



Clerk of Court 101

Basics of County Offices
County Officials Academy



Ex Officio Clerk of Court

- Elected as County Recorder
- Ex Officio Clerk of District Court
- Dual function office
- Court Service Contract

Contract County

- Court Service Contract
 - Funding
 - State Employed vs. County Employed
 - Benefits

Clerk of Court Duties

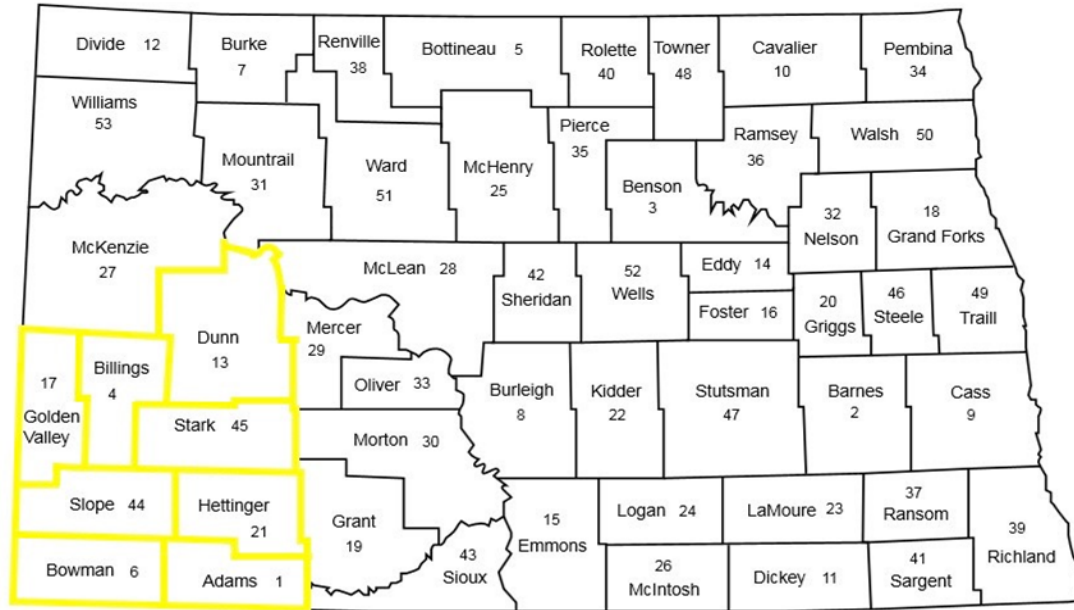
- Initiates Case Filings
- Record & Collect Fines, Fees, Bond & Restitution
- Case Flow Management
- Schedule, handle & prepare court calendars
- Jury Management
- Assist the public
 - Self Help
- Technology Management
- Budget Management

Stakeholders

- Judges
- Court Recorders
- State's Attorney
- Sheriff's Department
- Parties to the action

Who do we report to?

- Judicial Branch
 - Supreme Court
 - Supreme Court Unit Administrator
 - Clerk of Court
 - 53 Counties
 - 8 Districts
 - 4 Units
 - 2 Units per District



Southwest Judicial District

Purpose & Performance

- Face of the Court
 - Access to Justice
 - Public Trust
 - Due Process

Resources

- County Commission
- Clerk of Court Association
- North Dakota Association of Counties
- Local Legislator
- Unit Administrator
- Unit Clerk's