

CIRCUIT COURT CLERK

REPORT ON REDUCED PAPER CONSUMPTION & POSTAGE EXPENSES

1. Our offices are in the finalization stages of the e-filing project which is projected to go live in the 2018 calendar year. A contract is in place and the project is currently in the design phase. This will provide tremendously reduced paper consumption – both for our offices and attorneys who utilize this service.
2. Our offices are taking steps where possible to communicate with attorneys via email instead traditional correspondence, saving paper as well as postage.
3. We are scanning documents which allows employees to view a document in lieu of printing a document when they are assisting the public with questions on case filings.
4. Orders of Protection can now be filed electronically through the public outreach organizations and sent to the Night Court Commissioners. The Night Court Commissioners then electronically forward the information to the Sheriff's Office for processing. Further, we scan and e-mail Orders of Protection and related documents to the Sheriff's Office in lieu of faxing them.
5. We offer CaseLink, the Circuit Court Clerk's web based court case information service, to subscribers which enables them to view and print scanned documents in Circuit, Probate and General Sessions Civil Division matters with 24-hour availability.
6. For our CaseLink customers, we electronic bill (e-bill) all customers for the monthly subscriptions and only accept online payments. This saves our offices on postage as well as paper consumption.
7. We e-mail requested copies of scanned documents to the public in lieu of printing copies to be picked-up or mailed where appropriate.
8. Our internet web site offers the Local Rules, Chamber Rules, court dockets and forms which can be viewed and printed by the public in lieu of our offices providing these items for the public on paper. The Rooker Report newsletter continues to be offered for viewing and downloading on our web site.
9. Our intranet provides memos, manuals and office procedures for employees in lieu of printed versions of these items for employees.
10. We post sample dockets for the Circuit Courts on our intranet in lieu of printing sample dockets on paper to be forwarded to the Courts for case additions/deletions to their dockets.

11. Outgoing mail is sent through the Metro Postal Service which in turn charges postage costs back to the department. The Metro Postal Service uses a pre-sort company that offers postage savings which results in reduced postage costs charged to the department.
12. Our Traffic Violation Bureau has implemented an electronic sign-out process of ticket books, an improvement over the former paper sign-out system.
13. In the next calendar year, our paperless attendance process for all of our offices, including paperless employee verification, will be fully instituted.