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# *Jed Pittman*

CLERK OF THE CIRCUIT COURT  
PASCO COUNTY, FLORIDA

# 2005

ANNUAL REPORT TO THE FLORIDA SUPREME COURT

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*Construction of the new West Pasco Judicial Center continued during 2005.*



## Introduction

The Office of Jed Pittman, Clerk of the Circuit Court continued to be very busy during 2005. Construction of the new 3-story Judicial Center began in earnest, and is scheduled to open in November, 2006. The new building will have nine new courtrooms, and all cases being heard by the Judiciary on the west side of the County will occur in that building.

Once the new building is complete and the Judiciary has moved to their new offices and courtrooms, renovation of

The Honorable R. Fred Lewis  
Chief Justice  
The Florida Supreme Court Building  
500 South Duval Street  
Tallahassee, FL 32399-1925

Dear Chief Justice Lewis:

It is my pleasure to present you with the 2005 ANNUAL REPORT TO THE FLORIDA SUPREME COURT for Pasco County. I hope that you find it both helpful and informational and that you gain a better understanding of the diversity of duties of this organization, its administration and the work being done by this office for the courts, the citizens and the Bar of Pasco County.

The Vision Statement for this office is "Quality Service... Nothing Less." I am confident that, as you read through these pages, you will see how diligently we work to turn that vision into reality by not only providing exemplary service, but also by meeting the many challenges posed by an ever-increasing population and expanding court system.

It is my hope that you will enjoy this report, and I look forward to continuing to work with you. I thank you for your continued support, encouragement and spirit of cooperation.

Best Wishes,

A handwritten signature in black ink, appearing to read "Jed Pittman".

Jed Pittman  
Clerk of the Circuit Court, Pasco County



**JED PITTMAN**  
*Clerk of the Circuit Court, Pasco County*





## Introduction (Cont.)

the existing building will begin. Both floors of the existing building will be renovated to accommodate not only the Clerk's Office, but the State Attorney, Public Defender and Court Administration.

Much of the planning for the new offices occurred during 2005. As a part of that process, the Clerk's Office worked closely with the architect, the contractor, the furniture designer and the County to develop the most functional layout possible.

The renovation of the first floor, which will house the Offices of the Clerk, is scheduled to take two to three months. Once complete, all west side court-related and Administrative functions of the Clerk's Office will operate out of those new offices. We are scheduled to move into the new location in late January of 2007.

The Clerk's Office also continued in pursuit of fulfilling its vision of "Quality Service...Nothing Less" throughout 2005. In June, eight Clerk's employees graduated from the Florida Center for Public Management at Florida State University and became Certified Public Managers. Another 25 are scheduled to complete their coursework in early 2006, and will become Certified Public Managers in the summer of that year. A third group of twenty-eight has completed the first four levels of the training, and is scheduled to

continue with the remaining classes during 2006.

In addition, during 2005 all Clerk employees attended a one-day session presented by an instructor from the Florida Center for Public Management. Entitled "Journey to Performance Excellence," this program was specifically designed for the Pasco County Clerk of the Circuit Court's office, and is the only program of its kind in the State of Florida.

This training is a part of the overall effort by the Clerk to ensure that his employees are given the necessary tools to



*Several Clerk employees were given a tour of the building site by the Contractor.*



## **Introduction (Cont.)**

provide the best service possible to the people of Pasco County and the State of Florida.

After years of planning and discussions with LexisNexis, we submitted our electronic filing plan to the Florida Supreme Court in mid-2005. They approved the plan, and by November we were able to implement the electronic filing of documents in our Probate Department. We are one of only four counties in the State of Florida to accept filings electronically. Local judges, judicial staff and Bar members all participated in this project, and have provided very positive feedback regarding business practice issues and system modifications to meet local needs. The successful



*All Clerk staff attended a customized one-day seminar entitled "Journey to Performance Excellence II" presented by the Florida Center for Public Management.*

implementation of the plan is a direct result of the hard work and dedication of the staff of the Clerk's Office working in concert with LexisNexis as well as the open lines of communication with the entities using the system.

