Yellowstone County
Clerk of Court

APRIL 6, 2015

VOLUME 2, NUMBER 1

Welcome

Deputy Clerks:
Richard Buchaklian
Beckie Hert
Bernie Wahl
Andrea Balestri
Susan Jones
And
Our new Judge:
Rod Souza

Thank you to the Board of County Commissioners for the approval of replacement desk for 2 staff members.

Happy Spring from the clerk of court office.

With spring comes the anticipation of new beginnings. We have had a challenging past year, but our office has grown from our experiences and knows that we can meet any challenges that come our way. It is our job to follow all laws set forth by our governing bodies. I cannot and will not compromise the integrity of our service to the public. We will continue to put our best foot forward and provide fair, equal and friendly service to all races, colors, religions, sexes, sexual orientation, cultures, and people with disabilities, because this is our job! Everyone deserves access to the law and to the services that our court provides.

Kristie Lee Boelter

An Update on e-filing

On November 25, 2014 the Supreme Court filed the first electronically submitted document. Since then more than 488 electronic filings have been filed. The office of the court Administrator says, *"While court e-filing is currently available only for appeals of "prosecutor-initiated" cases at the Supreme Court, registration can be accomplished by others in the court community. We are encouraging County Attorneys and Clerks of District Court, along with their authorized staff, to register so that they may be electronically served when notices of appeal are e-filed at the Supreme Court.*

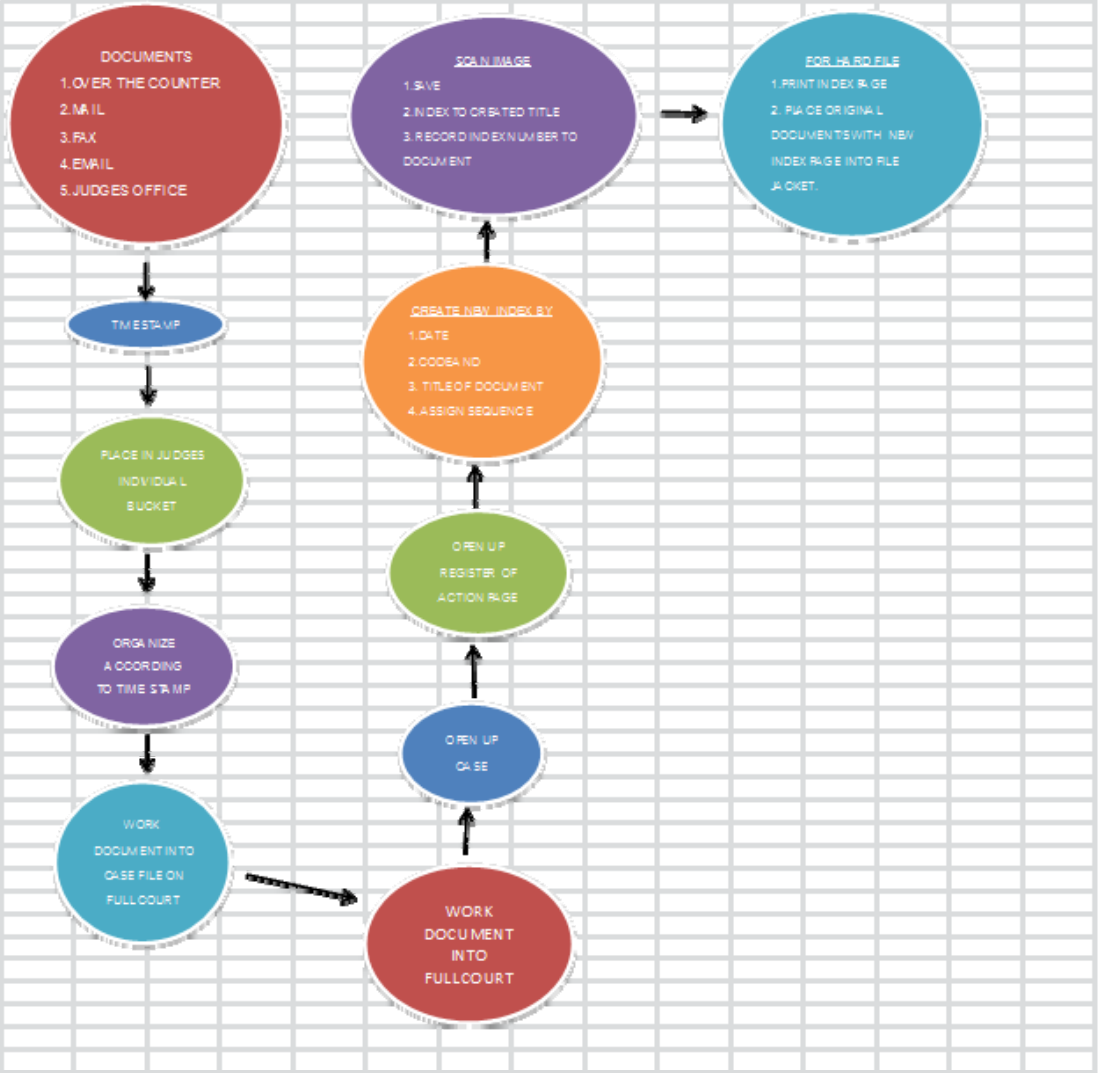
Registration instructions in Word are found at
http://courts.mt.gov/content/efile/instructions/registration
Call Rex Renk, Deputy Clerk of the Supreme Court at 444-3858 or Lois Schlyer at 841-2962 for assistance.

