

# County Clerk/Register of Deeds

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## Mission Statement

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To improve and promote cooperation between the citizen and the courts which will enhance a more positive attitude of the public toward the court system in particular and the county government in general

## Programs

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## County Clerk - General

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### Activities

Vital Statistics: Birth and death certificates, marriage licenses, DBA's military discharges, passports, concealed pistol licenses, passport & CPL photos, and genealogy.

Court Services: Accepts filings and processes paperwork in all Circuit Court cases, including: filing fees, fines, court costs, restitution, docketing, preparing and monitoring orders, submitting reports to the State Court Administrator's Office (SCAO), and paying witnesses for the Prosecutor's Office and District Court.

Court Clerks: digitally record all court proceedings, docket court events, create a register of actions, swear in all witnesses and jurors, submit abstracts to SOS, prepare and mail orders, and submit reports to SCAO.

### Strategic Plan Impact

- ✓ Safe Community  
The Clerk's Office supports the court system in creating a safe community.
- ✓ Economic Development



## County Clerk/Register of Deeds

The Clerk's Office tends to be the initial point of contact for citizens opening a new business; whether it is to file a DBA, or to get direction on what agencies to contact relating to their specific needs.

- ✓ **Healthy Community**

The Clerk's office provides outside agencies with death-related statistics to advance the overall goal of healthy community.

### **Accomplishments**

- ✓ Implemented a new Vital Records software program that increased efficiencies
- ✓ Switched to G2G Solutions to process credit cards.

### **Budget Adjustments**

There were no significant budget adjustments.



# County Clerk/Register of Deeds



Strategic Outcomes						
Indicator	2017 Target	2018 Target		2020 Target	2021	2022
Percent of respondents who say their overall feeling of safety in Jackson County is excellent or good.	55%	55%	-	55%	-	-
Percent of respondents who say they feel very or somewhat safe in their neighborhood during the day.	94%	93%	-	94%	-	-

ND – Data for the citizen satisfaction survey is only collected in odd years.

Other Key Indicators							
Indicator	2016	2017	2018		2020 Target	2021 Target	2022 Target
Circuit Court/Juvenile Cases Initiated *	4534	4126	4274	4344	4500	4500	4500
Circuit Court/Juvenile Cases Disposed *	4105	4083	4028	4161	4300	4300	4300
Vitals/Public Services Registrations/ Applications Processed							7700
Number of Court Service Clerks Processing Cases							5.75
Number of Court Clerks Handling Cases for Judges	5	5	5	5	5	5	5
Number of Vital Statistic Clerks Processing Registrations/Applications							2.75
Number of cases handled per clerk	955	869	900	755	783	783	783
Number of cases handled per court clerk	821	817	806	832	860	860	860
Number of registrations/applications handled per clerk							2800

\*Totals do not include Abuse and Neglect cases/petitions.



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# Jury Commission

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## Activities

Maintain and coordinate jury information from the Michigan Department of State with Jackson County database of potential jurors.

Provide information to county residents, court officials, attorneys, employers and other government units on all aspects of the jury process. Orientate jurors when they report to serve their jury duty. Prepare, print and mail all juror correspondence, including qualification questionnaires, summons, postponements and excusal letters, failure to appear letters, show cause orders, and bench warrants. Return all juror voice mails and emails. Pay jurors for their service, as well as balance and replenish the cash drawer. Make a nightly recording on the Juror Call-In Line regarding reporting instructions.

Coordinate Jury Board meetings, secure room for questionnaire review and serve as clerk to maintain their attendance records, minutes, and reimbursement pay. Qualify and disqualify prospective jurors according to the law. Keep Jury Board Members updated of statute changes regarding juror procedures.

## Strategic Plan Impact

- ✓ Safe Community

The Jury Commission contributes to the safe community strategy by ensuring the constitutional right to trial by jury.

## Accomplishments

- ✓ Jurors are now able to complete questionnaires, request postponements or excuses, and check their status online. Questionnaires that are returned via mail are scanned into the system, which eliminated the need to enter the data by hand.
- ✓

## Budget Adjustments

- ✓ There are no significant budget adjustments to the Jury Commission program.