With electronic filing well under way in Probate by year's end, the next phase of the plan will occur in Civil. It is expected that much of 2006 will be devoted to planning and implementing this phase of the plan. Eventually, the electronic filing of documents will become the standard throughout all court-related sections within the office.

In addition, we began accepting on-line payments of traffic tickets during 2005. Payment of the tickets is done through our website, [www.pascoclerk.com](http://www.pascoclerk.com). In order to ensure that Pasco's citizens have every opportunity to make their payments on line, we partnered with the Pasco County Library System, St. Leo University and Pasco Hernando Community College to make our website available in their libraries. We have also implemented the use of video conferencing in four of the six buildings occupied by Clerk employees. Because Pasco County is an east-west county spanning nearly 40 miles, the use of video conferencing technology has been instrumental in reducing the amount of time that was previously spent traveling between locations. With a focus on increased efficiency throughout the office, this technology has been a welcome addition to the office.

The items discussed above are just a few of the many issues we faced in 2005. The following pages of this report are designed to give us the opportunity to inform you of the progress we have made.





## ELECTORATE

### CLERK OF CIRCUIT COURT

Performs the constitutional and statutory duties of Circuit and County Court Clerk, Ex Officio Clerk to the Board, Auditor, Recorder, Custodian of County Funds. Executes the plans and policies of the Office of Clerk, directs and coordinates the office operations through division directors, internal audit and special projects.

#### FINANCIAL SERVICES

Provides budgetary and accounting services for the Board of County Commissioners and the Office of Clerk; processes payroll, disbursements on contracts and purchases made within approved budgetary guidelines. Performs a pre-audit function of all expenditures. Invests funds of the Board and the Clerk to assure a maximum return within safe investment options. Supervises the preparation of the Comprehensive Annual Financial Report of Pasco County and the combined Financial Statements of the Board of County Commissioners and the Clerk of Circuit Court as well as other financial reports required under state law and administrative regulation.

#### COURT SERVICES

Processes civil, child custody & support, adoptions, divorces, probate of wills, guardianship, mental health, juvenile & felony cases filed in circuit court. Processes civil, small claims, landlord/tenant, misdemeanor, criminal traffic, ordinance and traffic infraction cases filed in county court. Provides jury management and provides deputy clerks at trials and hearings at both the County seat and branch office. Transfers records to the next highest court of appeals. Custodian of court files, records and evidence. Receives payments for fines, court costs, public defender fees, child support and restitution.

#### SUPPORT SERVICES

Attends all meetings and workshops of the Board of County Commissioners and councils and committees of the Board as directed. Produces, records, indexes and distributes the official minutes of those meetings. Custodian of the County Seal, resolutions, ordinances and contracts. Processes appeals before the Value Adjustment Board. Records, microfilms and indexes all instruments required by law; maintains two Official Records libraries and two records storage centers for the Office of Clerk. Provides two locations for the application and issuance of marriage licenses and passports. Processes tax deed applications and conducts sales.

#### ADMINISTRATIVE SERVICES

Comprised of two distinct units:

- **Human Resources:** maintains and reviews payroll, insurance, personnel records, employee selection & training programs for Clerk's employees. Evaluates benefits and alternatives to on-going personnel programs.
- **Management Information Services:** provides support in the design, implementation, enhancement and training of Clerk's personnel in the operation of automated information systems; assesses potential benefits and applications of automated programs for use



The Government Finance Officers Association  
of the United States and Canada

*presents this*

## **AWARD OF FINANCIAL REPORTING ACHIEVEMENT**

*to:*

The Honorable Jed Pittman  
Clerk of Circuit Court

Pasco County, Florida

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*The Award of Financial Reporting Achievement is presented by the Government Finance Officers Association to those individuals who have been instrumental in their government unit achieving a Certificate of Achievement for Excellence in Financial Reporting. A Certificate of Achievement is presented to those government units whose annual financial reports are judged to adhere to program standards and represents the highest award in government financial reporting.*

*Jeffrey A. Ence*  
Executive Director



## Financial Services Division

As the chief fiscal officer of Pasco County, the Clerk of the Circuit Court is the custodian of county funds and is responsible for the collection, safe depositing, investment, expenditure and distribution of those funds in accordance with law and administrative regulation.

