

gwinnettcounty



Probate Court



2014 Business Plan



September
2013

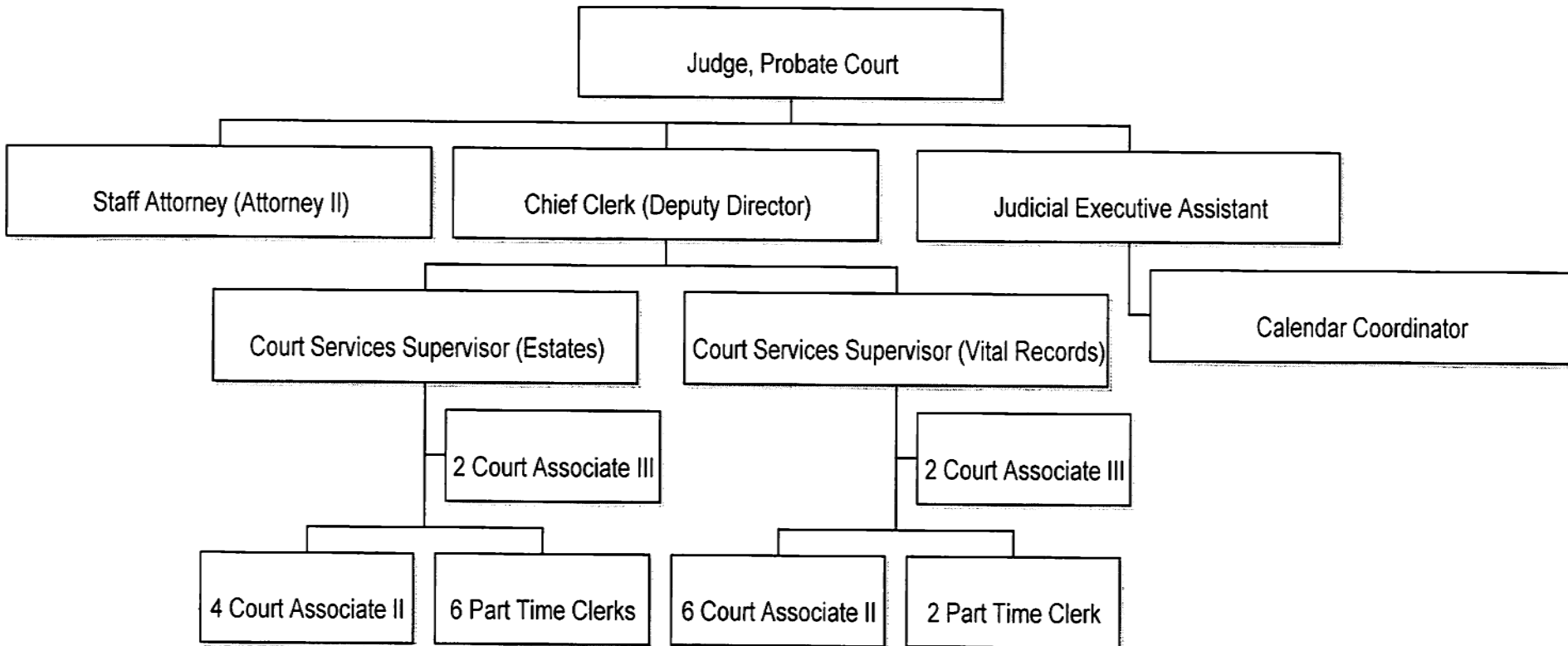


Mission Statement

It shall be the mission of the Gwinnett County Probate Court to serve the citizens of Gwinnett County by providing efficient, quality service in a professional manner, at all times maintaining our integrity and accountability, while safeguarding the best interests of the citizens of this county who are unable to protect themselves, in accordance with the ordinances of Gwinnett County, as well as the laws and Constitutions of the State of Georgia and the United States of America.



2013 Organizational Chart





Office Organization



- The Probate Court office is in two locations within GJAC
 - Vital Records Division office on the 1st floor before you get to Magistrate Court
 - Estate/Guardianship Division office is the last door on your left on the 1st floor, just past the Sheriff's Department office

Vital Records Division



Estate Division



Cross-Training Initiative

gwinnettcounty

Cross training our employees to be proficient in our Vital Records division as well as our Estates division will allow us to concentrate our people where the immediate needs exist - applications for Weapons Carry Permits tend to increase around the holidays, when there is ongoing debate about gun control on the federal level, and when tragedy strikes either locally or on a national level. Likewise, guardianship filings surge when school is about to start each year.