Getting the system ready for trial courts is their next step. Because of the variability of case types and various court levels a whole new element is added to their strategies for integration. Eventually judges will access files from the bench and we will be able to eliminate hard file record keeping.

Filing documents is much more than just scanning.

How a Document Travels Through The Clerk of Court Office

With computers introduced in the late 80's early 90's, the clerk of courts' file work doubled. The clerk's office now had to keep an electronic file and a hard file and we do so to this day. Below is a simple flow chart showing how a document makes its way into our records. Multiply that by hundreds of documents of various sizes daily!



Attorneys Corner

INACTIVITY / RULE 9'S

Judicial 13th's judges have agreed on a specified number of days to be considered inactive for various case types.

365 days = Developmentally Disabled, Guardianships, Sanity's Conservatorships, Civil Suits.
730 days = Adoptions, Probates

The clerk runs a monthly report to determine which cases are inactive by these days. The judges have directed the clerk's office to automatically issue a notice on those cases that come up on a report. Because we are not attorneys in the clerk of court office, we may not

I WOULD LIKE TO HEAR FROM YOU!
For comments, please email me by clicking here

Clerk's Office Email Reference Guide:

Jury Duty

Record Searches

Case Fillings

Fines and Fees

General Questions

be able to determine if your case really should receive a notice or not. Please remember that when responding.

As counsel you may receive a notice and wonder why a particular case has been brought to your attention when the statue may say that you have more time. A status report keeping the judges in the loop of what is happening with your case is what they are looking for.

Because we are striving to go green in the clerk of court office we prefer to email those documents to your office. By emailing we also are more efficient and not spending tax payer's money to print out a copy, envelop and stamp. We appreciate those of you who have allowed us to email those to you. If you are currently getting hard copies sent to your law firm. We encourage you to switch to email if possible. If it is not possible be are still more than happy to continue to send you hard copies of the notice. However, once we go to electronic filing, we will only be able to send electronic documents.

Please be sure to keep us updated on changes in your email address just like you do your physical address.

Yellowstone County Quick Fact Filings

YEAR	DIVORCES/ PARENTING PLANS	CIVIL LAW SUITS	CRIMINAL FELONIES	YOUTH IN NEED OF CARE	PROBATES	GUARDIAN CONSERVATOR	MARRIAGE LICENSE
Current	356	393	352	120	83	39	251
2014	1235	1840	1078	184	351	153	1193
2013	1427	1628	1045	195	344	152	1066
2012	1463	1704	773	262	339	163	988

Goals for the Clerk's Office

1. **Jury Duty** - We still have more to accomplish on improving our jury service. We are looking at ways to make jury service less intimidating by educating those who are called on the what, when, why, how of jury duty.
2. **Improve our efficiency** – As always, we want to improve the efficiency of our office. We constantly are striving for ways to increase our productivity. Being limited by the computer programs we use and the number of team members we have, can cause many challenges. We hope to open up some part-time positions with schedules in the evening. This way we can share equipment and work during hours that are not interrupted by daily business.

Clerks Team

Supervisors	Main Responsibilities
Robyn Schierholt	Training management
Victoria Trudeau	Personnel/courtroom management
Deputy Clerk	**Main Responsibilities**
Andrea Balestri	**Trainee** Counter/DN/Criminal Files (Fagg)
Heather Britton	Courtroom/Civil Files (Knisely)
Darryll Broadbrooks	Counter/Civil Files (Moses)
Rich Buchaklian	DN and Criminal Files (Gustafson)
Wendy Caton	Criminal Courtroom/Criminal Files (Souza)
Audrey Degele	Criminal Judgments/Criminal Files (Knisely)
Kristin Goers	Bookkeeper/Payroll Technician/Back up Jury
Beckie Hert	Civil filing/Counter
Dana Hilario	File clerk (Civil and Criminal)
Mikelle Joki	Courtroom/Criminal Files (Moses)
Susan Jones	**Trainee** Courtroom/ Criminal Files (Todd)
Lorae Miranda	Civil Courtroom/Civil Files (Fagg)
Kim Paxinos	Counter/Civil Files (Todd)
Kathy Petersen	Civil Files (Souza) Counter/Back up Jury
Marilyn Reed	Counter/Probate/Guardian/Conservatorships
Edward "Ted" Robey	Marriage License/Research
Jim Symonds	Courtroom Civil/Files (Gustafson)
Bernie Wahl	**Trainee** Jury Clerk