For the fiscal year ended September 30, 2005, the Clerk remitted a total of \$114,188,106 in revenues to various agencies of the State of Florida, the Pasco County Board of County Commissioners, various municipalities, the Pasco County Sheriff, the Pasco County School Board, and other governmental agencies. This amount represents an increase of 32.10% over revenues remitted in the prior fiscal year.

The following chart contains data which details the revenues remitted for the periods noted:

### COURT RELATED REVENUES COLLECTED AND DISTRIBUTED TO STATE AGENCIES

<b>TRUST FUNDS:</b>	<b>FY 03/04</b>	<b>FY 04/05</b>	<b>TOTAL</b>
Court Education Trust Fund.....	\$ 37,462	\$ 51,196	\$88,658
Child Welfare Training Trust Fund.....	48,283	47,361	95,644
Juvenile Justice Training Trust Fund.....	41,276	39,059	80,335
Displaced Homemaker Trust Fund.....	27,473	29,455	56,928
Epilepsy Services Trust Fund.....	30,791	39,535	70,326
Florida Department of Health.....	6,190	9,962	16,152
Additional Court Cost - Clearing Trust Fund .....	262,093	267,901	529,994
Highway Safety Operating Trust Fund .....	196,536	166,932	363,468
General Revenue Fund of the State.....	677,158	1,159,348	1,836,506
Emergency Medical Service Trust Fund.....	188,955	202,472	391,427
Brain & Spinal Cord Injury Rehab. Trust Fund.....	240,977	255,527	496,504
Victims of Crimes Compensation Trust Fund.....	457,412	459,629	917,041
Dept. of Law Enforcement Operating Trust Fund.....	42,359	23,623	65,982
Court Mediation/Arbitration Trust Fund.....	14,269	17,863	32,132
Nongame Fish and Wildlife Trust Fund .....	49,880	58,501	108,381
State Game Trust Fund.....	595	-	595
Child Support Enforcement Trust Fund.....	36,189	35,527	71,716
Department of Children & Families .....	74,395	64,475	138,870
Indigent Criminal Defense Trust Fund.....	165,831	272,724	438,555
Department of Education.....	3,888	3,949	7,837





	FY 03/04	FY 04/05	TOTAL
Crime Stoppers Trust Fund.....	21,905	24,151	46,056
Florida Endowment Foundation for Voc. Rehab.....	46,774	38,159	84,933
Marine Resources Conservation Trust Fund.....	10,573	15,607	26,180
Handicapped & Elderly Assistance Trust Fund.....	10	-	10
Criminal Justice Standards Trust Fund.....	44,369	42,373	86,742
Family Courts Trust Fund.....	144,955	208,122	353,077
Clerks of the Court Trust Fund.....	494,371	266	494,637
Domestic Violence Trust Fund.....	17,833	24,186	42,019
Rape Crisis Trust Fund.....	11,755	26,127	37,882
Public Defender - State.....	106,853	4,771	111,624
Recording Costs - Various State Agencies.....	50	194	244
SunPass Program.....	3,575	6,283	9,858
Environmental Control.....	163	-	163
Department of Revenue.....	102,042	296,347	398,389
Crimes Against Minors Trust Fund.....	-	168	168
Department of Financial Services.....	7,495	35,005	42,500
Solid Waste Management Trust Fund.....	-	50	50

**COURT RELATED REVENUES**

**REMITTED TO STATE AGENCIES** ..... **\$3,614,735**      **\$ 3,926,848**      **\$ 7,541,583**

● **OTHER REVENUES COLLECTED AND DISTRIBUTED TO STATE AGENCIES**

	FY 03/04	FY 04/05	TOTAL
DOCUMENTARY STAMP REVENUE.....	\$ 47,123,397	\$ 66,182,856	113,306,253
INTANGIBLE TAX.....	9,727,672	13,614,098	23,341,770
INTEREST.....	11,641	12,346	23,987

