

SAN LUIS MUNICIPAL COURT

BUDGET FY 2021-2022



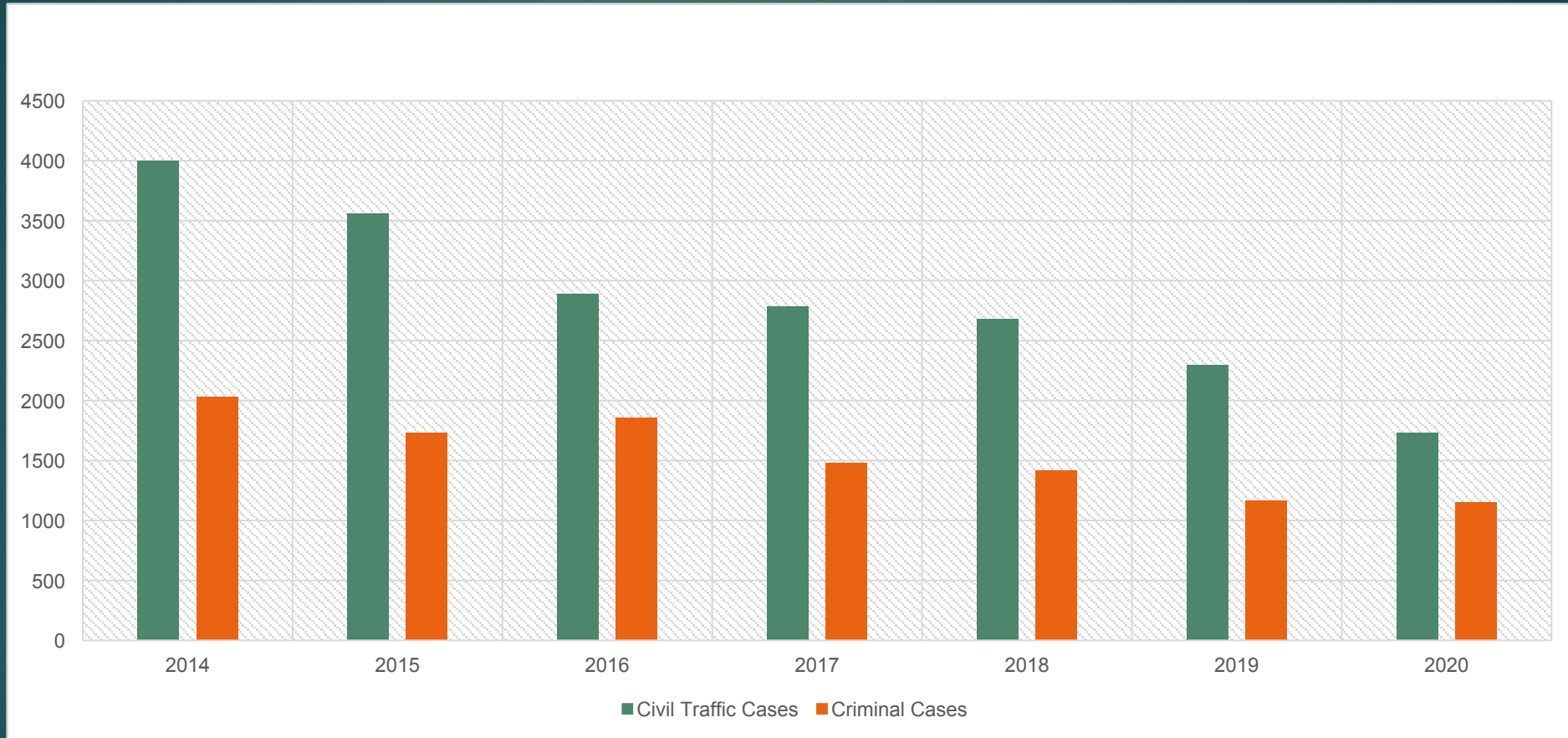


BUDGET REQUEST

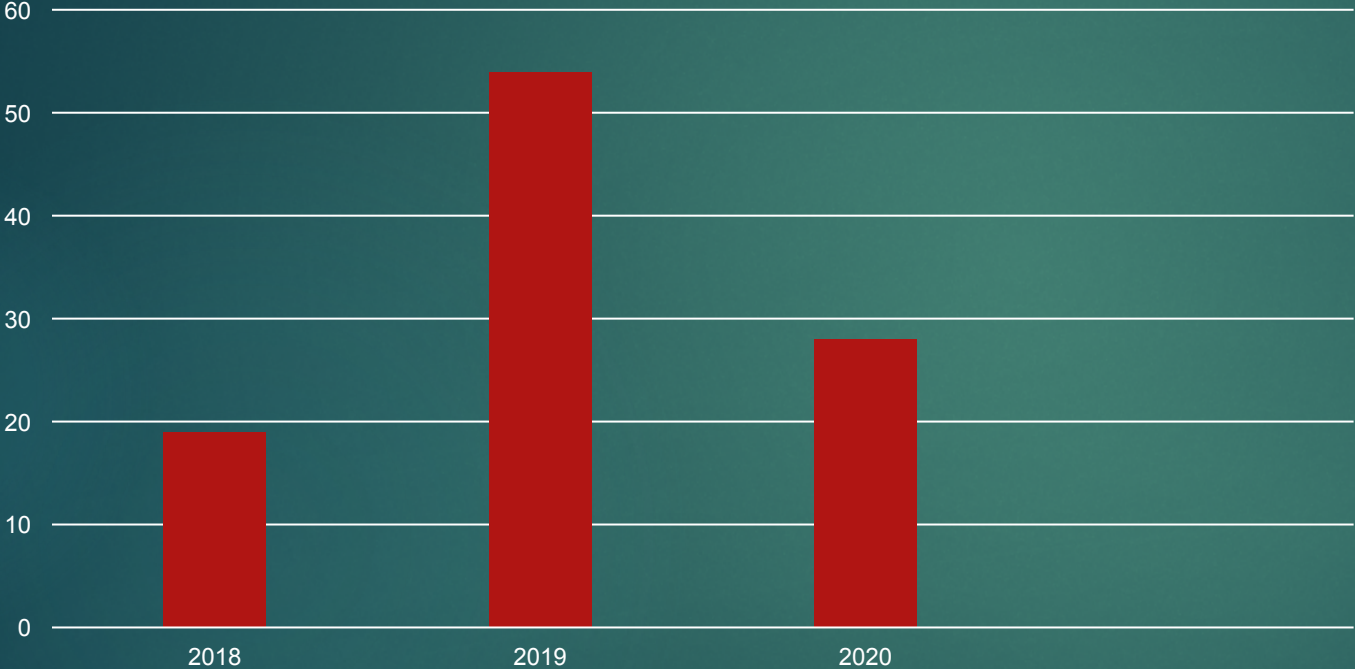
1. Full-time Civil Clerk I
2. Amount Requesting:

\$27,360 (salary)
\$13,590 (benefits)
\$40,950 (TOTAL)

CIVIL TRAFFIC MATTERS OVERPASS CRIMINAL MATTERS BY ALMOST DOUBLE



CIVIL TRAFFIC HEARINGS



■ Civil Traffic Hearings

CIVIL TRAFFIC HEARINGS	
2018	19
2019	54
2020	28

CIVIL FILINGS 2014-2020

YEAR	CIVIL TRAFFIC	CRIMINAL
2014	4628	2032
2015	3880	1734
2016	3466	1859
2017	3277	1483
2018	2925	1421
2019	2669	1164
2020	1734	1151

CIVIL TRAFFIC CASES		
Year	By Month	By Week
2014	386	89
2015	323	75
2016	288	67
2017	273	63
2018	244	56
2019	222	51
2020	145	33

CIVIL CLERK DUTIES

- u Speaks to individuals throughout the day regarding their options/questions either by phone or in person;
- u Speaks to officers/records regarding citations;
- u Prepares and issues court subpoenas;
- u Prepares files;
- u Enters citation info. in the system;
- u Contacts DMV and sends information regarding dispositions/corrections/DL's;
- u Filing;
- u Collects and enters payments in the system;
- u Handles records request from public and government agencies;
- u Also, prepares documents for weddings (time consuming);
- u Keeps track and sends notices of delinquencies and past due payments;
- u Help cover the front and answer phones;
- u Traffic school compliances;
- u Among other duties as requested;
- u Keep in mind that all these duties are for hundreds of cases.

News/Updates



- u Court Security Officer has passed 2 academies and is now in compliance with Arizona Supreme Court's standards.
- u Court's Bailiff also successfully completed all requirements and serves as back-up for security officer.
- u In-compliance with Court Security Standards Administrative Order 2017-15 from Supreme Court.
- u San Luis Municipal Court was awarded a grant from Administrative Office of Courts (AOC) \$4,180 for installation of door badge system.
- u Court applied for new grant and pending response. If awarded, the grant will be used for a security system.
- u Court also obtained new polycom system which gives more access to justice for jail inmates.
- u Made alliance with sister-court Yuma Municipal Court for coverage in the event of an emergency. First Courts in Yuma County to do this. (access to system, conduct hearings)
- u Currently working with DMV pilot program pertaining to fee collections for Court, which provide more detailed information regarding defendant's address and vital records.



COURT SECURITY ENTRANCE



**THANK YOU FOR YOUR TIME
AND CONSIDERATION**

