



2016 Business Plan

gwinnettcounty

GWINNETT COUNTY
PROBATE COURT



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 laws and Constitutions of the State of Georgia and the United States of America.

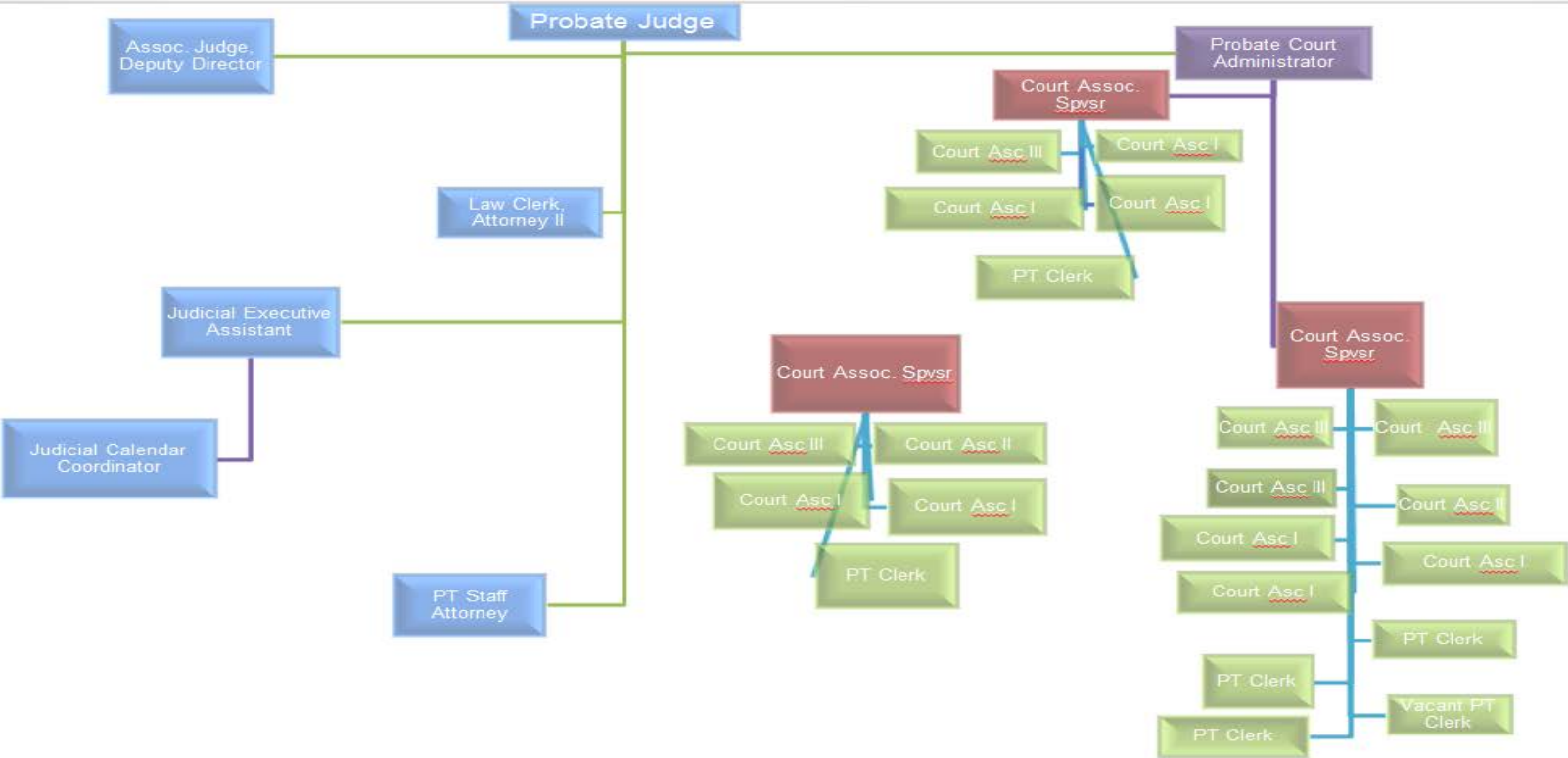


Human Resources Reorganization Continues

- In 2015, the Probate Court continued to make strides in the restructuring of our organization
 - New Deputy Director hired and appointed as the first Probate Court Associate Judge in Gwinnett County
 - New Probate Court Administrator appointed as Chief Clerk

