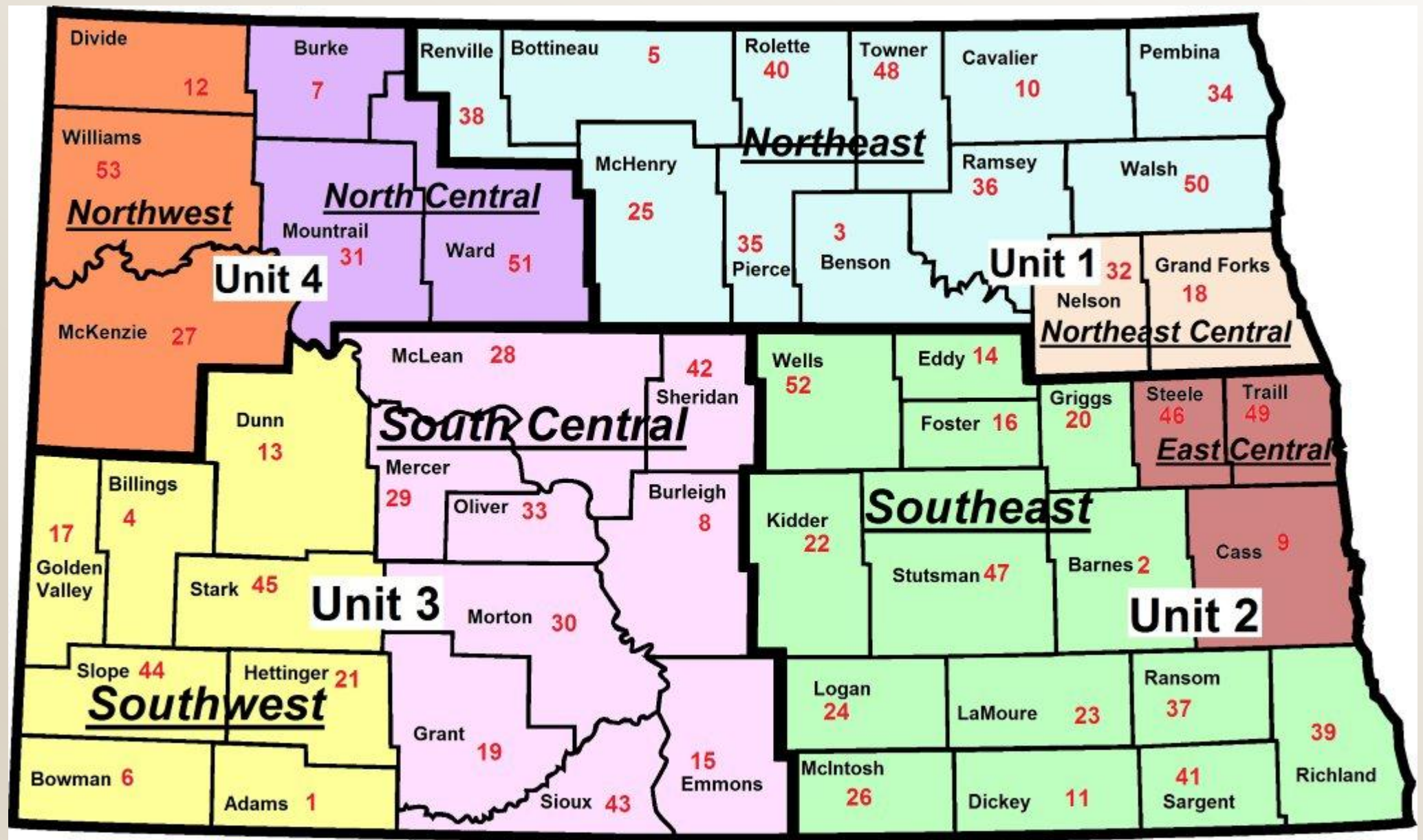


Clerk of Court 101

County Officials Academy



State Employed & County Contract

- Contract with Counties to fund and provide services for the Clerk of Court's office.
- Many Contract County Clerks have dual positions such as Recorder, Treasurer or Tax Director.
- Elected & Appointed

What is the Courts role?

-ND Courts System Mission Statement

“To provide equal access to just, impartial and timely resolution of disputes under the law.”

What is our role/duties?

- Face of the Court
- Due Process
- Custodian of files/record
- Case Initiation
- Filing & Data Entry
 - Criminal
 - Civil
 - Family
 - Probate/Mental Health
- Collect fines/fees, restitution & bond
- Assist with public
- Caseflow Management
- Schedule & attend Court hearings
- Retention or disposition of records

“Caseflow Management

Moving all cases from filing to disposition in a timely manner.

- Filing/Data entry accuracy
- Tracking & Managing files
 - time standards
 - reports
- Communication
- Adapt to Change/2020

Coordination with other offices

- Law Enforcement
- County Commissioners
- State's Attorney's Office

Clerk of Court Association North Dakota Association of Counties

- Education
- Conventions
- Connections
- “Phone a friend”

Thank you!
