

Clerks' Advisory Council

November 21, 2014

The Clerks' Advisory met at the Judicial Center on November 21, 2014. Attendance was as follows:

Judicial Department One	Allison Thon (absent)
Judicial Department Two	Angie Callahan
Judicial Department Two	Krisena Silva
Judicial Department Three	Doug Hamilton (absent)
Judicial Department Four	Janel Downey (absent)
Judicial Department Five (Urban)	Bernie Lumbreras
Judicial Department Six	Chris Blake
KADCCA President	Teresa Drane
Office of Judicial Administration	Benita Chaplin
Office of Judicial Administration	Sarah Hoskinson
FullCourt	Karen Braun

FullCourt fees –How does the CAC feel about increasing the copy fee listed in the FullCourt table from .25 to .50? **Committee agreed and this will occur 7-1-15. Many courts have already changed their copy fees from .25 to .50 by local rule. Those that have not made this change will need to manually modify the amount in the FullCourt table once the table begins to default to .50 instead of .25. The question was asked whether a field can be added to assess fees for phone conferences for attorneys with judges? (In Wabaunsee these fees are assessed as postage.) OJA tries not to set up fees attributable for the same account. Assuming the phone conference fee goes to the county it can be put in to copies. Accounts receivable cannot be set up for this but the fee can be collected. (Per Mel)**

Imported traffic ticket errors- Should clerks be correcting obvious errors (e.g., last name and first name combined such as Smithrick and then Rick is also in the first name field, suffix (III) put in by the officer as (iii) and the DL number placed in the last name field? **The clerks in attendance agree that, while clerks should not “police tickets,” if there is an obvious error it may be corrected. Have the trooper correct any major errors such as incorrect statutes.**

Probate filing- *If an attorney files a probate within 6 months of the filing of a Will and Affidavit on the same person, can it be filed in the original case or is a new probate case opened? **The probate should be filed in the existing case and a new docket fee shall be assessed. The 2014 Clerks' Manual has been revised to provide instructions.***

Accounting- *There was discussion regarding the handling of over/short, specifically how long funds should be held. Mel provided the following instructions: **This is a management evaluation of a potential problem. The reason to hold relates to best practices in accounting. There are a number of best practices relating to accounting, whether you are working in Dillon's or a district court, and this is one of them. Reasons for maintenance on an over short have to do with the ability to allow management overview of cash drawer accounting and evaluate if this is something that is happening on rare occasions or more frequently? Does this relate to one employee? How the money is handled between one cash drawer and multiple cash drawer? Have previous shortages been handled without management oversight (i.e. taking the .25 cents out of pocket or from "coffee fund" or "change fund?" Basically, waiting to resolve the shortage is more to evaluate the problem.***

Also, the shortage should remain static for a set amount of time. If you have \$5 off today, you should be at \$5 off in six months or whatever time period assigned by local court management. If at some point another overage or shortage comes in the amount of time starts over. This is the general logic anyway.

*Finally, and most importantly, this procedure is in place based on a local management decision or local court rule. Without that, the clerk should not be sending anything to the state or county treasurer. This applies to **OVERAGE** as well, they only send to state based on local court rule.*

*The Clerks' Advisory Council (CAC) department representatives will send out an e-mail within their departments to gather input from the clerks on the following subjects: (1) "**Best Practices**" for how warrants are currently being handled. Are they filed stamped upon judge's signature or after service? (2) Request suggestions for any modifications clerks would like to see in reference to the Clerks' Manual revision. (Feedback will determine how we will proceed with the update.) (3) Remind clerks to provide their representative with any items they would like reviewed by CAC.*

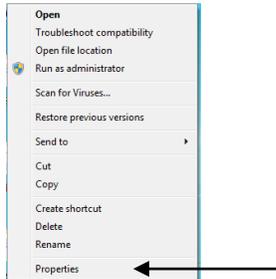
*The need for a basic FullCourt Instructional manual was discussed due to the increase in newly appointed clerks. **FullCourt has a 2007 FC-users manual available. (Instructions are attached)***

*Sarah inquired as to whether the various courts' public access terminals allow the public to view marriage licenses in the courts that were represented on the committee. **All courts except for Shawnee allow for public access.***

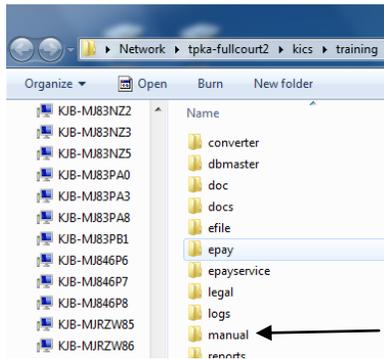
Instructions for accessing FullCourt 2007 Manual



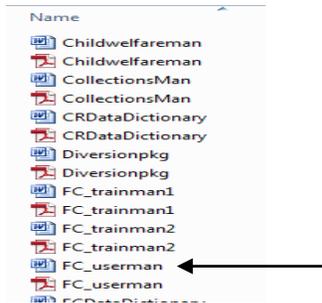
Hover over FullCourt Icon with mouse and R click



Select properties



Open the folder titled "Manual"



Select FC-userman



2007 FullCourt Manual