

CLERK OF COURT

MISSION

The mission of the Clerk of Court is to aid county citizens who are affected by the court system.

GOALS

- Computer training for all employees to keep up with rapidly growing computer technology
- To continue to ensure child support payments are posted and mailed within 24 hours
- Cross training within each department to be able to better serve the public
- To encourage each employee to reach their potential personally and professionally
- To encourage each employee to work toward providing friendly and courteous service

PRIOR YEAR ACCOMPLISHMENTS

- All court records are in proper order per SC Court Administration and Attorney General's Office
- Security cameras have been added in Courtroom 1, 2 and 4
- Security key pads have been installed throughout the Courtroom for a more secure workplace
- State computers were successfully installed in the Civil and Criminal Divisions
- Computers were installed in the Records Room providing the public with the latest information

BUDGET HIGHLIGHTS

There are no significant changes in the FY 2006 budget.

WORKLOAD INDICATOR

	FY 2003 ACTUAL	FY 2004 ACTUAL	FY 2004 PROJECTED	FY 2005 PROJECTED
Family Court Division:				
Juvenile Cases filed	547	439	518	483
DR Cases filed	1,340	1,482	1,564	1,564
Checks written	53,318	52,610	53,529	53,736
Civil & Criminal Court Division:				
Civil Cases filed	1,966	1,907	1,969	1,969
Warrants received	2,597	3,344	2,750	4,012