Re-allocated Positions

2012

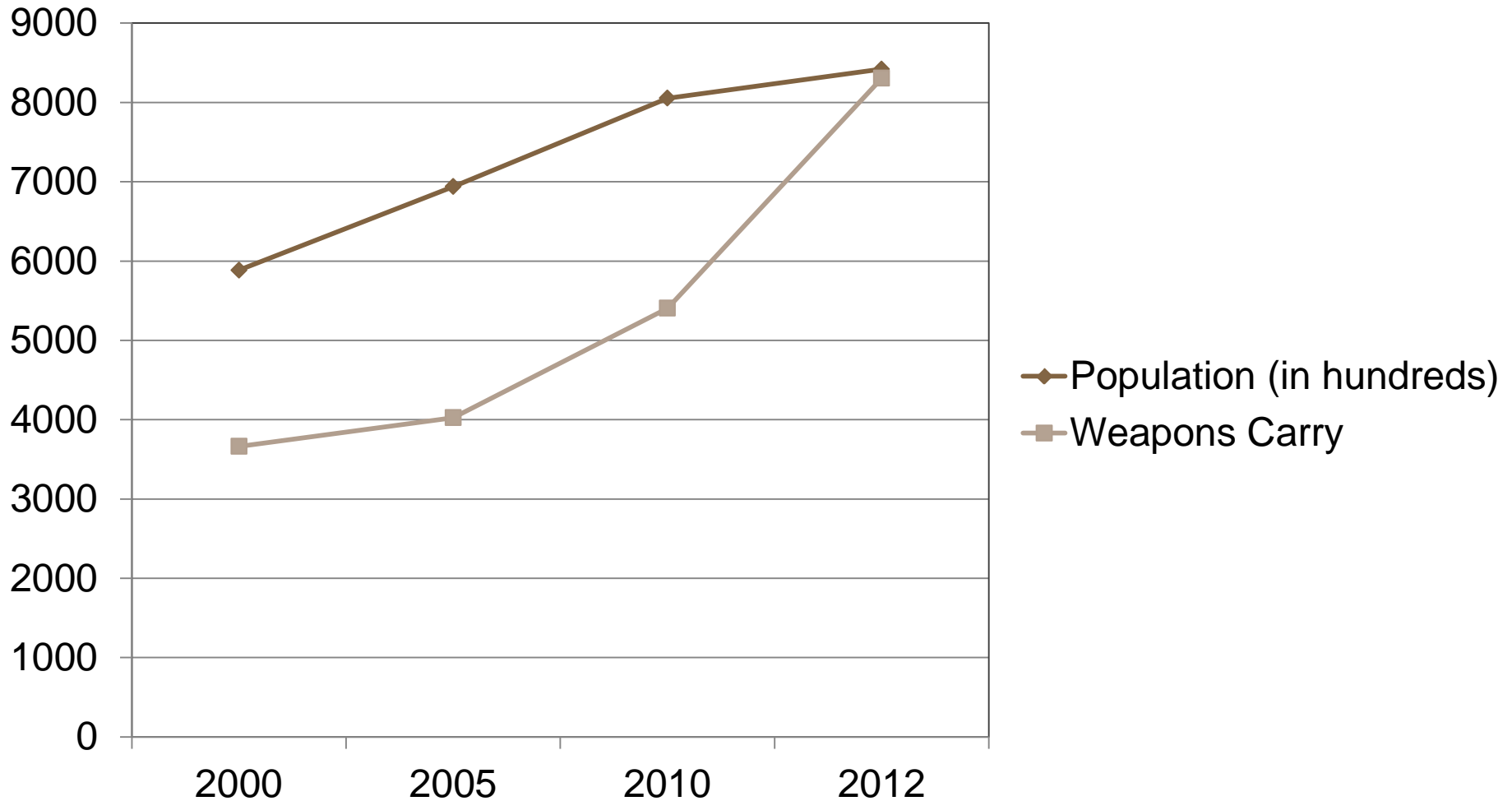
1 Court Associate III Position for Probate Court

2013

*3 Court Associate III Positions re-allocated

*Offered to employees who are cross-trained in both divisions of the Probate Court.