**OTHER REVENUES REMITTED TO STATE AGENCIES** ..... **\$ 56,862,710**      **\$ 79,809,300**      **\$ 136,672,010**

**TOTAL REVENUES REMITTED TO STATE AGENCIES** ..... **\$ 60,477,445**      **\$ 83,736,148**      **\$ 144,213,593**

● **REVENUES REMITTED TO COUNTY, MUNICIPALITIES, SHERIFF, SCHOOL BOARD AND OTHER AGENCIES**

<b>BOARD OF COUNTY COMMISSIONERS:</b>	FY 03/04	FY 04/05	TOTAL
INTEREST EARNED THROUGH INVESTMENTS OF FUNDS HELD IN BOARD ACCOUNTS	\$6,543,048	13,065,464	19,608,512
REVENUES FROM COUNTY AND JUVENILE FILINGS DEPOSITED IN BOARD ACCOUNTS	4,844,940	3,559,963	8,404,903
EXCESS FEES COLLECTED THROUGH CLERK'S ACCOUNTS AND DEPOSITED IN BOARD ACCOUNTS	1,674,472	575,122	2,249,594

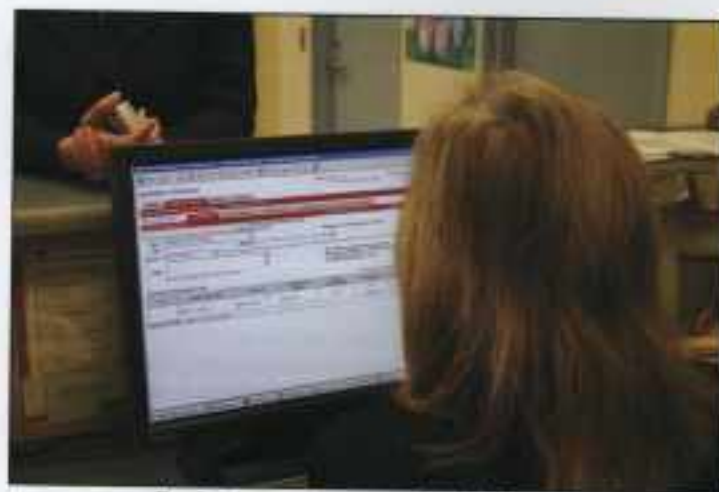


● REVENUES REMITTED TO BOARD OF COUNTY COMMISSIONERS .....	<u>\$13,062,460</u>	<u>\$17,200,549</u>	<u>\$30,263,009</u>
● <u>MUNICIPALITIES</u>			
<u>REVENUES REMITTED TO MUNICIPALITIES</u>			
CITY OF NEW PORT RICHEY .....	\$101,777	\$105,888	\$207,665
CITY OF PORT RICHEY .....	57,938	50,132	108,070
CITY OF ZEPHYRHILLS .....	86,796	79,357	166,153
CITY OF DADE CITY .....	25,353	26,040	51,393
CITY OF SAN ANTONIO .....	9,919	4,450	14,369
CITY OF AT LEO .....	2,797	1,815	4,612
● <u>REVENUES RETURNED TO PASCO COUNTY MUNICIPALITIES</u> .....	<u>\$284,580</u>	<u>\$267,682</u>	<u>\$552,262</u>
● <u>SHERIFF</u>			
REVENUES COLLECTED BY CLERK FOR SHERIFF .....	\$708,945	\$230,341	\$939,286
● <u>SCHOOL BOARD</u>			
REVENUES COLLECTED BY CLERK FOR SCHOOL BOARD ...	\$10,729,016	\$11,190,594	\$21,919,610
● <u>OTHER AGENCIES</u>			
REVENUES COLLECTED BY CLERK FOR OTHER AGENCIES ...	\$1,175,017	\$1,562,792	\$2,737,809
● <u>REVENUES REMITTED TO COUNTY MUNICIPALITIES SHERIFF, SCHOOL BOARD AND OTHER AGENCIES</u> .....	<u>\$25,960,018</u>	<u>\$30,451,958</u>	<u>\$56,411,976</u>
● <u>TOTAL REVENUES REMITTED TO GOVERNMENT AGENCIES</u> .....	<u>\$86,437,463</u>	<u>\$114,188,106</u>	<u>\$200,625,569</u>