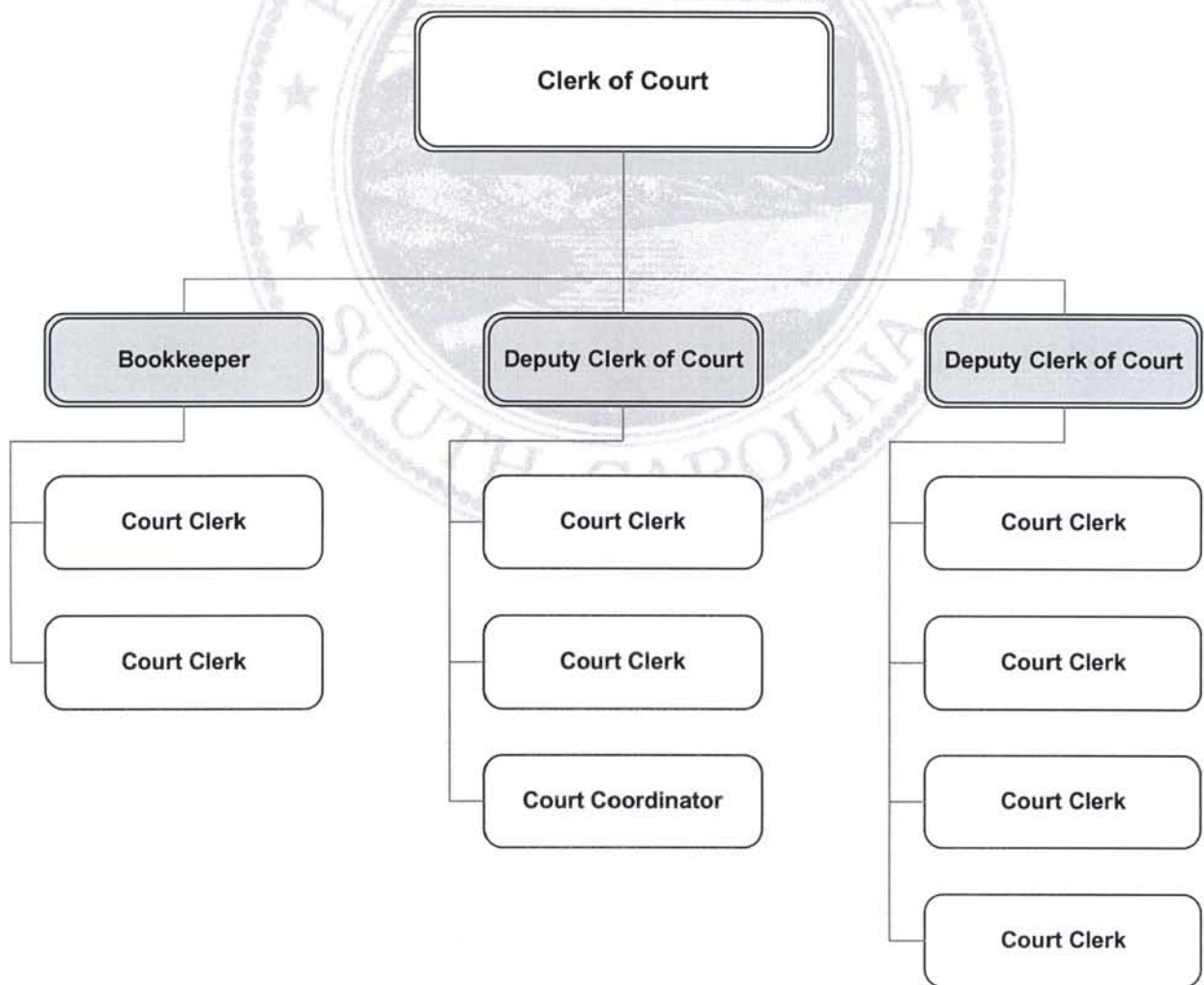
PICKENS COUNTY

CLERK OF COURT

DEPARTMENT SUMMARY

	FY 2004 ACTUAL	FY 2004 BUDGET	FY 2005 BUDGET	FY 2006 BUDGET
Personnel Services	\$ 360,914	\$ 371,181	\$ 399,483	\$ 453,376
Supplies & Materials	44,609	55,061	55,778	48,594
Contractual Services	90,346	99,987	99,782	97,343
Other	-	-	-	-
Capital	-	-	-	-
Total	\$ 495,869	\$ 526,229	\$ 555,043	\$ 599,313
Total Positions	11	11	11	11

NOTE: The bookkeeper and one court clerk is paid out of Title IVD Funds.



PROBATE COURT

MISSION

The mission of the Probate Court is to provide county citizens personal service with the compassion, fairness and professionalism deserved in all aspects of our jurisdiction; also, to prepare and safeguard complete and accurate records for the future.

GOALS

- Continue to scan all documents, safeguarding the originals; this will mean access of documents by computer instead of original documents being made available to paralegals and the public
- Continue to key older marriage licenses into computer
- To be able to give Internet access to some documents
- To keep records in a condition necessary to produce an audit in compliance with Court Administration
- Provide education on changing laws and procedures through conferences and seminars

PRIOR YEAR ACCOMPLISHMENTS

- A seminar was held for all local attorneys and their staff to assist them with the probate procedures and necessary forms for the probate court.
- Legal Forms have changed again and we have added a link to the website for public use.
- The index to estates was merged for the last 10 years and now is updated weekly by the computer.
- Additional office scanner acquired to help in keeping up to date with scanning and to aid in scanning older documents faster.
- Public computer station and printer were made available for paralegals and citizens to allow access to information without the necessity of pulling each and every file.

BUDGET HIGHLIGHTS

There are no significant changes in the FY 2006 Budget.