Current Organizational Chart (as of August 1, 2015)

Probate Court Organizational Chart



Streamlined Procedures

- Full-time mail clerk
- Full-time switchboard operator
- 1 additional full-time processing clerk
- All estate clerks have been cross-trained to handle vital record requests
- Improvements made by DPH



OTHER NAMES USED

2 MAILING ADDRESS →
Do Not Abbreviate

CITIZENSHIP
(Check One)

SEX _____

RACE/ETHNIC DESCRIPTION _____



Revenue



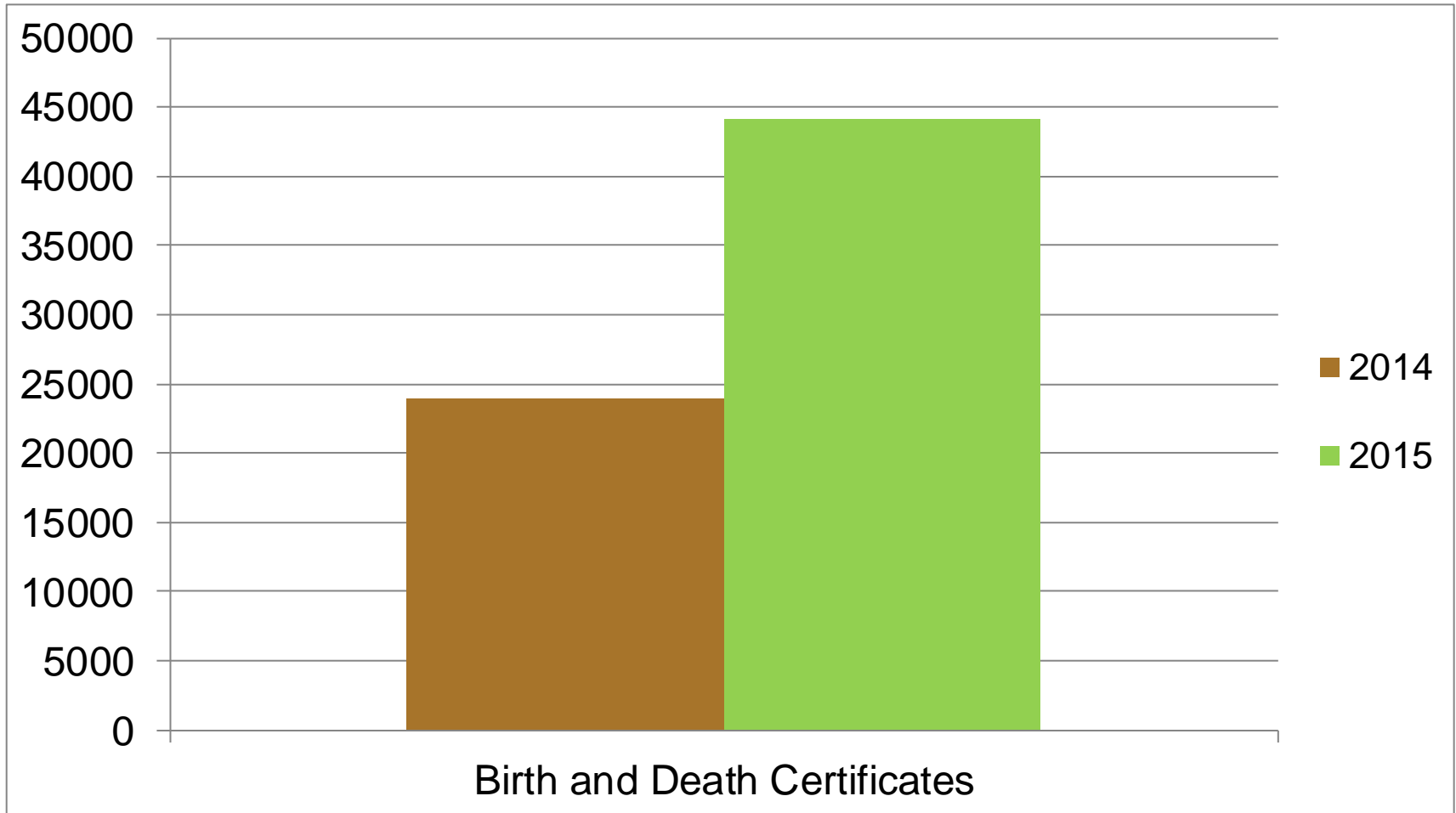
*2015 revenue projected

Operating Budget Savings

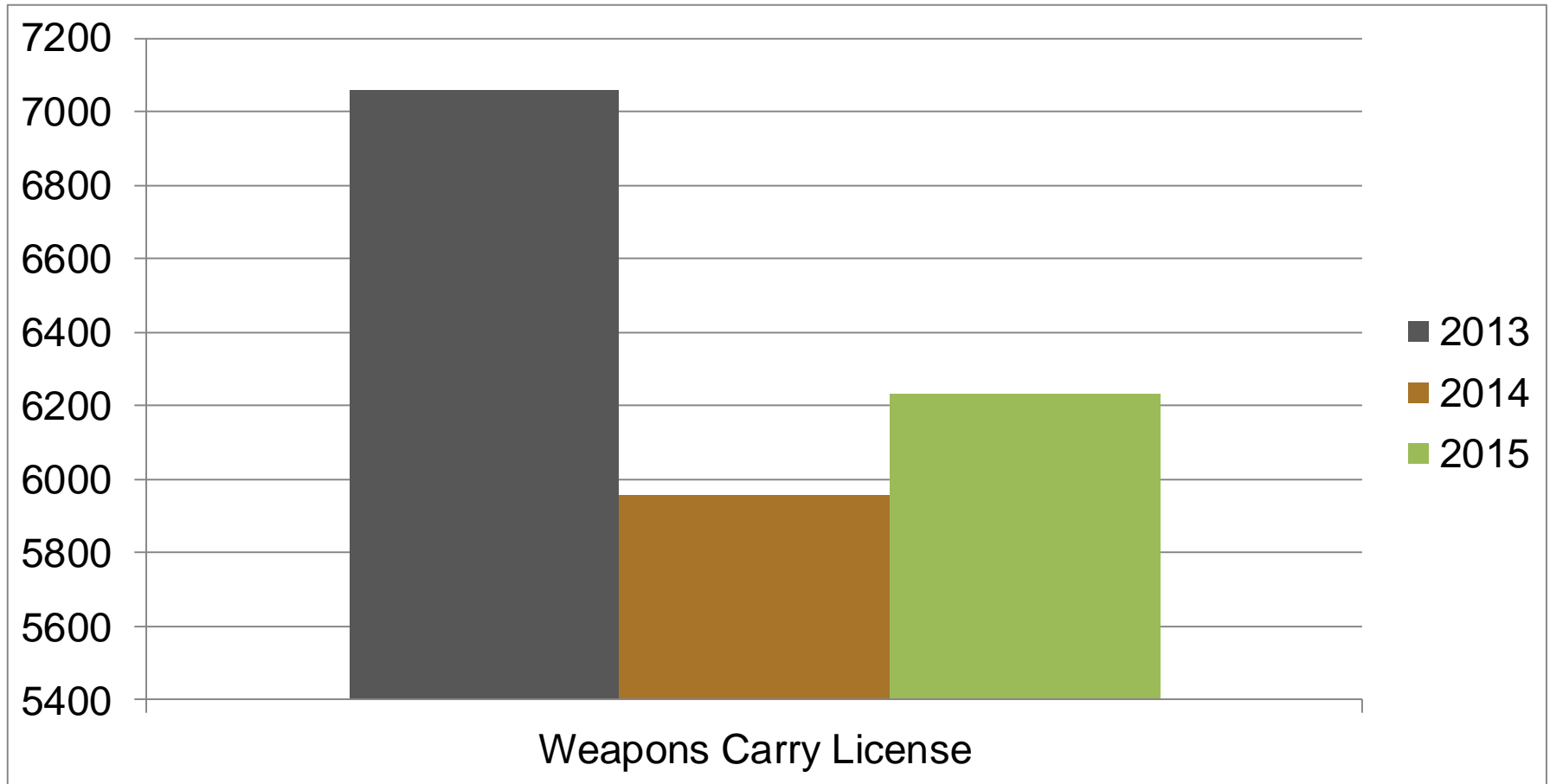
gwinnettcounty

ITEM #	DESCRIPTION	APPROX. QTY	UNIT PRICE	TOTAL PRICE
1	Archival Recording Software to Produce Minute Books, CDs (or DVDs), and Archival Microfilm	90,000 ea	\$0.42	\$37,800.00
Total			\$37,800.00	
Will vendor hold pricing firm?			TBD	

