



Clerk
00100.891.

Mission Statement

To ensure timely and accurate records for the Superior Court and to provide efficient, courteous, and professional service to Court staff and other customers.

Function

The County Clerk is an appointed department head created by the Clallam County Home Rule charter. The Clerk is the official keeper of the record, both administrative and financial for the Superior court. The Clerk certifies and copies court documents and other written instruments and prepares monthly statistical reports for the local judiciary. All financial transactions of the Superior Court are administered by the Clerk's office including court ordered trust funds, civil judgments, adult felony, and juvenile legal financial obligations. The Clerk performs jury administration for Superior Court, appeals, collection of legal financial obligations, process court orders, clerk courtroom, enter data into databases, maintains exhibits and search warrants.

Trends/Events

1. ESSB5950 Recent legislative session and approved WA State Supplemental Budget allows for increased appropriation to counties for the collection of legal financial obligations.
2. 120 Blake Vacate Orders have been processed in the first 6 months of 2024. Although the Blake Refund Bureau has lifted some of the burden from the counties in removing the refund process; the Clerk continues to devote time in reviewing each order to verify the financial information is accurate, update the case management entries and timely submit them to the AOC for issuance of a refund.
3. In the first six months of 2024, 548 Superior Court cases have been referred to collections, encompassing restitution and legal financial obligations amounting to \$495,535.54. The Clerk is continuously reviewing delinquent cases for potential referral to our collections agency.

Goals

1. To improve the quality and perception of justice in Clallam County by identifying deficiencies and implementing measures to improve: expedition and timeliness; equality, fairness, and integrity; accountability; public trust and confidence.
Identify additional services and enhance our current services to better serve our customers.
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3. Utilize computerized imaging versus paper files for courtroom and other activities.
4. Continue to develop/update department policies and procedures.

Workload Indicators

	2022 Actual	2023 Actual	6/30/24 Actual
Criminal case filings	400	324	154
Civil case filings	786	891	511
Domestic case filings	284	300	133
Mental Illness case filings	137	119	83
Probate/Guardianship case filings	564	553	313
Adoption/Paternity case filings	86	87	30

Grant Funding Sources

This fund receives grant revenue from the following agencies:

1. Federal Department of Health and Human Services for Child Support Enforcement
2. State Department of Social and Health Services for Child Support Enforcement

Revenues

	2022 Actual	2023 Actual	6/30/24 Actual	2025 Budget
Taxes	0	0	0	0
Licenses and Permits	0	0	0	0
Intergovernmental Revenues	236,666	146,100	13,669	76,240
Charges for Goods and Services	165,803	183,742	87,533	188,660
Fines and Forfeits	13,440	14,539	5,336	12,640
Miscellaneous Revenues	4,511	2,839	1,076	1,451
Other Financing Sources	0	0	0	0
Transfers In	0	0	0	0
General Tax Support	677,118	633,353	366,133	822,294
Total	1,097,538	980,574	473,747	1,101,285

Expenditures

	2022 Actual	2023 Actual	6/30/24 Actual	2025 Budget
Salaries and Wages	608,850	588,825	286,459	707,494
Personnel Benefits	291,453	279,724	135,298	321,721
Supplies	12,412	15,206	5,717	14,000
Other Services and Charges	184,823	96,819	46,273	58,070
Intergovernmental Services	0	0	0	0
Capital Outlays	0	0	0	0
Interfund Payments for Services	0	0	0	0
Transfers Out	0	0	0	0
Total	1,097,538	980,574	473,747	1,101,285

Staffing

	2022 Actual	2023 Actual	6/30/24 Actual	2025 Budget
Full Time Equivalents	11.50	11.50	11.50	11.50