WORKLOAD INDICATOR

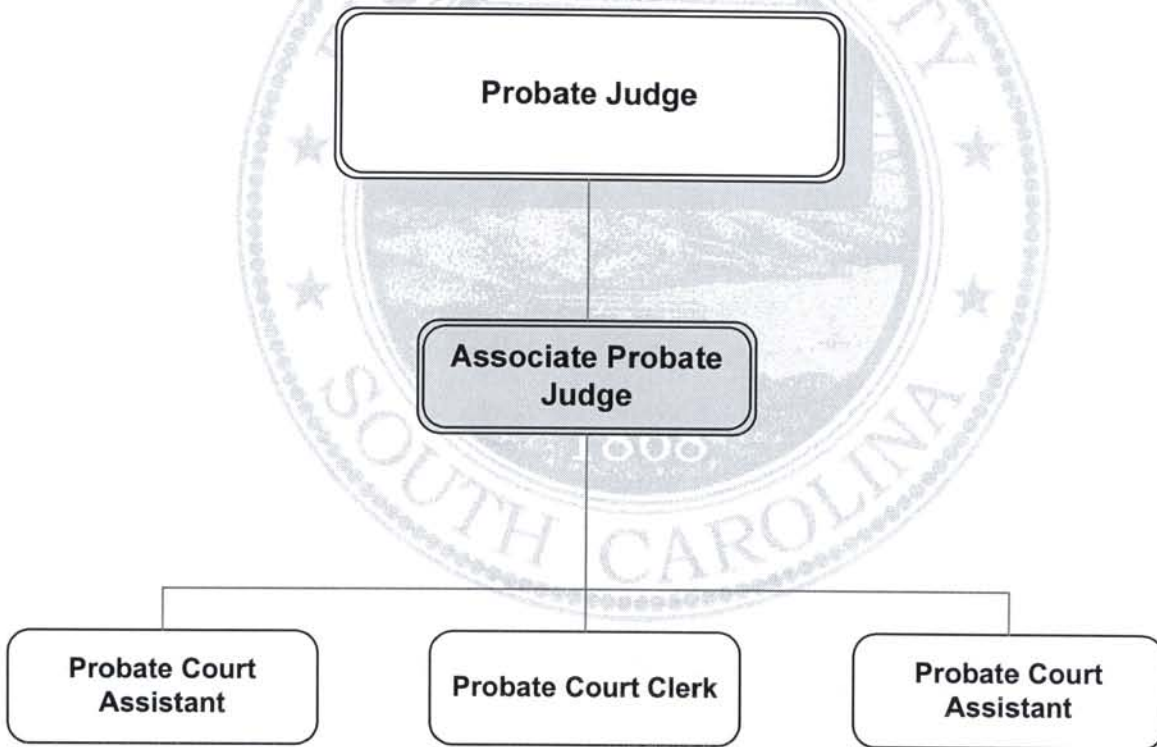
	FY 2003 ACTUAL	FY 2004 ACTUAL	FY 2004 PROJECTED	FY 2005 PROJECTED
Estate Cases	746	661	843	700
Protective Proceedings Cases	14	21	20	30
Commitment Proceedings Cases	254	266	280	280
Marriage License Applications	842	793	884	860
Marriage Licenses Issued	779	721	810	790
Marriage Ceremonies	153	129	180	170
Hearings	94	100	110	110

PICKENS COUNTY

PROBATE COURT

DEPARTMENT SUMMARY

	FY 2004 ACTUAL	FY 2004 BUDGET	FY 2005 BUDGET	FY 2006 BUDGET
Personnel Services	\$ 200,394	\$ 201,628	\$ 216,395	\$ 231,724
Supplies & Materials	11,307	13,060	17,921	16,338
Contractual Services	3,852	6,516	5,121	5,314
Other	-	-	-	-
Capital	-	-	5,362	-
Total	\$ 215,553	\$ 221,204	\$ 244,799	\$ 253,376
Total Positions	5	5	5	5



PICKENS COUNTY

MAGISTRATE'S OFFICE

MISSION

The mission of the Pickens County Magistrate Court is to impart fair and expeditious justice to all defendants and litigants who come before our Courts.

GOALS

- Bring civil jury trial docket to a current status
- Establish the Pickens County Central Summary Court, bringing all Magistrates and staff to one centrally located building in order to provide more efficient service to the public, and to reduce the overhead incurred in the operation of 4 separate offices
- Continue to provide expedient service to the public

PRIOR YEAR ACCOMPLISHMENTS

- Successful implementation of statewide case management system; all personnel trained and utilizing system
- Maintained current status of preliminary hearing docket
- Criminal pre-trial hearing docket brought to current status
- Civil jury trials (non-attorney cases) brought to current status

BUDGET HIGHLIGHTS

There are no significant changes in the FY 2006 budget.

