

CELEBRATING
25 YEARS OF
TEEN COURT
SUCCESS



Fiscal Year 2021 / 2022

Annual Report

FOR THE CITIZENS OF CLAY COUNTY, FLORIDA



Mission

We are the guardians of Clay County's records and trustworthy fiscal stewards; we proudly support the judiciary, facilitating justice system access for our community through efficient service; we are accountable custodians of all county funds and financial reports, Clerk to the Board, and leaders in fraud and waste prevention; we leverage our expertise to provide reliable, helpful service to citizens.

Vision

To be the most trustworthy, efficient, accountable and helpful Clerk of Court and Comptroller's Office in the State of Florida.



Tara S. Green
Clay County Clerk of
Court and Comptroller

MESSAGE FROM CLERK OF COURT AND COMPTROLLER GREEN

Core Values

TRUSTWORTHY

EFFICIENT

ACCOUNTABLE

HELPFUL

On the pages of this report you'll meet clerks, managers, analysts and specialists who embody our office's core values along with the data representing their hard work done for Clay County citizens. Our mission to guard your records and funds, support the judiciary, assist citizens and ensure the quality of accounting and county financial reporting never ends. Our professional services mirror those provided by partner agencies across our region and state.

An example of this teamwork in Fiscal Year 21/22 was the five-county outreach targeting property fraud. The total number of property owners signed up for free document recording alerts increased 300%, cutting fraud attempts off where they start.

Teen Court celebrated a quarter century of service to youth in '21— that's twenty-five years of excellence. Please note also the update on our Historical Archives Division. Their materials tell the stories of our county's past and future importance. Thank you for your continued interest in the job we do for you.



Clay County Clerk of Court and Comptroller



Tara S. Green

CLAY COUNTY
CLERK OF COURT AND COMPTROLLER

COUNTY COMPTROLLER

- Accounts Receivable
- Accounts Payable
- Payroll
- Pre-audit

CLERK TO THE BOARD

- Board of County Commissioners (BCC)
- Value Adjustment Board (VAB)
- Other Official County Meetings

INSPECTOR GENERAL

- Fraud, Waste, Abuse Investigations
- Internal Audit
- Guardianship Audit

CLERK OF COURT

- Administration
- Civil Court Services
- Criminal Court Services
- Recording
- Civil Traffic
- Clerk Finance
- Human Resources
- Archives
- Teen Court
- Information Systems (IS)
- Orange Park Branch

SERVING OUR CITIZENS

Life's Major Milestones

Most people don't realize the role their local Clerk of Court and Comptroller's Office plays in their lives until life's major milestones occur. Clerks interact with community members during the hardest times in life as well as during the happiest times. One of our core values involves being helpful, and there is no better time to prove that than when a citizen deals with serious decisions or handles crisis.



It's a great feeling when our clerks are able to help citizens get their driver license back through our Operation Green Light event.

The infographic features a central dark blue circle with a gold border. Inside this circle, at the top, is an illustration of a diverse group of seven people (men and women of various ethnicities) standing together with their arms raised in a celebratory gesture. Below the illustration, the text 'SERVING OUR CITIZENS' is written in a bold, black, serif font. Surrounding this central circle are six light green circular callouts, each connected to the center by a thin black line. Each callout contains an icon representing a service, followed by the service name and a numerical value. The services and their values are: Unclaimed Funds Listed (\$5,534.12), Property Fraud Alert Subscribers (2,122), Total Number of Documents Recorded (FY) (79,422), Marriage Licenses Issued (1,355), Passports Processed (6,493), and Tax Deeds Managed (170). The background of the infographic is white, framed by a grey border on the left and bottom, and a green border on the top and right.

SERVING OUR CITIZENS

UNCLAIMED
FUNDS LISTED
\$5,534.12



PROPERTY
FRAUD ALERT
SUBSCRIBERS
2,122



TAX DEEDS
MANAGED
170



79,422
TOTAL NUMBER
OF DOCUMENTS
RECORDED (FY)



6,493
PASSPORTS
PROCESSED



MARRIAGE
LICENSES ISSUED
1,355



SERVING OUR CITIZENS

ON THE RECORD

Our Recording Department is home to millions of official records and our personnel assisted citizens (in person, by phone and online) with many requests and questions, making the process of recording documents and requesting records as seamless as possible.