## Court Services Division

What would Senator Samuel Pasco think if he could see his namesake in the year 2005, 119 years after his first year as a Florida State legislator? Demographically, Pasco County continues to rank among the fastest growing counties in the country with no end in sight. The county's population has grown by 24% in the past 5 years, currently exceeding 400,000 and expected to grow to well over 1/2 million in the next 5 years. The Suncoast Parkway created a mid-county corridor for new residential, retail and business developments meeting the demands of residents seeking housing in a less congested environment. This growth trend will guarantee a steady increase in all areas of the court and greater demands on our resources and ability to deliver quality services to our customers. Three new judges were added to the Pasco County Judicial Division due to significant increases in case filings. Regular monthly increases in the volume of family law, general circuit and county civil, felony, misdemeanor, juvenile and civil infraction cases have become the norm for Pasco County.



*Probate cases can now be filed using the Clerk's E-filing system.*

### ● COURT SERVICES ACTIVITIES

#### **General Tasks**

NEW CASES FILED.....	112,587
COURT DOCUMENTS PROCESSED .....	1,622,653
HEARINGS CLERKED.....	121,946
DOCKET ENTRIES PROCESSED .....	2,101,810
SUBPOENAS, SUMMONSES, NOTICES.....	163,538
COURT FILES TRANSPORTED .....	436,298

**NOTE: CASE FILINGS HAVE INCREASED BY 20% IN THE PAST 5-YEAR PERIOD.**





The year 2005 has been one of significant innovation, hard work, challenges and successes. Pasco County escaped direct impact from the onslaught of hurricanes in 2005 but experienced court closures and what turned out to be minor inconveniences compared to the other, less fortunate, counties in the State. However, the Article V storm still rages and creates an ever increasing impact to our responsibilities and resources. We continue to face numerous mandates and reporting requirements demanding the creative use of intellectual and technical resources to plan for and engage in sweeping funding and operational changes. The Clerk continues to forge ahead and has successfully partnered with the judiciary and related court agencies to deliver services to the court and citizens of Pasco County through the effective management of court information and staffing resources.

Coupled with the demographic impact of population growth and the Clerk's State mandated responsibilities to the Circuit



*The Statewide Public Guardianship Task Force, chaired by Jed Pittman, proposed changes to the Florida Statutes that will provide better protection to Florida's citizens.*

● **Monies Received and Disbursed by Court Services Operations**

One of the primary duties of the Court Services Division is to receipt and disburse monies collected on behalf of local and state agencies and parties. Monies collected through Court Services operations for the fiscal year 2003/2004 were as follows:

LOCAL AGENCIES .....	\$6,111,242
STATE AGENCIES .....	\$3,557,492
COLLECTED/DISBURSED TO	
OTHER PARTIES .....	\$48,936,703
<b>TOTAL.....</b>	<b>\$58,605,443</b>



## Court Services Division (Cont.)

and County Court, court service operations continues to grow at a seemingly explosive rate. Funding mechanisms provided by Article V legislation have proven to be an uncertain source of operational stability. Added to funding uncertainties, the State legislature continues to routinely impose unfunded mandates on Clerk operations. It is the ingenuity and creativity of this Office that allows the continuation of a high level of quality services to the public, judiciary and court related agencies. Ongoing issues for the Clerk range from the access of court records under the sunshine philosophy of our state leaders to the concerns raised by the Supreme Court over confidentiality of court records relative to identity theft and abuse of court information. Mr. Pittman continues to insure the secure and appropriate management of court "records" access using the most appropriate leading edge technology available and affordable. These issues will have a profound impact on how court records are maintained and made available to the public over the next several years. The Clerk's cautious approach to the use of emerging data-collection and storage systems has enabled Pasco County to respond to the changing needs of the Court System without compromising system security and access to court records.