Strategic Outcomes						
Indicator	2017	2018	2019		2021 Target	2022 Target
Percent of respondents who say they feel very or somewhat safe from violent crime.			100%	100%	100%	100%

# County Clerk/Register of Deeds

Other Key Indicators						
Indicator	2017 Actual	2018	2019	2020 Target	2021	2022
Number of Cases per year	58	43	42	50	50	50
Summons mailed per year	12,500	12,500	12,500	12,500	12,500	12,500
Juror voice-mail calls returned per year						4,000
Total dollars paid out to jurors per year						100,000
Jury Coordinator & Admin. Asst. (shared w/Elections Dept.)						1.375
Number of Jurors Failed to Appear	1,116	787	671	800	800	800
Number of Jurors Postponed, Excused, or FTA letters mailed						4,000
Jurors Show Caused (Not appearing when Summoned)						215
Bench warrants issued	93	78	104	100	100	110



# Public Elections

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## Activities

The Public Elections Office coordinates and administers Federal, state, township, village, and school elections conducted in Jackson County.

Responsibilities include but are not limited to: ordering, proofing and distribution of ballots and election supplies; training and certifying election inspectors; clerk for the Board of County Canvassers; compiling election returns; contact for petition and recall drives; and maintaining the state mandated Qualified Voter File (QVF)

Additionally, the Public Elections Office acts as a liaison between the State Bureau of Elections and Local Township, city, village and school election officials; maintains voter registration, voter history, precinct lists and street index through the County for 12 townships, 12 school districts and 6 villages; and monitors candidates for compliance with Campaign Finance Laws and eligibility to be placed on the ballot.

## Strategic Plan Impact

- ✓ Intergovernmental Cooperation  
The public elections function is a necessary and state mandated function of county government. The county elections office provides for the democratic election of all elected offices within Jackson County, which include local governments, school districts, and other special districts.

## Accomplishments

- ✓ Election management systems were updated statewide in 2017.
- ✓ The first election with the new Dominion tabulators and software was August 2017.

## Budget Adjustments



Strategic Outcomes								
Indicator	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Target	2021 Target	2022 Target
Number of elections held per year	3	4	3	3	3	4	3	3



Other Key Indicators								
Indicator	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Target	2021 Target	2022 Target
Total number of elected office positions on the ballot(including nominations from primary elections)	6	1,003	5	872	5	1,000	5	872
Total number of candidates(filings) appearing on the ballot	14	446	14	333	11	450	11	333
Total number of ballot issues	8	19	12	28	12	20	20	25
Total number of voter registrations processed by the County Elections Department	2,964	5,503	3,753	3,747	3,769	5,500	3,750	3,750
Election Director	1	1	1	1	1	1	1	1
Assistant (part-time employee shared with Jury)	.375	.375	.375	.375	.375	.375	.375	.375
Voter registrations processed by the PT Assistant shared w/ Jury	2,964	5,503	3,753	3,747	3,769	5,500	3,750	3,750



# Register of Deeds

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## Activities

The register of deeds office is responsible for recording all documents pertaining to real estate in the county. These recordings become permanent record of the history of ownership of all real estate in the county. Recordings include deeds, mortgages, discharges, assignments, death certificates, court orders, tax liens, releases, leases, affidavits, land contract and other miscellaneous documents. We also are responsible for collecting state and county transfer tax. Additionally, plats, condominiums, corners and surveys are recorded. Service includes searches of state and federal tax liens and providing copies and certified copies of documents (for a fee). We also help customers search our records by either name or legal description.

## Strategic Plan Impact

- ✓ **Mandated Service**

The registering of deeds and maintenance of land records is a mandated function of county government.

- ✓ **Economic Development**

The maintenance and transfer of property records supports the economic development vision to promote a diverse and vibrant economy.

## Accomplishments

- ✓ Tract book scanning project is now completed. At the present, a customer can do a search by legal description back to 1065. Our goal is to upload the images from our tract index into our software system allowing them to search by legal description back to the 1800s. This will also help preserve the historical books and be a means of disaster recovery.
- ✓ eRecordings have continually increased since we began accepting in August 2014. Total of recordings submitted through the eRecording process are currently at about 40%.
- ✓ With Automation funds we have started to scan drain maps. Once they are uploaded to our system, the public will have access to them online. This will preserve the maps and be a means of disaster recovery.

## Budget Adjustments







### Strategic Outcomes

Indicator	2017	2018	2019	2020	2021	2022
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Total number of documents recorded	28,354	26,808	27,137	27,500	27,500	27,500
Total number of documents rejected	660	726	890	575	575	575

Other Key Indicators						
Indicator	2017 Actual	2018	2019		2021 Target	2022 Target
Total number of documents received- recorded and rejected						28,075
Total number of documents verified	28,354	26,808	27,137	27,500	27,500	27,500
Per Employee- recording and rejecting documents						
Per Employee -verifying documents	28,354	26,808	27,137	27,500	27,500	27,500
Recording		Same Day	Same	Same	Same	Same



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