

County Clerk

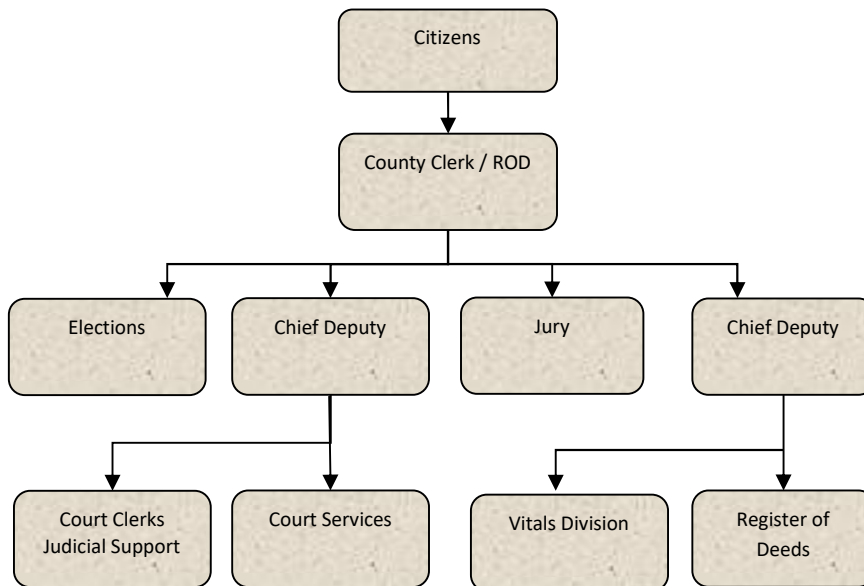
Activities

There are five divisions of the County Clerk's Office: Vital Statistics, Court Services, Court Clerks, Jury, and Elections.

Vital Statistics: Record and maintain all birth and death certificates, marriage licenses, DBA's, military discharges, concealed pistol licenses, and notary public.

Court Services: Accepts filings and processes paperwork in all Circuit Court cases, including filing fees, fines, court costs, restitution, docketing, preparing and monitoring orders, and submitting reports to the State Court Administrator's Office (SCAO).

Court Clerks: digitally record all court proceedings, docket court events, create a register of actions, swear in all witnesses and jurors, submit abstracts to SOS, prepare and mail orders, and submit reports to SCAO.



Mission Statement

To maintain the integrity of the vital, court, and election records by providing accurate, prompt and professional service with each transaction.

Programs

[County Clerk](#)

[Jury Commission](#)

[Public Elections](#)

[Register of Deeds](#)

County Clerk

Strategic Plan Impact

- ✓ Safe Community
The Clerk's Office plays a vital role in providing Jackson County residents with a safe community via 4th Circuit Court filings.
- ✓ Economic Development
The Clerk's Office is the initial point of contact for citizens opening a new business; whether it is to file a DBA, or to get direction on what agencies to contact relating to their specific needs.
- ✓ Healthy Community
The Clerk's office provides outside agencies with death-related statistics to advance the overall goal of healthy community.

