



OFFICE OF THE CIRCUIT COURT CLERK 2017 Annual Report

BY THE NUMBERS

\$33.8 Million
Revenue

\$1.4 Million
Restitution/Garnishments

156,021
New Court Cases

194,331
Driver's Licenses

4,756
Bail Bonds

24/7/365
Hours of Operation

324
Deputy Clerks

40
Trial Judges

8
Office Locations

CIRCUIT COURT CLERK DAVID L. NICHOLSON



Lifelong Louisvilleian David L. Nicholson, at the podium, is in his second six-year term as Jefferson County's Circuit Court Clerk. The Office of the Circuit Court Clerk – a Kentucky constitutional office that is part of the Kentucky Court of Justice – is responsible for maintaining the records of Jefferson County's District, Circuit and Family courts. In addition, the office issues driver's licenses and ID cards, in partnership with the Kentucky State Police and Kentucky Transportation Cabinet.

MESSAGE FROM THE CIRCUIT COURT CLERK

Dear Fellow Citizens:

I am pleased to present the 2017 Annual Report of the Jefferson County Office of the Circuit Court Clerk (OCCC).

In this report you will find information and key data points regarding the OCCC's core business as well as other important initiatives undertaken last year.

In 2017, our office processed 156,021 new District, Circuit and Family court cases, an increase of approximately 1.5% from 2016's total. As the largest Circuit Court Clerk's Office in the Commonwealth, our total represented the lion's share – 17% – of the new filings among all 120 counties in Kentucky in 2017. Of that amount, 58% were criminal cases, with the remaining 42% civil cases.

In our Driver's License division, our deputy clerks processed 295,565 transactions and issued 194,331 driver's licenses, an increase of approximately 1.1% increase from 2017.

Last year, our office collected \$1.4 million in restitution and garnishments for victims via 9,321 receipted transactions. We also receipted 4,756 bonds for \$8.3 million.

Total revenue for our office for 2017 was approximately \$33.8 million, an increase of approximately 16% from the previous year.

In 2017, we continued to recalibrate our operations in several divisions in an ongoing effort to enhance service, stream-

line processes and adjust to new trends including the further expansion and growth of electronic filing (eFiling). In addition, our office enjoyed the successful launch of two major initiatives: a brand-new driver's license branch in Middletown and a brand-new website – JeffersonKyCourtClerk.com – dedicated to our office and operations. The new branch is located in the old Middletown Methodist Church in the historic heart of Middletown. Our new website follows the success of our dedicated driver's license website – DriveJefferson.com – which we rolled out in 2015.

We continued to invest in our TEAM members through enhanced onboarding training, leadership training programs for supervisors and assistant supervisors, and promotion from within the organization.

As such, our success would not be possible without our 324 dedicated and hard-working deputy clerks along with our criminal justice partners and local judiciary.

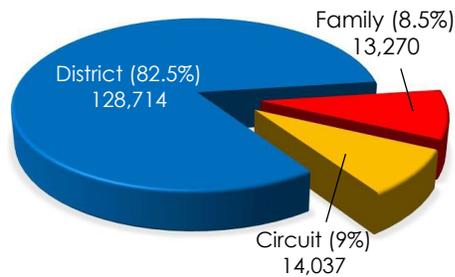
Moving forward, we will continually challenge ourselves to achieve innovative solutions while being people-focused yet performance-driven. Our commitment to you remains the same – to continue to execute with quality as we strive to provide the highest quality customer service to the citizens of Jefferson County.

It is an honor and privilege to serve this community as your Circuit Court Clerk. ♣

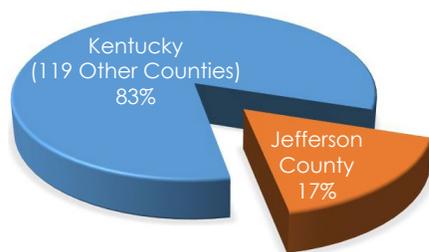


Among many other duties, deputy clerks provide direct support to the judiciary. The Jefferson County Office of the Circuit Court Clerk employs 324 deputy clerks.

FILINGS BY TERM*



STATEWIDE FILINGS*



DRIVER'S LICENSE

In 2017, the OCCC was pleased to partner with the City of Middletown to open a brand-new Middletown Driver's License Branch at 11700 Main St., the site of the old Middletown Methodist Church (see photo at right). We have six branches throughout Jefferson County, and our Middletown branch is one of our busiest.