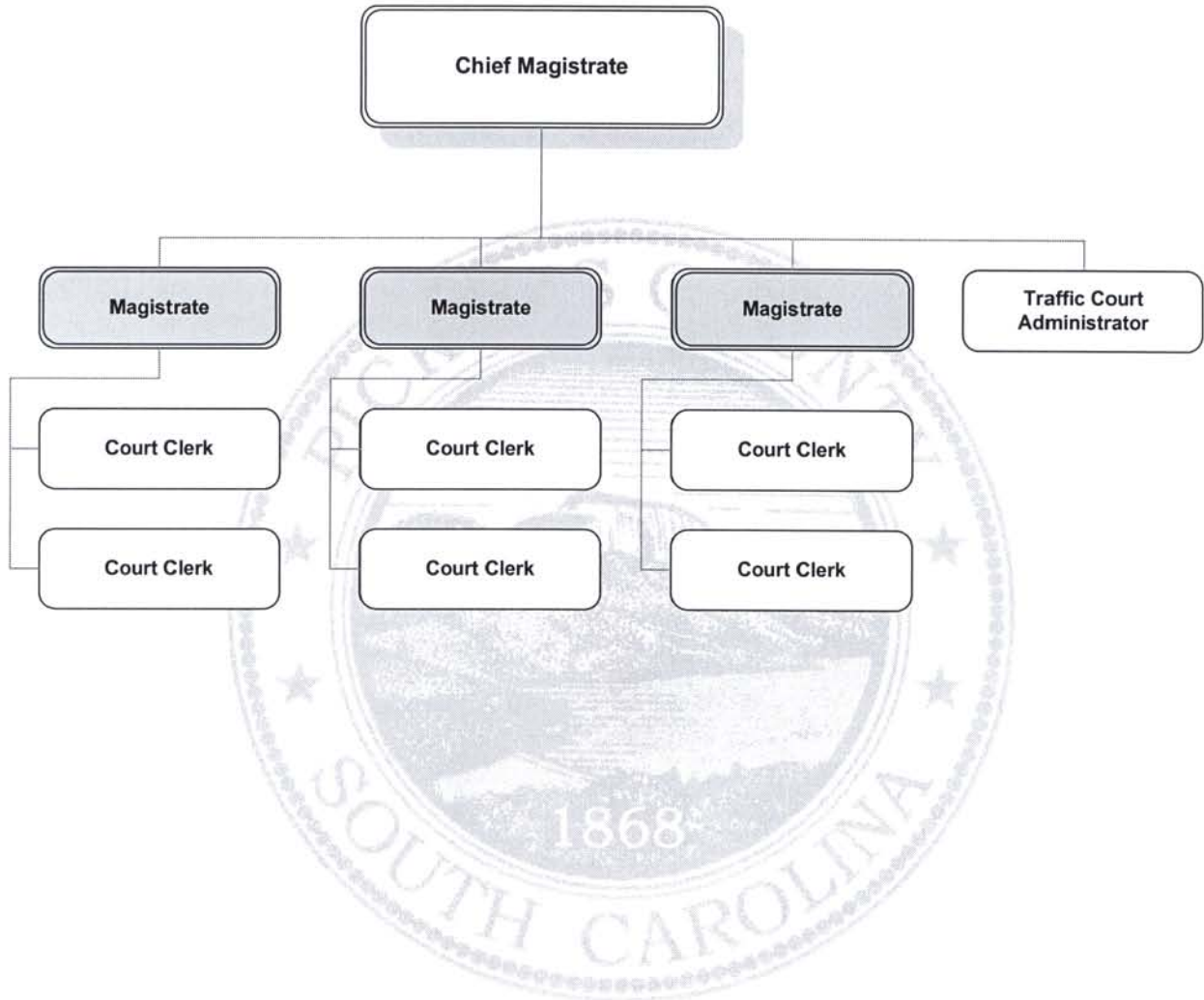
WORKLOAD INDICATOR

	FY 2003 ACTUAL	FY 2004 ACTUAL	FY 2004 PROJECTED	FY 2005 PROJECTED
Criminal Filings	6,469	4,741		
Criminal Dispositions	5,224	4,647		
Civil Filings	2,746	2,833		
Civil Dispositions	2,579	2,389		
Traffic Filings	8,270	6,754		
Traffic Dispositions	7,786	7,772		