Accomplishments

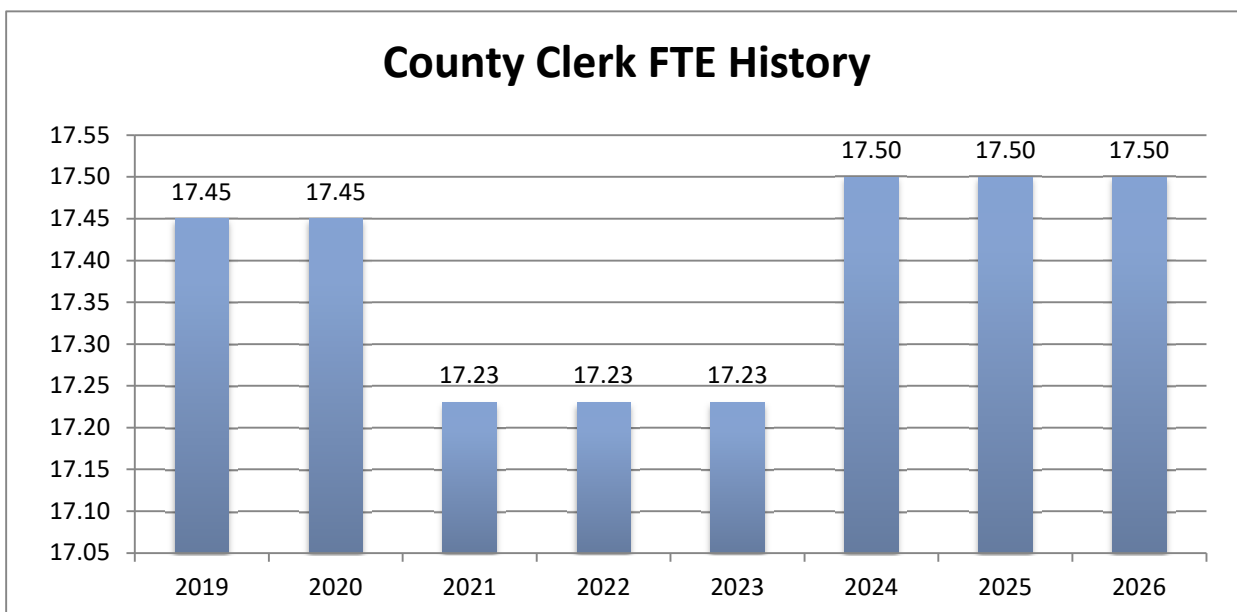
- ✓ Collaborated with Jackson District Library to better assist customers with 4th Circuit Court Filings.
- ✓ Updated CPL printer for more efficient processing of Concealed Pistol Licenses.
- ✓ Coordinated with local school districts and the hospital to increase ease of ordering birth certificates for parents.

County Clerk

Participated in High School Career Days to educate students on Clerk and Register of Deeds functions, job opportunities, and educational requirements.

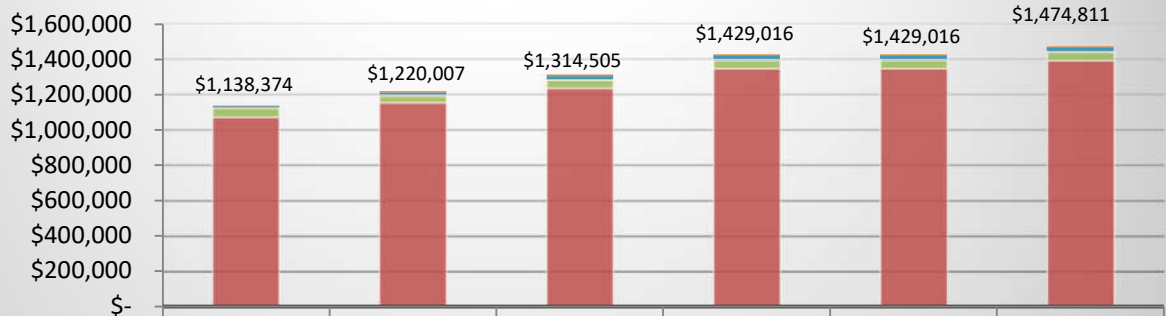
Budget Adjustments

There were no significant budget adjustments.