Gwinnett Population Growth vs. Probate Court Filings

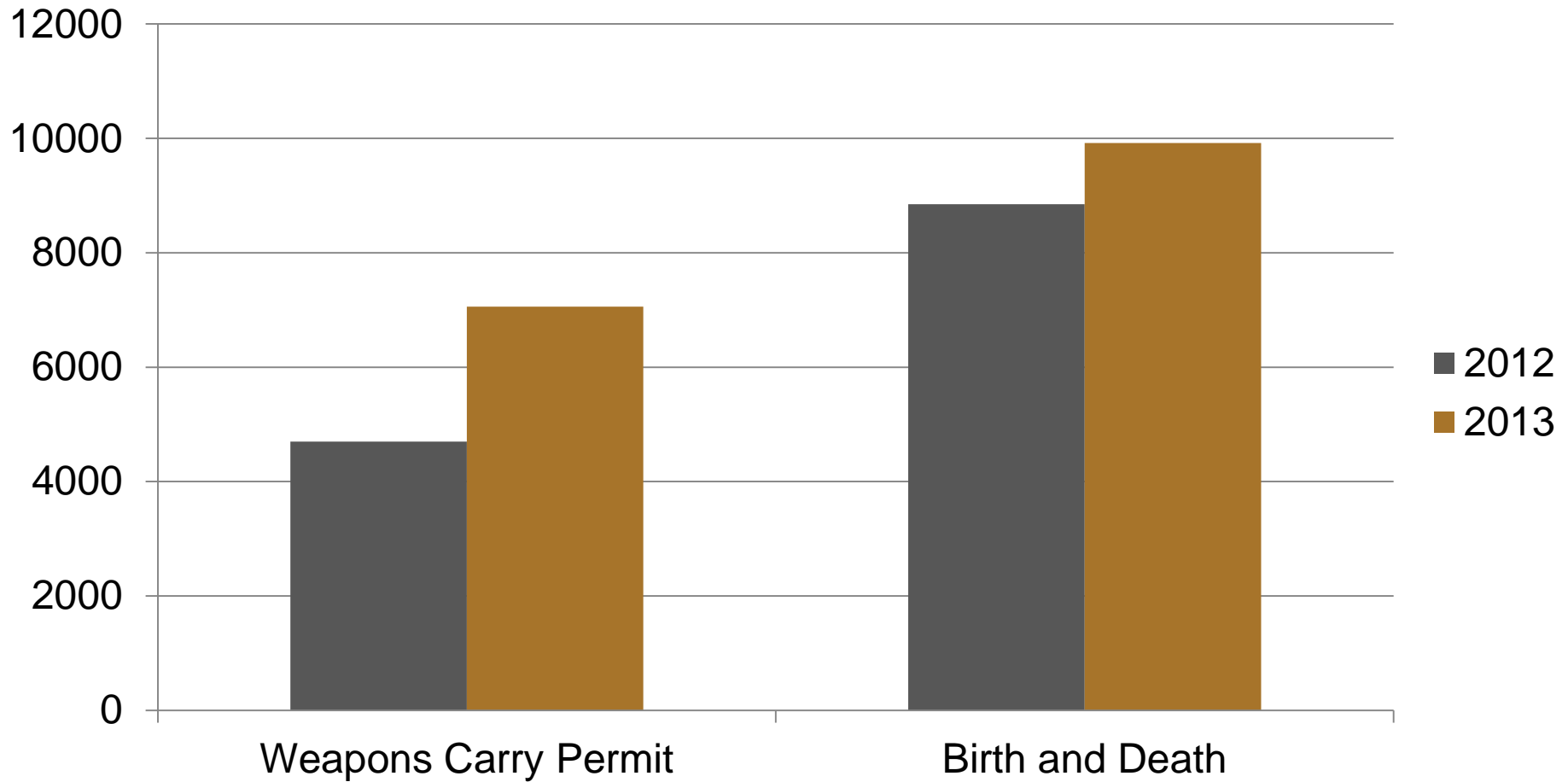