DEPARTMENT SUMMARY

	FY 2004 ACTUAL	FY 2004 BUDGET	FY 2005 BUDGET	FY 2006 BUDGET
Personnel Services	\$ 406,937	\$ 420,187	\$ 479,266	\$ 510,556
Supplies & Materials	15,950	24,013	30,038	24,618
Contractual Services	55,930	46,973	69,762	69,789
Other	-	-	-	-
Capital	-	-	-	-
Total	\$ 478,817	\$ 491,173	\$ 579,066	\$ 604,963
Total Positions	9	9	11	11

MAGISTRATE'S OFFICE



PICKENS COUNTY

SOLICITOR'S OFFICE

MISSION

The mission of the Solicitor's Office is to represent the state in the adjudication of criminal matters in Circuit Court in Pickens County.

GOALS

- To continue to represent county citizens by disposing fairly of all criminal charges in an efficient and timely manner

PRIOR YEAR ACCOMPLISHMENTS

- Continued to work on improved cooperation and a better relationship with local law enforcement agencies has promoted a teamwork attitude in the continued vigorous prosecution of criminal cases resulting in the prosecution of 3,286 cases in General Sessions Court and 580 in Family Court.
- Implemented M&M Court. This will reduce General Sessions caseload and assist in lowering the jail population.
- Continued to work with Court Administration on computerization of official records. This system is now operational and is very helpful.
- Fine tuned case management system to ensure timely disposition of cases.

