



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. Under HB 1207, a \$50 surcharge is added to filing fees (with some case specific exceptions) of which the Clerk's office will retain \$5. This additional revenue will provide a critical funding source to cover Clerk operational needs.
2. An upgrade to our Document Management System (OnBase) resulted in reduced maintenance costs and an increase in document subscription subscribers that has generated additional revenue not anticipated in the previous budget cycle. This additional revenue will help offset costs associated with maintaining this software and providing e-filing service to our litigants.

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.
2. Identify additional services and enhance our current services to better serve our customers.
3. Utilize computerized imaging versus paper files for courtroom and other activities.
4. Continue to develop/update department policies and procedures.

Workload Indicators

	2023 Actual	2024 Actual	6/30/25 Actual
Criminal case filings	324	331	168
Civil case filings	891	1,029	530
Domestic case filings	300	278	160
Mental Illness case filings	119	170	106
Probate/Guardianship case filings	553	593	285
Adoption/Paternity case filings	87	62	40

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

	2023 Actual	2024 Actual	6/30/25 Actual	2026 Budget
Taxes	0	0	0	0
Licenses and Permits	0	0	0	0
Intergovernmental Revenues	146,100	92,361	26,974	103,780
Charges for Goods and Services	183,742	173,390	95,155	190,003
Fines and Forfeits	14,539	11,700	4,467	10,011
Miscellaneous Revenues	2,839	1,108	3,499	5,254
Other Financing Sources	0	6,271	0	0
Transfers In	0	0	0	0
General Tax Support	633,353	651,709	368,573	823,436
Total	980,574	936,539	498,669	1,132,484

Expenditures

	2023 Actual	2024 Actual	6/30/25 Actual	2026 Budget
Salaries and Wages	588,825	587,215	306,773	735,565
Personnel Benefits	279,724	280,431	142,929	312,219
Supplies	15,206	15,295	4,685	14,112
Other Services and Charges	96,819	53,598	44,282	70,588
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	980,574	936,539	498,669	1,132,484

Staffing

	2023 Actual	2024 Actual	6/30/25 Actual	2026 Budget
Full Time Equivalents	11.50	11.50	11.00	11.00