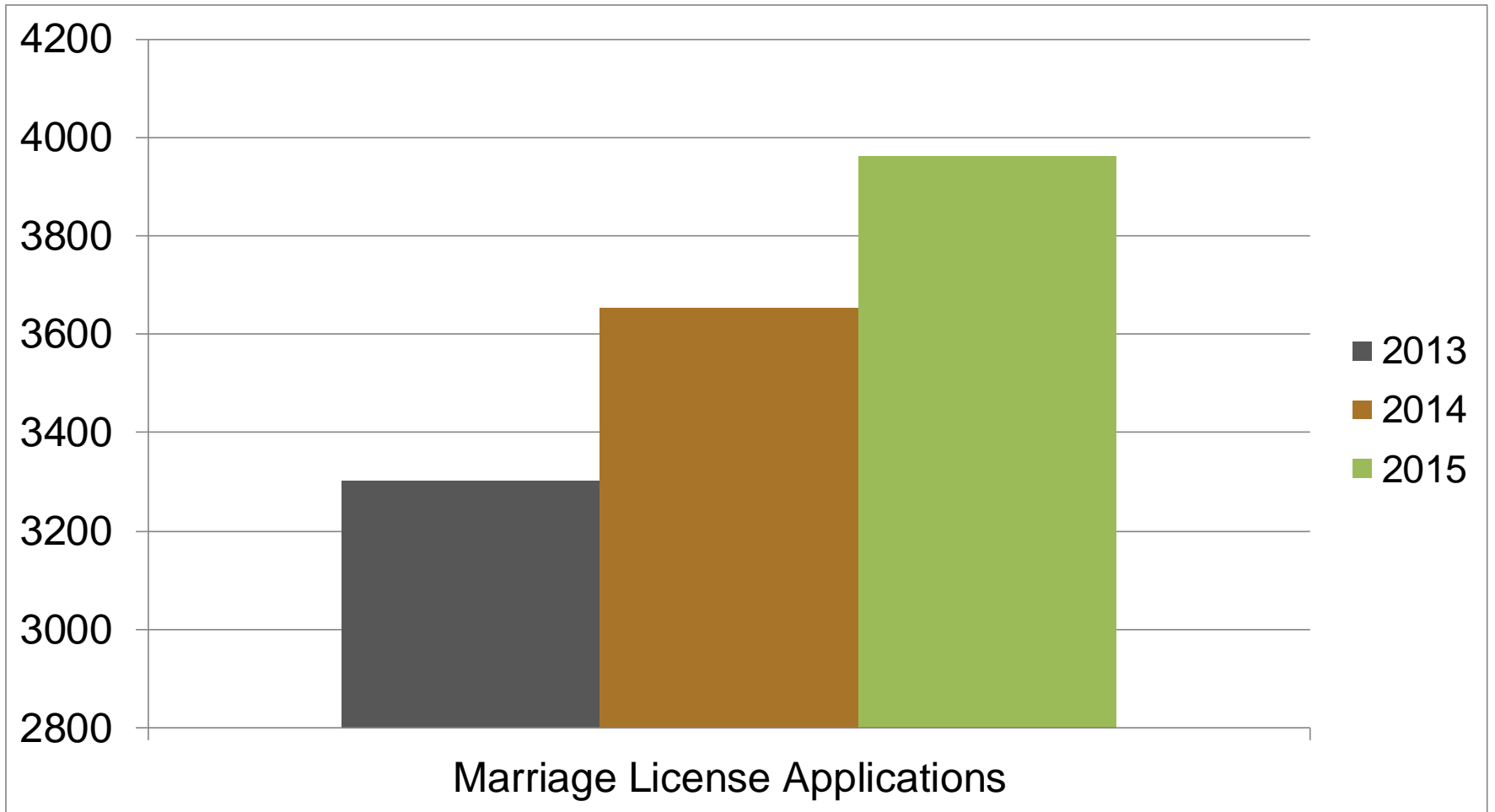
Vital Records Issued January – July



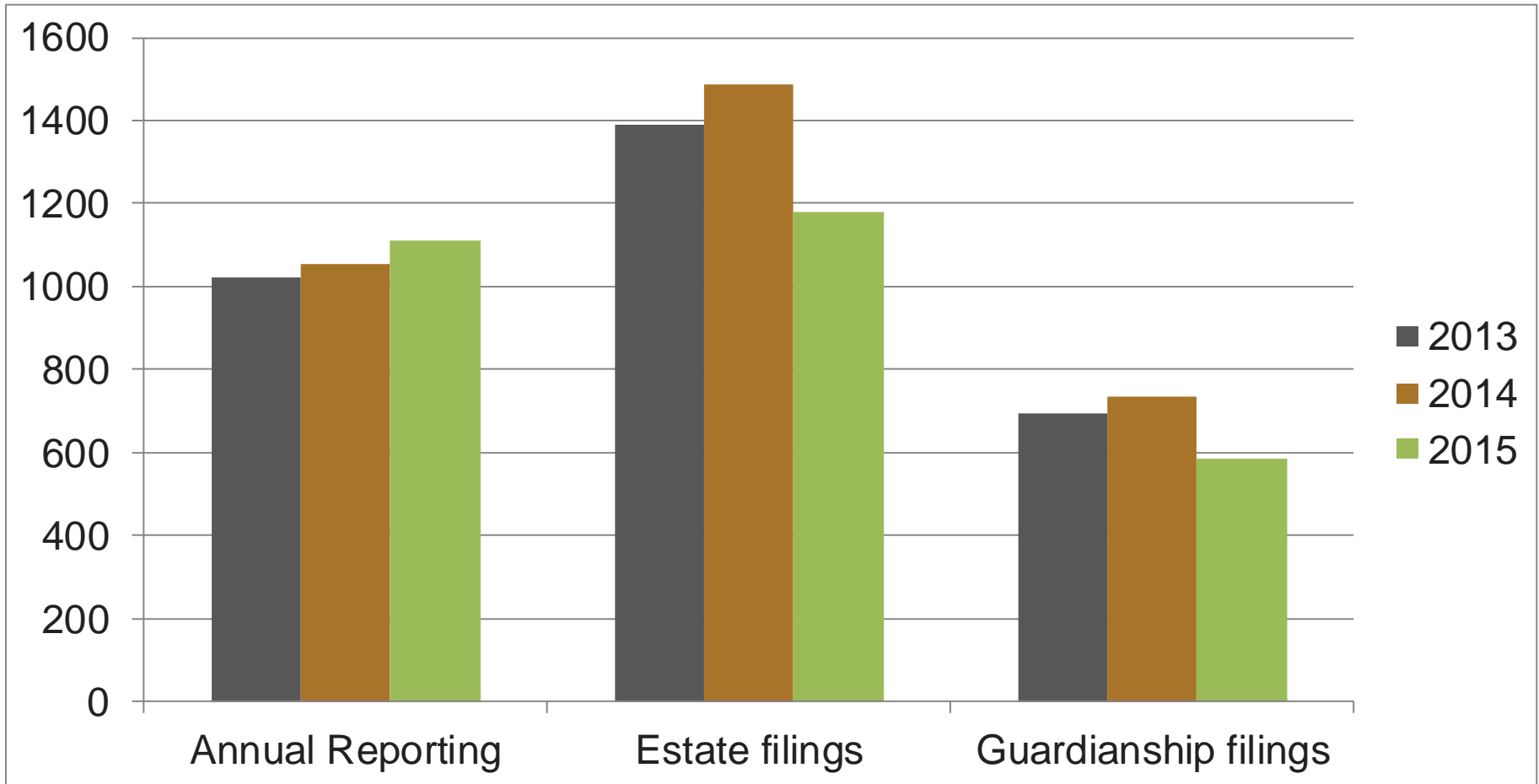
Weapons Carry License Applications January – July



Marriage Licenses January – July



Estate Division January – July



Temporary Guardianships

OTHER THAN ABOVE
OTHER NAMES USED

2 MAILING ADDRESS →
Do Not Abbreviate

CITIZENSHIP
(Check One)

SEX _____

RACE/ETHNIC
DESCRIPTION _____



- Recognized concerns over potentially abandoned, exploited, or neglected minors
- No longer accepting incomplete applications
- No longer accepting applications without at least one parental consent
- Facilitating referrals to Gwinnett County Juvenile Court for dependency actions



Exciting news...

gwinnettcounty

The Probate Court has no requests
for Decision Packages in 2016.



IF OTHER THAN ABOVE
OTHER NAMES USED

2 MAILING ADDRESS →
Do Not Abbreviate

3 CITIZENSHIP
(Check One)

SEX

RACE/ETHNIC
DESCRIPTION



Questions?



gwinnettcounty