When we say, "Its in the vault", we mean it literally. Not only do we safeguard our county's physical records, books and plat maps, but we also take the continuous security of our online records seriously. The digitizing of electronic records is of utmost importance to our team. The need is highlighted by the online recording trend which shows 85% of recordings were done using the portal. Here, our Recording Department Manager Jewel Baskin secures the vault at the close of the business day inside the Clay County Courthouse.

**DOCUMENTS
RECORDED IN FY
21/22**



**PERCENTAGE OF DOCUMENTS
SUBMITTED ONLINE**
85%



MORTGAGES RECORDED
11,092



DEEDS RECORDED
11,761



**LIENS RECORDED
(CLAIMS OF LIENS ONLY)**
810



SERVING OUR CITIZENS

Fiscal Year 21/22: By The Numbers

Millions of dollars are processed annually through our office's clerks who serve as cashiers and through our online applications, too. The expert staff of our Clerk's Office Finance team make sure each dollar is accounted for and recorded properly for auditing purposes at year end.

PAYMENTS RECEIPTED- COURT	50,533
PAYMENTS RECEIPTED- RECORDING	69,576

Partnering with our Judiciary



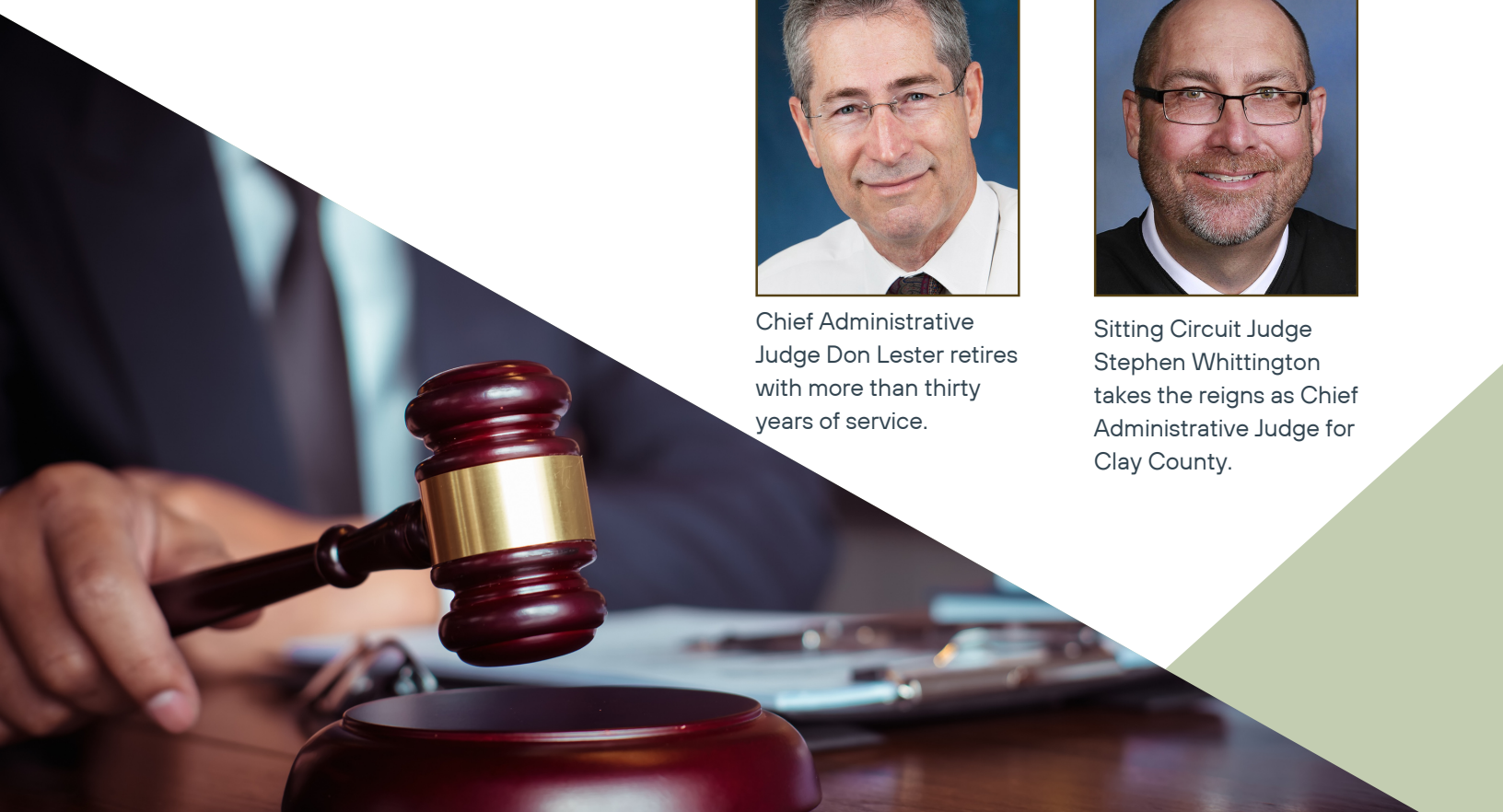
The Clay County Courthouse is home to two county judges, four circuit judges and two magistrates. Our Clerks work well with the judiciary, their assistants, law enforcement, attorneys and diversionary program staff to ensure justice system access. The 4th Judicial Circuit consists of Duval, Clay and Nassau counties. Clay County's judiciary changed due to recent retirements and elections. On behalf of everyone at the Clay County Clerk of Court and Comptroller's Office, Clerk Green wishes the retiring judges all the best and congratulates the newly elected and promoted judges as well.