The Court Services Division, encompassing civil, family, probate, criminal, juvenile and traffic courts realizes these goals by engaging in the effective utilization of human and technological resources, while at the same time using cost-effective methods to maximize the productivity of operational procedures. Through the combined efforts of administrative and line staff-personnel working in an environment of positive communication with all court related agencies, we have achieved innovative solutions and enhancements to meet the ever challenging demands of the court system within ongoing funding restraints. In servicing court activity for a county population of over 400,000 citizens, the Court Services Division performed the following general tasks in 2005 with a staff of 200 deputy clerks:

### Monies Received and Disbursed by Court Services Operations

One of the primary duties of the Court Services Division is to receipt and disburse monies collected on behalf of local and state agencies and parties. Monies collected through Court Services operations for the fiscal year 2004/2005 were as follows:

#### ● ELECTRONIC FILING and IMAGING

The Pasco County Office of the Clerk of the Circuit Court submitted its electronic filing plan for probate, guardianship, and incapacity actions to the Florida Supreme Court in 2005. This plan was approved on April 27, 2005 by Supreme Court Administrative Order SC05-15. The Pasco County E-filing project was successfully implemented November 1, 2005.

After evaluating numerous E-filing solutions the Clerk chose the LexisNexis File and Serve system due to its robust functionality providing, among other features, a full case management system for attorneys, electronic service, and enhanced capabilities for the judiciary to process court actions electronically. Local judges, judicial staff, and Bar members participated in the project and provided valuable feedback regarding business practice issues and system modifications to meet local needs.

At the end of 2005 over 100 attorneys had subscribed to the LexisNexis File & Serve system with approximately 10,000 documents processed electronically through the end of the year. Additionally, designated electronically-filed documents are routinely electronically transmitted to the Clerk's Official Records System for recording purposes.

The immediate objectives for the next phase of the project will facilitate the electronic filing of general civil pleadings and an expanded integrated pro se solution.





## ● GUARDIANSHIP

Jed Pittman has maintained a long-standing commitment to the Guardianship area for the past 20 years. In 1984 he entered into an agreement with the Court to establish a Guardianship review section. Today the Clerk maintains a highly skilled team of professional auditors who routinely conduct high level audits for the approximately 40 professional guardians and 400 family guardians in Pasco County. His diligence has resulted in the removal of unscrupulous guardians who took advantage of their fiduciary responsibilities with the most helpless of our citizens. The Clerk has mandated the implementation of a national Fraud Examiner Certification program for auditors working with guardian report to further enhance the auditing capabilities of the Clerk.

In 2003 the Clerk was appointed by the Governor to serve as chairman for the Statewide Guardianship Task Force under the auspices of the Department of Elder Affairs. The Task Force is charged with developing recommendations to the Department and the legislature to address issues critical to guardians and the people they serve. A final report and proposed legislation was submitted to the Governor in January of 2005. The report is available via the Internet at <http://www.pascoclerk.com>.

## ● CCIS

### ● Clerk Case Information System

In 2005 the Clerk developed the necessary system modifications to transmit case data to the Florida Association of Court Clerks to populate the state wide Clerk Case Information System. This project was partially completed by the end of the year and fully implemented in early 2006. Selected Pasco County case data is now available to court users throughout the State of Florida to insure complete defendant profiles are available to the Court.

## ● Unified Family Court

The Clerk has successfully worked with Court Administrative and other agency staff in coordinating operational issues to support this endeavor. The spirit of teamwork between the Clerk and Judicial staff has been extraordinary in pulling together a successful program to maximize human and technological resources available through each of the participating Offices. The Clerk has also initiated a project in support of the UFC to interface juvenile delinquency and dependency records housed in the County's Juvenile Justice System with the Case Management system, FACTS. The objective of this project is to bring



*The Clerk's Office collected and disbursed over sixty-three million dollars to state and local agencies and other parties during 2005.*





## Court Services (Cont.)

together all cases subject to a Unified Family Court assignment. FACTS provides a tailor made function to allow efficient access to all related parties cases within a Unified Family Court assignment. This facilitates the court's effort to access party information across related case records in a highly efficient and streamlined manner. This project is undergoing enhancements at this time.