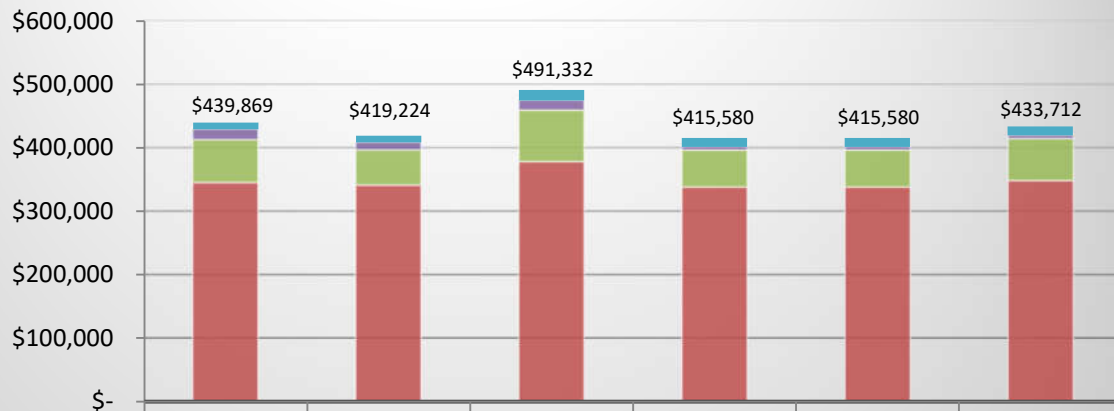
County Clerk

County Clerk Expenditures



	2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	2026 DEPT REQUESTED	2026 BUDGET	DRAFT 2027 BUDGET
CAPITAL OUTLAY	\$3,732	\$6,531	\$10,000	\$10,000	\$10,000	\$10,000
OTHER EXPENSES	\$6,610	\$11,074	\$16,180	\$16,480	\$16,480	\$16,480
CONTRACT SERVICES	\$3,428	\$10,802	\$9,000	\$10,880	\$10,880	\$10,880
SUPPLIES & MATERIALS	\$52,720	\$38,293	\$44,050	\$47,050	\$47,050	\$47,050
PERSONNEL SERVICES	\$1,071,884	\$1,153,307	\$1,235,275	\$1,344,606	\$1,344,606	\$1,390,401
TOTAL PROGRAM COSTS	\$1,138,374	\$1,220,007	\$1,314,505	\$1,429,016	\$1,429,016	\$1,474,811

County Clerk Revenues



	2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	2026 DEPT REQUESTED	2026 BUDGET	DRAFT 2027 BUDGET
LICENSES & PERMITS	\$10,510	\$10,980	\$16,790	\$14,070	\$14,070	\$14,070
OTHER	\$17,049	\$12,117	\$15,600	\$5,700	\$5,700	\$5,700
FINES/FORFEITURES	\$67,277	\$55,128	\$81,000	\$58,000	\$58,000	\$66,000
CHARGES/FEES	\$345,033	\$340,999	\$377,942	\$337,810	\$337,810	\$347,942
TOTAL PROGRAM REVENUE	\$439,869	\$419,224	\$491,332	\$415,580	\$415,580	\$433,712

County Clerk

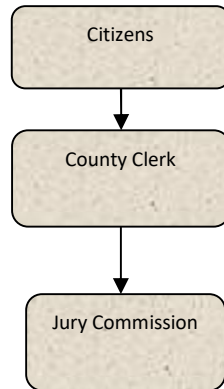
Indicator	2019 <u>Actual</u>	2020 <u>Actual</u>	2021 <u>Actual</u>	2022 <u>Actual</u>	2023 <u>Actual</u>	<u>2024</u> <u>Actual</u>	<u>2025</u> <u>Target</u>
Circuit Court/Juvenile Cases Initiated *	4344	3468	3755	3821	4294	4256	4000
Circuit Court/Juvenile Cases Disposed *	4161	3458	3713	3723	3862	4020	4000
Vitals/Public Services Registrations/ Applications Processed	7371	8809	8209	7287	7193	7413	7000
Number of Court Service Clerks Processing Cases	4.75	5.75	6.75	6.75	6.75	6.75	6.75
Number of Court Clerks Handling Cases for Judges	5	5	5	5	5	5	5
Number of Vital Statistic Clerks Processing Registrations/Applications	2.75	2.75	2.75	2.75	2.75	2.75	3
Number of cases handled per clerk	755	603	556	566	636	631	593
Number of cases handled per court clerk	832	692	743	764	858	851	800
Number of registrations/applications handled per clerk	2680	3203	2985	2650	2616	2696	2333

*Totals do not include Abuse and Neglect cases/petitions.



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Jury Commission



Activities

Maintain and coordinate jury information from the Michigan Department of State and Jackson County database of potential jurors.

Provide comprehensive information to county residents, court officials, attorneys, employers and other government entities regarding all aspects of the jury process. We are dedicated to orientating jurors upon their arrival for jury duty. We ensure the preparation, printing and distribution of all necessary juror correspondence, including qualification questionnaires, summons, postponements and exemption letters, failure to appear letters, show cause orders, contempt fines, and bench warrants.

Qualify and disqualify prospective jurors according to the law.

Coordinate Jury Board meetings and serve as clerk to maintain their attendance records, minutes, and reimbursement pay. Inform and update Jury Board Members with statute changes for juror procedures.



Strategic Plan Impact

- ✓ Safe Community

The Jury Commission plays a vital role in promoting community safety by upholding the constitutional right to trial by jury. In its operations, the Commission adheres to relevant laws and local administrative orders aimed at safeguarding both jurors and their personal information.