In addition to serving as the custodian of court records, the OCCC is also responsible for issuing Kentucky driver's licenses, commercial driver's licenses (CDLs), driver's permits and state identification cards. The office also provides voter and selective service registration and collects traffic citation payments. For more information about our services, locations, hours and more, including the federal REAL ID issue, visit our driver's license website – DriveJefferson.com.

FINANCIAL DATA

DIVISION	\$ RECEIPTED	%
Accounting	667,075.87	1.98
Circuit Court	9,746,877.79	28.88
District Civil	3,903,334.54	11.57
District Criminal	11,966,384.78	35.45
Driver's License	4,591,061.25	13.60
Family Court	472,186.25	1.40
Support Services	153,310.39	0.45
Web Payments	2,250,797.44	6.67
Grand Total	33,751,028.31	100

*Provided by Administrative Office of the Courts, Frankfort, Ky.



OCCC supports Trust For Life

Since 1992, the OCCC has partnered with the nonprofit organization Trust For Life to promote organ and tissue donation awareness. Anyone obtaining a driver's license or ID card may join the statewide organ donor registry and donate \$1 to the Trust For Life.

In 2017, our branches collected \$109,899 for the Trust.

For more information about the Trust, visit trustforlife.org.



MISSION

VISION

VALUES

The mission of the Jefferson County Office of the Circuit Court Clerk is to efficiently and accurately process, provide and maintain judicial information and records as well as issue Kentucky driver's licenses and identification cards.

The Jefferson County Office of the Circuit Court Clerk will provide the highest quality service through professionally trained and diverse customer-focused staff, utilizing accessible, automated and integrated technology.

At the Jefferson County Office of the Circuit Court Clerk, we will:

- Operate a transparent organization with integrity and accountability.
- Demonstrate professionalism, courtesy and compassion with every person.
- Seek continuous improvement by driving creativity in everything we do.
- Execute with quality by understanding and measuring our performance.



Jefferson County
Office of the Circuit Court Clerk
David L. Nicholson, Clerk
Louis D. Brandeis Hall of Justice
600 W. Jefferson St.
Louisville, KY 40202

KACo: STRONGER COUNTIES. STRONGER KENTUCKY.



“I value consensus-building and believe in excellence through collaboration. I strongly support cross-agency cooperation, the sharing of our limited resources and innovative approaches such as public-private partnerships.”

Circuit Court Clerk David L. Nicholson was inaugurated as the new President of the Kentucky Association of Counties (KACo) on November 9, 2017.

He is the first KACo president from Jefferson County and the first Circuit Court Clerk to hold the position in the 43-year

history of the organization, which is based in Frankfort.

“I am thrilled to have the opportunity to lead this terrific organization dedicated to serving all 120 counties of the great Commonwealth of Kentucky,” Nicholson said.

“I value consensus-building and believe in excellence through collaboration.

“I strongly support cross-agency cooperation, the sharing of our limited resources and innovative approaches such as public-private partnerships.”

OCCC: LOOKING FORWARD

The Office of the Circuit Court Clerk is an integral part of the judicial system through the support that it offers to District, Circuit and Family Courts.

This requires the effective use of resources, staffing and technology so justice is available to the public. With the introduction and expansion of technology in the courts, the OCCC is continuously updating and refining its processes. In particular, electronic filing of documents (eFiling), scanning and advances in our case management system allow the court record to be more easily accessed, both internally

and externally. Therefore, as custodian of the court records, we continually face challenges to ensure court records are available while simultaneously balancing confidentiality and statutory requirements.

We anticipate the continued increase in the number of self-represented litigants and pro se customers, which impact the court system and create an even greater need for access to court records and information. The OCCC is striving to meet the need to provide relevant and timely information about both the court system and our driver’s licenses division by offering

two new dedicated websites.

The OCCC is embracing the technological advances that have come, and will continue to come, as the Kentucky Court of Justice moves toward a comprehensive eFiling system and eventual migration to a paperless or electronically stored court record.

Ultimately, such dramatic changes will require collaboration with our judicial partners and related agencies. While these technological goals will take time to achieve, the OCCC will adapt and evolve our core processes and training to offer the best service possible.



JeffersonKyCourtClerk.com



DriveJefferson.com



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[@LouKyCourtClerk](https://twitter.com/LouKyCourtClerk)