Chief Administrative Judge Don Lester retires with more than thirty years of service.



Sitting Circuit Judge Stephen Whittington takes the reigns as Chief Administrative Judge for Clay County.



Partnering with our Judiciary

Floridas Clerks of Court Operations Corporation provides critical support to the judicial system in Duval, Clay and Nassau counties. Our personnel work closely with their office to insure all court related needs are met and requirements addressed.



State Funding for Jury Costs **\$67,008**



Operating Funds **\$158,484**



Federal Reimbursement **\$177,069**



Personnel Funds **\$3,607,158**



State Funding for Courts **\$3,797,271**



Court Collections **\$3,888,363**



Total Court Funding \$ for FY **\$4,041,349**



6 JUDGES \ 2 MAGISTRATES



10,335
CIVIL
CASES



24,288
CIVIL TRAFFIC
CITATIONS



16,500
JURORS
SUMMONED



6,951
CRIMINAL
CASES



408
PAYMENT
PLANS
ESTABLISHED



181,896
DOCUMENTS
E-FILED

CIVIL, CRIMINAL, AND TRAFFIC



20
JURY
TRIALS



248
TEEN COURT
CIVIL CITATIONS

VALUED PARTNERSHIPS



Our employees have hundreds of duties and thousands of legislative and state Supreme Court mandated functions required to achieve our services. Much of our success, especially from an efficiency and accuracy standpoint, is due to our partnerships. While true that most things in the justice system begin and end with work done by our Clerks, there are many steps in between the first filing and a case disposition, and many colleagues with whom we work. Willingness to share best practices helps make us the best in the state. From court dockets to payroll, jury summons to injunctions, payment plans to educational programs- we accomplish more when we work together.

Technology is key to future success and our experienced Information Services Department personnel make sure every other department is ready for whatever challenges arise.