### ● Pro Se Litigants

The past year reflects a continued upward trend in the number of pro se cases filed in Pasco County. Pasco County has experienced a 20% increase in the past 5 years. With projected increases in population for the County it is expected that this area will grow exponentially and continue to have a significant impact on resources. Pro Se litigants require considerable assistance through referrals to appropriate resources, explaining how to use the Florida Approved Simplified Forms book, and preparing specific case related documents as mandated by law. The Clerk will be implementing an automated pro se system that works in conjunction with electronic filing and is working with legal aide to provide additional resources for the public.

### ● Protective Injunctions

An area without direct funding, the Clerk has experienced a 36% increase in filings during the past 5 years. Through the effective use of existing resources the Clerk provides a high level of service to citizens seeking the protection of courts. The Clerk provides Community Resource information packets to each petitioner and coordinates referrals to local domestic violence centers. Through joint efforts with the court and community members the Clerk continues to enhance these services as needed.

### ● STATE AND LOCAL REPORTS

The FACTS case management system supports all mandated State reporting requirements including the Florida Supreme Court Summary Reporting System, Offender Based Tracking System, Traffic Citation Accounting Transmission System and Article V reporting requirements. This enhancement will position the Clerk to accept electronically filed citations when such a system becomes available to Pasco County. The technological enhancements implemented thus far have introduced more efficient data retrieval procedures. Through the use of ancillary report writing software the Clerk can now more effectively respond to data requests made by the judiciary and public in an efficient and timely manner. Reports requested by the Judiciary are typically provided with several business days and have served as a vital aid in the overall management of case flow actions. The Criminal Justice Information System has also been enhanced to provide critical Article V reports for the legislature and judiciary. In addition to mandatory and discretionary impositions, these reports have been developed to capture judgment lien, in lieu of jail time served, and community service to provide a more comprehensive picture of court practices.

### ● JUSTICE DATA EXCHANGE

In 2005 the Pasco County Clerk's Office spearheaded the third phase of the CJIS Feasibility Study to develop an integrated justice system embracing all of the justice system stakeholders in the county. This project, funded through the State Byrne Grant program, is comprised of representatives from the Judiciary, Clerk's Office, State Attorney's Office, Public Defender's Office, and County Information Technology Division. The program objective is to develop a fully integrated criminal justice system that supports initiatives and statutory mandates for universal ac-



cess to party records throughout the State. Integration software has been selected and will be implemented in 2007

● **COLLECTION OF COURT ASSESSMENTS**

Over the past several years the Clerk has aggressively engaged in collection activity through the processing of payment plans, delinquency notification and suspension of driver's licenses as permitted by law. The Clerk also has under development additional collection efforts through a contracted collection vendor. Ongoing increases in revenue have been identified as a direct result of our collection activity.

● **JURY MANAGEMENT**

Pasco County's unique geographic and demographic characteristics require the maintenance of two courthouse facilities and the operation of two jury management centers. The Clerk provides jury services for the Dade City Courthouse in the eastern portion of the county and the West Pasco Judicial Center. The Clerk now serves as a beta testing sight for the Florida Clerks Association Jury System used by over 50% of the Counties in Florida and has been instrumental in developing programming

enhancements improving Jury Management for the Courts. The Clerk works closely with the court in effectively supporting trial operations and assisting the public in executing their civic responsibilities. The Clerk continues in his commitment to provide a positive experience for the public as they continue to play a vital role in the legal system and take time away from their professional and personal pursuits.

Note: 110 summonses were issued in 2005 for each trial conducted. This represents an increase of 5% from the prior year and a slight reduction in reporting yield.

