position that has been requested in the FY27 budget.
If yes, does IT have the bandwidth to work on this project?	Yes, assuming IT is given the AI Program Manager position requested in the FY27 budget.
Does IT have any concerns about this request?	The number of AI requests in this year's - and assuming future years - budgets dictates the need for AI program governance and control.
Anything else we may need to know about this request - or things to add for Purchasing to price?	

Q & A Discussions with Purchasing					
Sent To:	Date Sent	Comment	Date Received	Responder's Name	Comment

Questions to Purchasing	Response From Purchasing
The County Clerk's Office requested Kleio in their 1025 packet. Is the price provided for both departments or has this been broken down by department?	Yes., this is broken down by department. The District Clerk and County Clerk has received their own respective Kleio AI proposals. HA