

CLERK OF COURTS' OFFICE POLICY STATEMENT

CASE FILINGS

The Clerk of Courts' office must balance service to the public with staffing and budget constraints. These factors require discretion by the Clerk of Courts' staff regarding case filings and the following is our procedure:

1. New case actions will not be immediately processed for the customer, however will be file stamped and processed with the date they were received and in the order in which they are received.
2. The process for case filings include:
 - a. Reviewing and accepting the incoming pleadings
 - b. File stamping the original and copies
 - c. Assigning a case number and court official on new cases
 - d. Writing the case # and court official on the original and copies
 - e. Marking the documents with the "copy" stamp
 - f. Entering the case data into the automated record
 - g. In some instances assigning a court date and time
 - h. Sending documents to Plaintiff in provided postage paid envelope.
3. The process will be dependant on the pleadings being in order and accompanied by the proper fee. The Clerk will exercise discretion in handling pleadings that have obvious errors, i.e., captioned for the wrong county, pleading not signed, incorrect fee amounts, etc.