



Proud past. promising future

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CLERK'S ALERT

To: Judges, Commissioners, Judicial Assistants, Prosecutor's Office,
Bar Association Members

From: Sherry Parker, County Clerk
Baine Wilson, Collections Unit Manager

Date: November 3, 2008

Re: New procedure for document handling in payment review cases

On November 1, 2008, the Clerk's Office implemented a new procedure for document handling in probation violation payment review cases.

The weekly Payment Review docket routinely contains over 600 cases. As you can imagine, that results in over a thousand documents which must be printed, entered, scanned, linked and filed. Since many of these documents need to be placed in older files which are located in the records storage area (the Pepsi building), our temporary staff must take them to the facility, locate them in boxes and file them. This is a very costly process in terms of both time and staffing costs.

It has been our experience that almost none of these files are needed for the payment review docket. So, in an effort to reduce workload, become more efficient, and tighten purse strings, the Clerk's office has transitioned to a paperless process for these cases.

The following documents will no longer be available in the file, but will be available only on our imaging system: Citations, minute sheets, PV Thursday letters, ROR sheets, Orders appointing attorneys, Memoranda of disposition, Orders modifying, requests for waivers of interest, requests for termination of LFOs, Orders extending jurisdiction, Petitions, Certificates and Orders of Discharge, Motions, Affidavits and Bench Warrants, Orders quashing bench warrants, Sheriff's return on bench warrants (for payment reviews only), Orders discharging bench warrants and cash bail receipts.

These documents will be quality checked as they are scanned to assure accuracy and readability. Originals will not be filed, but will be indexed, boxed and kept in the Collection Unit and Clerk's Office for a period of three (3) months.

When files are pulled for first appearance or criminal dockets, the Clerk's Office will make every effort to be certain the file is complete before going to court, printing copies of any needed documents not contained in the file. When judicial assistants or attorneys check out these types of files, they should check SCOMIS to determine if documents are not included. Criminal unit staff is available and willing to assist when requested.

If you have questions about this process, please contact Baine Wilson, Teri Nielsen or Sherry Parker.