● **THE CLERK OF CIRCUIT COURT VOLUNTEER PROGRAM**

In 1990 the Clerk initiated a citizen's volunteer program to promote the operations of the Clerk and Court in the community. This program has provided a valuable experience to members of the community while offering them the opportunity to donate valuable resources performing numerous ministerial duties and assisting on special projects. In a recent 12-month period our volunteers have donated 2,353 hours to the community in providing services to the public, court and court related agencies

**Jury Activity for 2005**

JURORS SUMMONED .....	26,826
JURORS APPEARING FOR SERVICE .....	7,928
JURORS IMPANELED .....	2,219
TRIALS .....	244





## Management Information Services Division

The Management Information Services Division interacts with all Divisions within the Clerk's Office, outside agencies and the general public to provide support for the Clerk's ever-expanding computer applications. The Clerk's Office has been very proactive in adjusting to the evolving environment, legislative changes and court-driven mandates by developing, analyzing and implementing new automated systems as well as performing maintenance on existing systems.



*Clerk's staff receives training in the new E-filing Systems*

The Clerk's hardware and software requirements have both been changing. During 2005, we instituted the Electronic Filing of Probate and Guardianship cases.

By the end of 2005 over 100 attorneys were subscribed to the File & Serve system with approximately 10,000 documents processed electronically through the end of the year. Additionally, designated electronically filed documents are routinely electronically transmitted to the Clerk's Official Records System for recording purposes.

The immediate objectives for the next phase of the project will facilitate the electronic filing of general civil pleadings and an expanded integrated pro se solution.

In addition, the MIS Division is constantly updating and improving the Clerk's web site at [www.pascoclerk.com](http://www.pascoclerk.com) for use by our customers. The web site offers a variety of information ranging from an explanation of the functions of the Clerk's office that includes a description of each division and department to a listing of the various services provided and the charges and fees required for those services.

Our web site has also been enhanced to accept traffic payments on line, and have partnered with the Pasco County Library system, St. Leo University and Pasco-Hernando Community College to accept traffic payments on-line from their various branches. During 2005 as well the MIS Division added numerous links to other web sites that we felt would be of value to our customers.





The Clerk's MIS and Court Services Divisions are also working toward upgrading the FACTS Case Management System to house Traffic records. A critical component of the Traffic FACTS implementation project will involve the imaging of Non-Criminal and Criminal Traffic records. This feature will eliminate the need to maintain and store paper files. The Court will have the option to access images of the entire file on-line during hearings and in the convenience of their office.

During 2005 as well, we developed the necessary system modifications to transmit case data to the Florida Association of Court Clerks to populate the statewide Clerk Case Information System (CCIS). This project was partially completed by the end of the year, and will be fully implemented in early 2006.

Finally, the MIS Division continues to make improvements to our network to increase its speed and to handle the future increased traffic from Video Conferencing and Imaging applications. Because we now have offices in six buildings throughout the county, we have implemented video conferencing in four locations, removing the need to travel the 40-mile distance between locations. In order to accommodate simultaneous video conferencing and imaging, the MIS Division has had to upgrade the capability of our network to handle the additional workload. With the increased emphasis on imaging and data-sharing, this load will only increase in the future and continue to impact the network.

The next year will be another busy one for the Management



*The Clerk's web site provides user-friendly information about the services provided to the community.*

Information Services Division. We anticipate introducing new imaging applications in many areas of our office as well as the implementation of electronic filing in the Civil area of our Court Services Division. Additionally, we intend to have our updated financial system on-line during the coming year. Keeping up with the latest technology in networking is imperative to the operation of our office, and the MIS Division is the key to making it successful.



*Construction of the new West Pasco Judicial Center began in the summer of 2004.*



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**COUNTY SEAT**

38053 Live Oak Ave.  
Dade City, Florida 33523-3894

**BRANCH**

P.O. Drawer 338  
New Port Richey, Florida 34656-0338

*Jed Pittman*

**CLERK OF THE CIRCUIT COURT  
PASCO COUNTY, FLORIDA**

**2005**

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