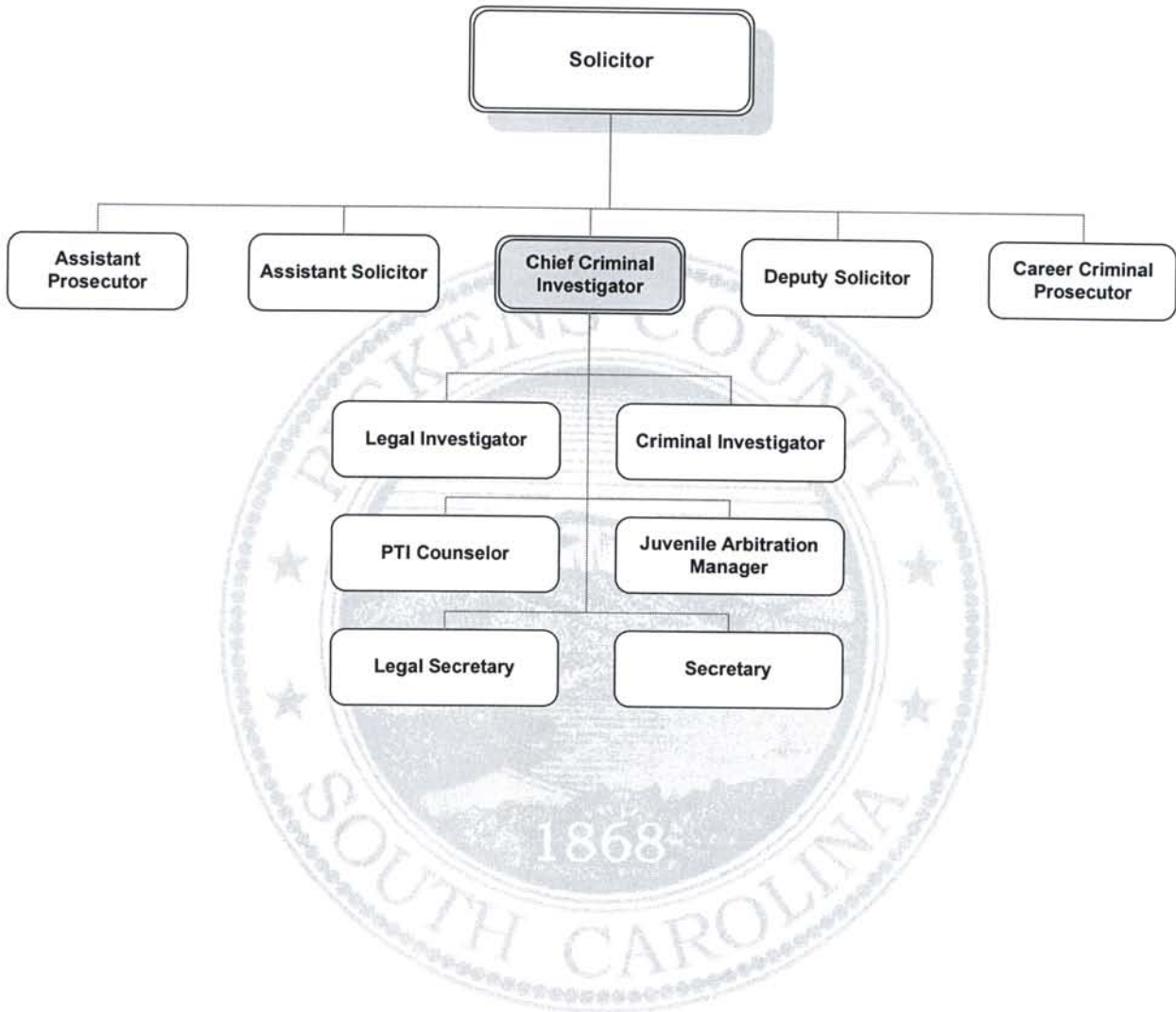
BUDGET HIGHLIGHTS

There are no significant changes in the FY 2006 budget.

DEPARTMENT SUMMARY

	FY 2004 ACTUAL	FY 2004 BUDGET	FY 2005 BUDGET	FY 2006 BUDGET
Personnel Services	\$ 576,089	\$ 594,183	\$ 620,383	\$ 631,264
Supplies & Materials	11,868	18,419	16,160	13,325
Contractual Services	37,498	39,178	38,372	37,805
Other	-	-	-	-
Capital	-	-	-	-
Total	\$ 625,455	\$ 651,780	\$ 674,915	\$ 682,394
Total Positions	11	11	11	11

SOLICITOR'S OFFICE



LEGISLATIVE DELEGATION

MISSION

The mission of the Legislative Delegation is to serve the residents of Pickens County by preserving, protecting and defending the Constitution of South Carolina and of the United States.

GOALS

- To have a central location for Pickens County residents to be able to reach and/or meet with their state legislators.
- To serve the residents of Pickens County by answering questions, helping to resolve problems with county or state agencies, and listening to their concerns.
- To represent Pickens County residents' views and concerns in Columbia during General Assembly to ensure their values are upheld.

PRIOR YEAR ACCOMPLISHMENTS

- Set up Excel spreadsheet to record form letters sent to constituents acknowledging receipt of their notary applications and track notary applications mailed to Secretary of State. This program saves paper, copier toner and file space
- Organized previous years' (1990-present) documentation of Pickens County Delegation's meetings (minutes, news releases, hand-outs, etc.) into one location for easy reference.

BUDGET HIGHLIGHTS

There are no significant changes in the FY 2006 budget.

DEPARTMENT SUMMARY

	FY 2004 ACTUAL	FY 2004 BUDGET	FY 2005 BUDGET	FY 2006 BUDGET
Personnel Services	\$ 9,776	\$ 15,223	\$ 16,314	\$ 17,631
Supplies & Materials	755	1,150	1,000	950
Contractual Services	7,881	8,035	8,200	8,019
Other	-	-	-	-
Debt Service	-	-	-	-
Capital	-	-	-	-
Total	\$ 18,412	\$ 24,408	\$ 25,514	\$ 26,600
Total Positions	1	1	1	1