VITAL RECORD DIVISION

January – July 2012

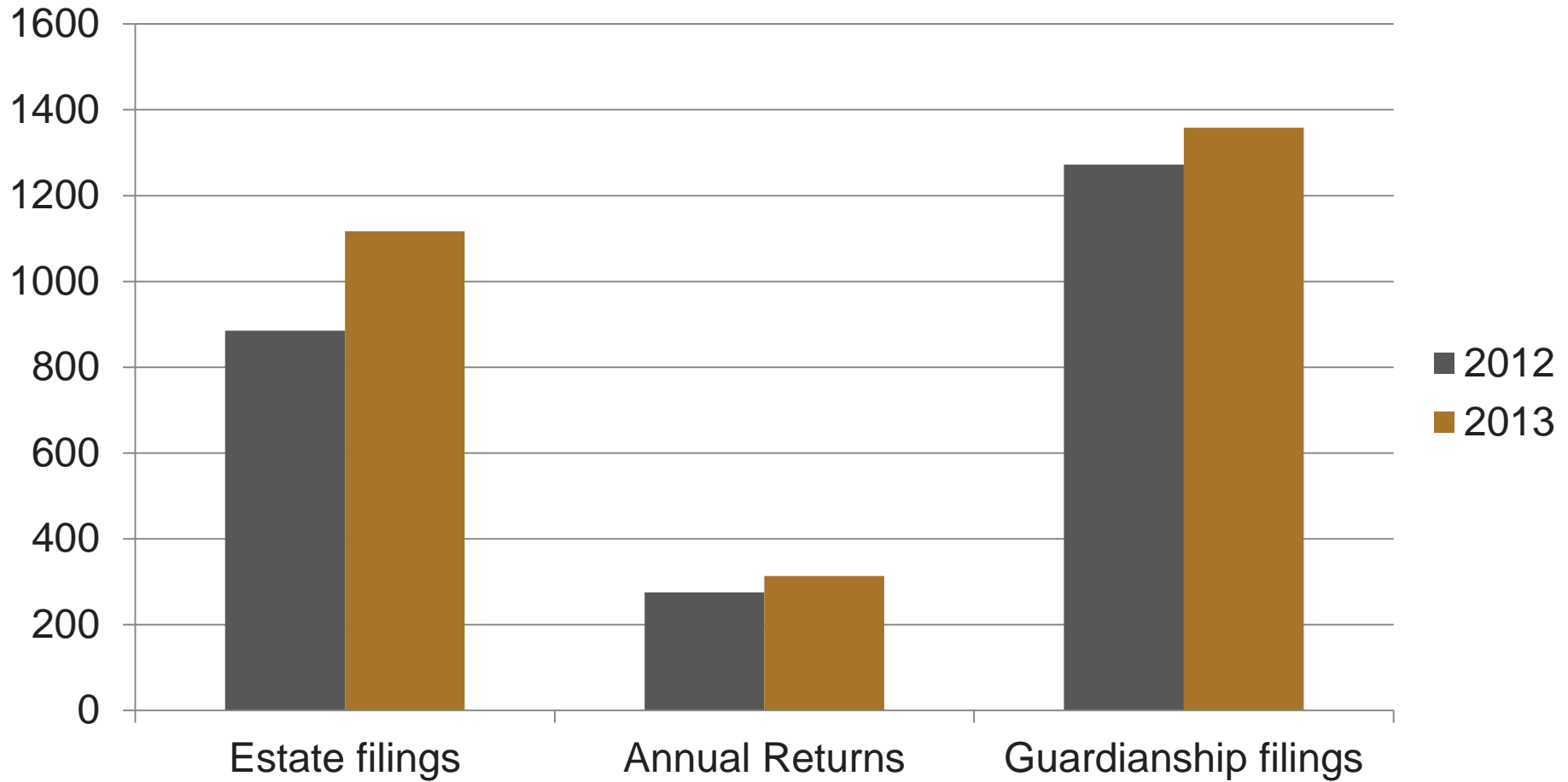
vs.