Accomplishments

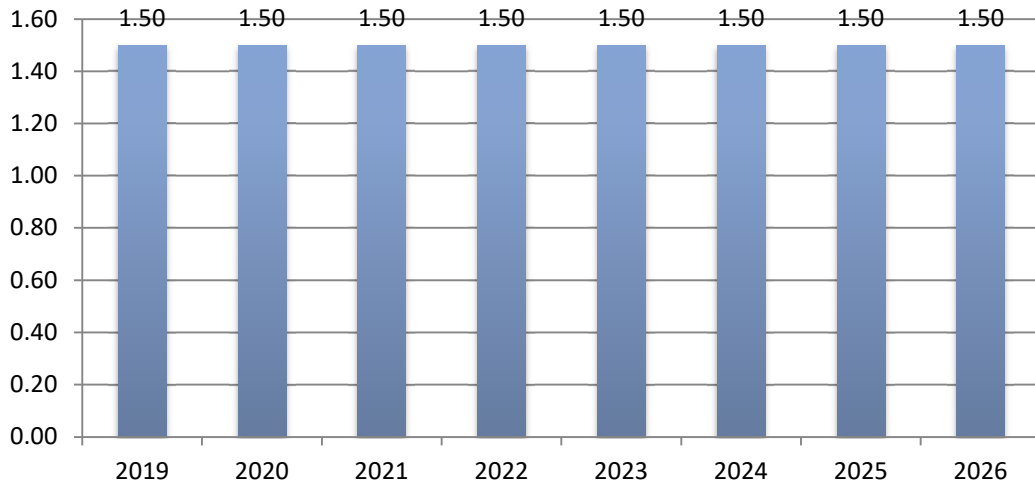
- ✓ Collaborated with Jury Systems Inc. to develop personalized reports and programs for the jury software upgrade, aimed at enhancing efficiency and usability for county residents.
- ✓ Successfully launched the new jury web system, which includes an e-notification option through the online questionnaire.
- ✓ Implemented a process to send reminder letters to jurors who had not completed their questionnaires two weeks after receiving their original summons, resulting in a significant reduction in the number of failure-to-appear jurors.

Budget Adjustments

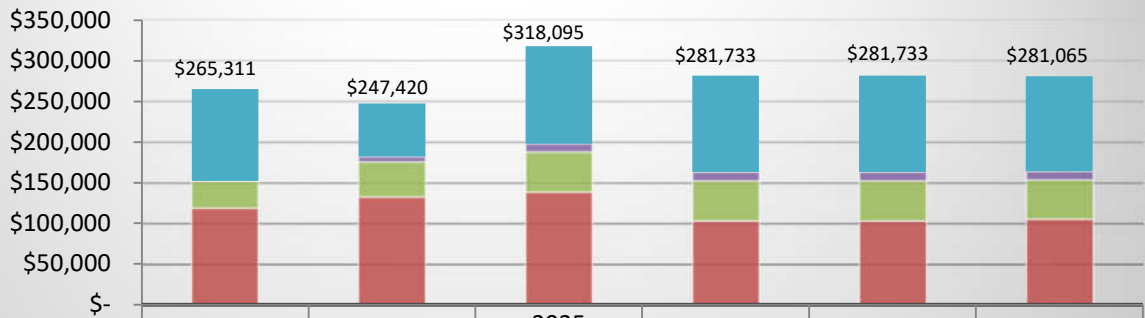
- ✓ There were no significant budget adjustments.

County Clerk

Jury Commission FTE History



Jury Commission Expenditures



	2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	2026 DEPT REQUESTED	2026 BUDGET	DRAFT 2027 BUDGET
OTHER EXPENSES	\$112,997	\$65,293	\$120,225	\$118,659	\$118,659	\$117,225
CONTRACT SERVICES	\$60	\$6,173	\$10,000	\$10,500	\$10,500	\$10,000
SUPPLIES & MATERIALS	\$33,304	\$43,183	\$49,250	\$49,350	\$49,350	\$48,000
PERSONNEL SERVICES	\$118,950	\$132,771	\$138,620	\$103,224	\$103,224	\$105,840
TOTAL PROGRAM COSTS	\$265,311	\$247,420	\$318,095	\$281,733	\$281,733	\$281,065

