

CLERK OF COURT

Each county of South Carolina has a popularly elected Clerk of Court who serves a four-year term. The Clerk of Court serves both the Circuit and Family Court as they operate in each county. The Clerk of Court is charged with docket management; receiving fees, fines, and cost; maintaining all court records; and handling reporting requirements. In the Circuit Court, their duties encompass both civil and criminal areas: receiving criminal trial lists; handling jury-related matters; and performing courtroom duties. In the Family Courts, the clerks of court are responsible for receiving and disbursing support payments paid through the Clerk of Court; and issuing Rules to Show Cause to bring non-paying obligors before the Family Court.

All funding of Clerk of Court staff, office space, and equipment is a county responsibility, with the exception of a limited state salary and support personnel supplement.

DEPT NUMBER: 1-9250	CLERK OF COURT					
FUNDING SOURCE(S)	FY 2006/07 ACTUAL	FY 2007/08 ACTUAL	FY 2008/09 ACTUAL	FY 2009/10 BUDGET	FY 2010/11 BUDGET	INC/DEC FY 11 - 10
General Fund	2,064,436	2,111,318	2,342,297	2,400,778	2,385,808	(14,970)
EXPENDITURES						
Personnel Services Expenditures	1,720,900	1,789,790	1,928,774	2,073,878	2,065,108	(8,770)
Operating Expenditures	305,745	302,772	358,373	326,900	320,700	(6,200)
Capital Outlay	37,791	18,756	55,151	0	0	0
Other Expenditures	0	0	0	0	0	0
EXPENDITURE TOTAL	\$2,064,436	\$2,111,318	\$2,342,297	\$2,400,778	\$2,385,808	(\$14,970)
AUTHORIZED PERSONNEL	53	53	59	59	59	0

FY 2010/11 Budget Highlights & Initiatives

- Personnel expenditures decrease by \$8,770 with the replacement of two (2) full-time positions with (2) part-time positions.
- Operating expenses decrease by \$6,200 through a reduction in office supplies.

Objectives

- New Evidence Room in order
- Secure courthouse-rekey locks
- Scan court records

Function or Division	Description	Percent of Budget
Circuit Court Division	Maintain Civil & Criminal Records, enter data, select juries, prepare Civil & Criminal Dockets and issue Bench Warrants	25%
Family Court Division	File Family Court pleadings and prepare Family Court Docket	25%
Payment Division	Accept payments and account for Child Support, fines and fees	25%
Enforcement Division	Enforce Child Support and issue Rule & Bench Warrants for Family Court	25%