January – July 2013

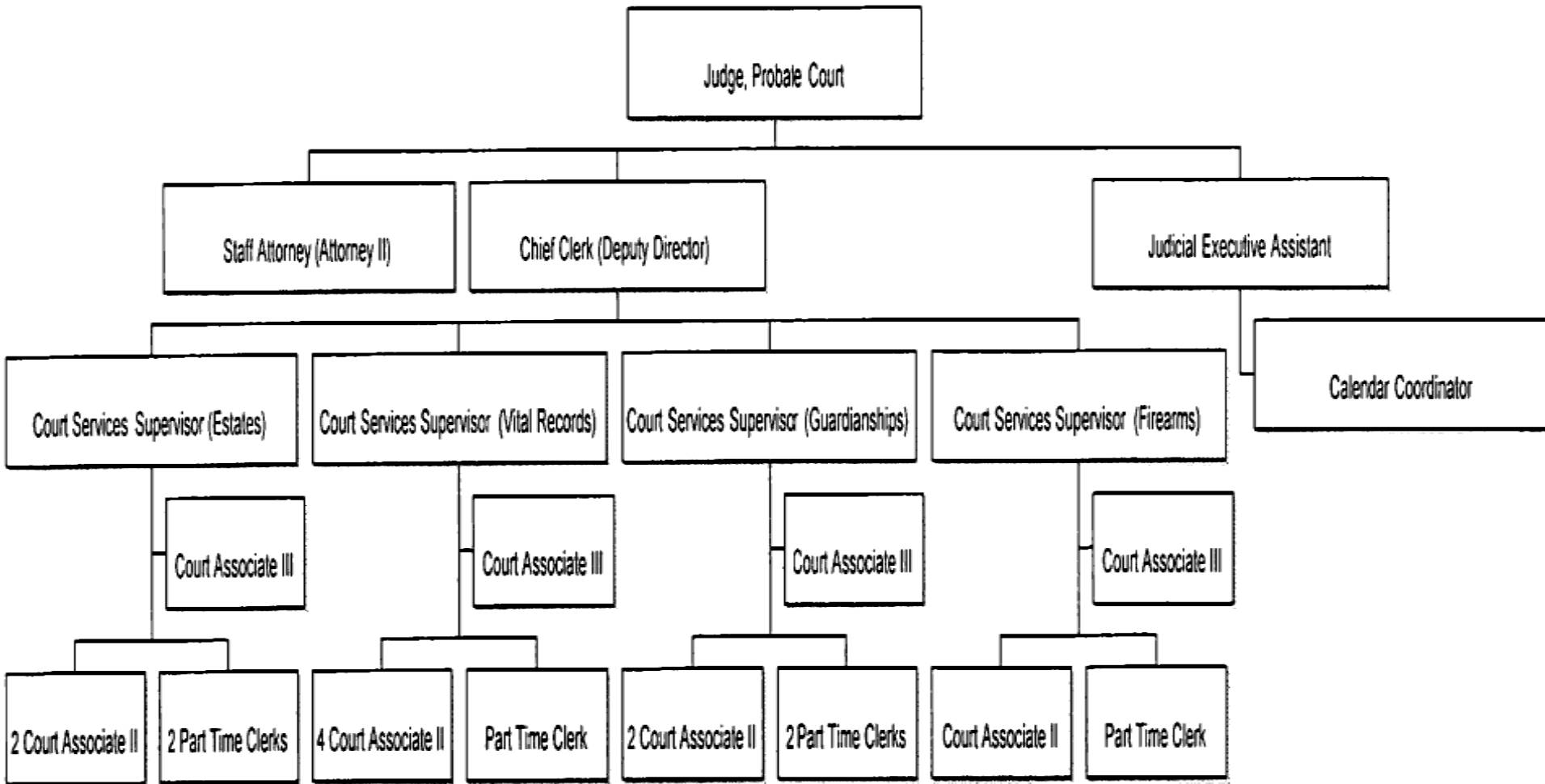


ESTATE DIVISION

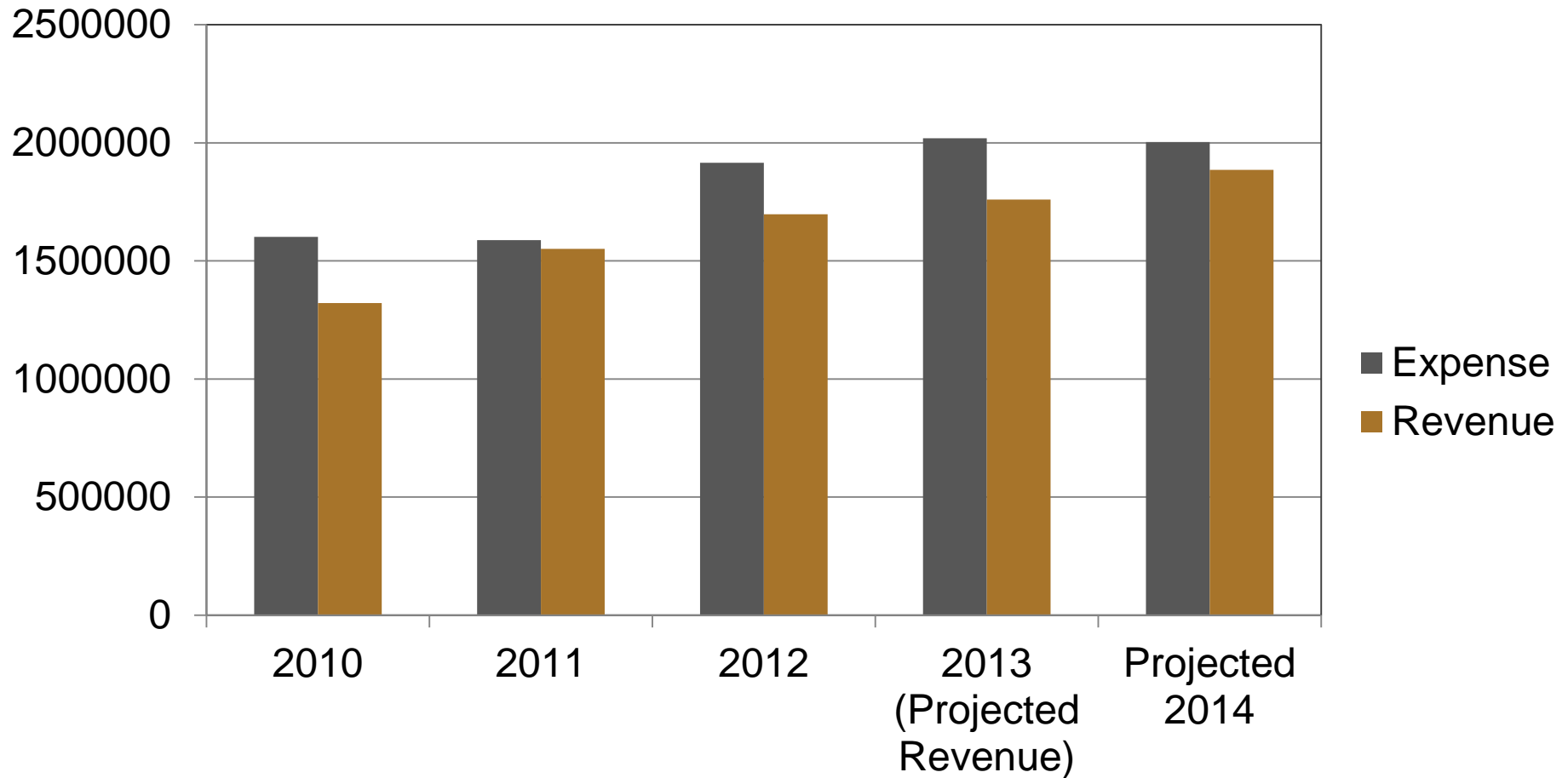
January – July 2012 vs. January – July 2013



Future Organizational Chart



Actual Expense to Actual Revenue





- Seeks to maintain four part-time positions (obtained in mid-2013) through 2014 to continue to meet demand
- Significant decrease in employee benefits expenditures because of staffing changes





eCourt

Probate Court employees are working cooperatively with Clerk of Court to design and implement the Sustain eCourt Case Management System

- Existing clerks serving as Business Analysts and Subject Matter Experts in addition to their existing duties
- 3 person Business Analyst team (Meets daily to develop processes)
- 13 Subject Matter Experts (Provide Business Analyst team with mapping and processes)



Probate Court Pro Bono Clinic

- Will launch Fall 2013
- Designed to connect members of the local bar with individuals in need of legal advice
- 1 – 2 attorneys will be present one afternoon/month to answer questions for parties with legal matters in Probate Court
- Clerks will refer parties to Pro Bono Clinic with a view towards helping them **without** giving legal advice

- The Probate Court has placed a new emphasis on Public Relations
- Judge or Deputy Director attended each of the 4 Town Hall Meetings hosted by the Board of Commissioners
- Establishing a community education campaign to familiarize the citizens of Gwinnett County with the various services offered by the Probate Court



IF OTHER THAN ABOVE
OTHER NAMES USED

2 MAILING ADDRESS
Do Not Abbreviate

3 CITIZENSHIP
(Check One)

SEX

RACE/ETHNIC DESCRIPTION



Questions?



gwinnettcounty