An Eye on the Future

- Clerk/Comptroller Green leading Florida Legislative Committee for Florida Clerks of Court Operations Corporation
- New Chief Technology Officer role- Congrats, Justin Horan
- Revived Chief Administrative Officer role- Congrats, Rick Dingle
- Focus on guardianship audits in our Inspector General Office as AARP Florida announces professional guardianship reform
- Expanded focus on standard operating procedures, onboarding protocol for new employees, and data accuracy
- New Human Trafficking Awareness initiative to continue annually
- Attendance at Best Practices Workshops where clerks from across the state share business processes and clarify statutes
- Welcome aboard General Counsel Brian Byrd



Byrd, a proud FSU College of Law graduate, joins our staff this year, bringing both state attorney's office and private defense attorney experience to our office.

All-Stars & Awards



Denise Haselwood



Cheryl Senter



Amber Leininger



Victoria Marquart

Core Values in Action

Nominated by their peers and management, and then recognized by Clerk/Comptroller Green and her Executive Team, these All-Star Award recipients are amazing employees who set the standard for all of us throughout 2021 and into 2022. Each selected employee, in her own unique way, was able to represent our core values.



In addition to the internal recognition we shine on our All-Stars, we love to hear also from groups outside our office who applaud our good work. From Archives, to Teen Court, to our whole office achieving Best Practices Awards, we are happy to see the fruit of our labors impacting our whole community.

Congrats!



Archives Supervisor Garig and Teen Court Supervisor Smith accept their Reinhold Awards at Celebrate Clay event.



Clerk/Comptroller Green accepts the FCCC Best Practices Award from FCCC President Timmann on behalf of our office.



Assisting Our Community CLAY CLERKS CARE

Our organization has a stellar reputation for caring about our community. Clerk of Court and Comptroller Green is proud to share these examples of ways our personnel proved that *Clay Clerks Care* for each other and for our fellow citizens. Through regular awareness, fundraising, donation drives and education, our members' outreach was a great thing to see in FY 21/22.

 Thank You

ASSISTING OUR COMMUNITY

Teen Court: Home to Second Chances and Winners!

Our Teen Court Mock Trial Team was back in the winner's circle last year yet again winning the Sunshine State Showdown competition, a major event hosted by Florida State University.



Teen Court celebrated the program's 25th year in operation in 2021, serving more than 5,000 youth since its inception. Our staff provides a true second chance.

This is accomplished while holding youthful offenders accountable and educating them about the legal system. We provide a pathway for skill development (critical thinking, problem solving and professional communication). We continue to provide significant savings to taxpayers by cutting the costs associated with the arrest and formal processing of juveniles.

We received referrals from 248 civil citations last year (248 cases not bogging down the regular court system) a 33%

increase over FY 20/21. The top three offenses remain simple battery, domestic battery, and petit theft. We are one of only two Teen Court programs in Florida to hold trials in a courthouse of our own. The amazing historic building received a much needed facelift last year, a renovation done by county crews that made it a showplace again and the envy of programs across the state.

Our community learned about Teen Court during public engagements at schools, during Clay County School District Police Department training days and through field trip groups brought to our historic site.

ASSISTING OUR COMMUNITY

Educational Outreach: Prepare to be amazed by Historical Archives

A source of pride for us is our partnership with area school students, families and teachers. The Historical Archives Division hosts events highlighting our commitment to the county's educational community at every level, but especially those programs that highlight history, social studies, civics, state and local government, and art. In 2022, we "doubled" staff in Archives (from one to two employees). Archives Supervisor Vishi Garig and Archives Specialist Amelia Dixon represent a small staff but their knowledge of Clay County history and resources is vast.

All new records (like court case filings, marriage licenses, property records) start with staff in one of our other departments, but eventually they will end up in Archives. At the county's Historic Triangle site you can learn more about Clay history back to the 1850s and tour the Old Jail, 1890 Courthouse, History Museum & Railroad Depot, and the TAPS Military Monument. Join us annually for events like Tales from the Clink & Fall Festival, Celebrate Clay History Festival, and our new Christmas in the Courtyard movie night, too.





From our Clerk of Court and Comptroller's Office family,
thank you for your interest in our organization and the many
services we provide our community.



TARA S. GREEN
**CLERK OF COURT
AND COMPTROLLER**
CLAY COUNTY

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