County Clerk

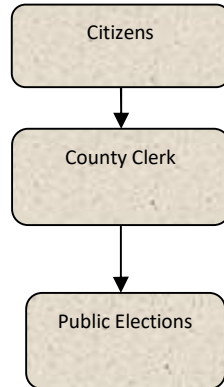
Jury Commission Revenues



	2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	2026 DEPT REQUESTED	2026 BUDGET	DRAFT 2027 BUDGET
■ INTERGOVERNMENTAL	\$57,748	\$30,846	\$40,000	\$40,000	\$40,000	\$40,000
TOTAL PROGRAM REVENUE	\$57,748	\$30,846	\$40,000	\$40,000	\$40,000	\$40,000

Indicator	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 Actual	2025 Target	2026 Target
Number of Cases per year	6	22	61	47	30	60	60
Summons mailed per year	15,000	22,000	20,000	20,000	17,150	17,150	17,150
Juror voice-mail calls returned per year	6,000	6,000	6,500	6,800	7,000	7,000	7,000
Total dollars paid out to jurors per year	17,526	44,442	129,635.90	112,953.46	64,812	125,000	130,000
Jury Coordinator & Admin. Asst. (shared w/Elections Dept.)	1.375	1.375	1.375	1.5	1.5	1.25	1.25
Number of Jurors Failed to Appear	89	606	1,191	850	493	475	450
Number of Jurors Postponed, Excused, or FTA letters mailed	3,115	3,699	4,709	7,336	8,707	10,000	10,000
Jurors Show Caused (Not appearing when Summonsed)	0	0	0	1,090	446	425	400
Bench warrants issued	0	0	0	435	80	60	40

Public Elections



Activities

Coordinates and administers Federal, State, township, village and school elections conducted in Jackson County.

Responsibilities include but are not limited to: ordering proofing and distribution of ballots and election supplies; training and certifying election inspectors; clerk for the Board of County Canvassers; compiling election returns; contact for petition and recall drives; and maintaining the state mandated Qualified Voter File (QVF).

Act as a liaison between the State Bureau of Elections and Local Township, city, village and school election officials.

Assists local jurisdiction with maintaining voter registration, voter history, precinct lists and street index.

Monitors candidates for compliance with Campaign Finance Laws and eligibility to be placed on the ballot.

Coordinates two Early Voting sites for participating local jurisdictions before all state and federal elections.



Strategic Plan Impact

- ✓ Intergovernmental Cooperation

The public elections function is a necessary and state mandated function of county government. The county elections office provides for the democratic election of all elected offices within Jackson County, which include local governments, school districts, and other special districts.

Accomplishments

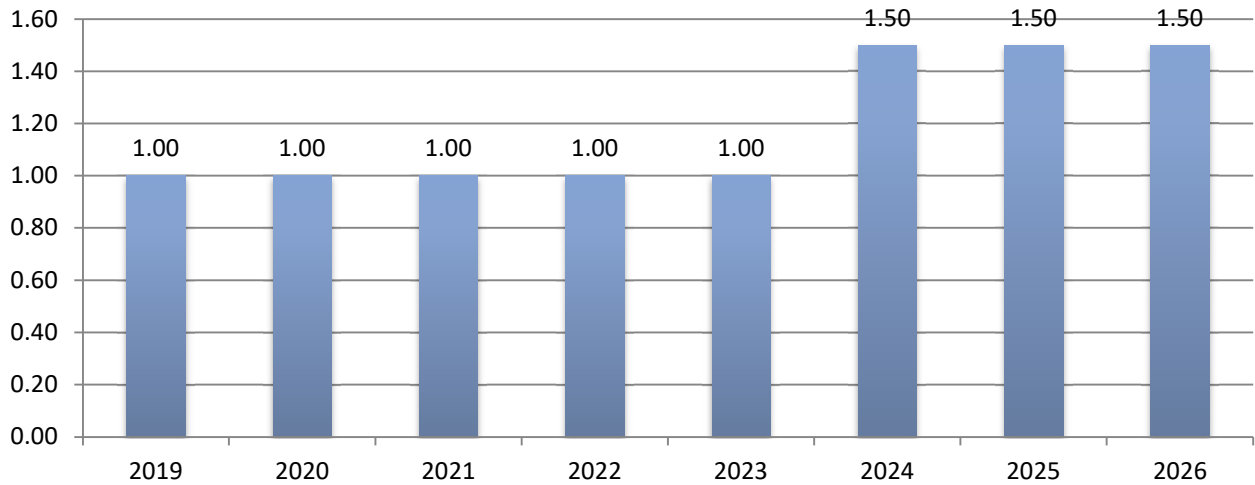
- ✓ Successfully administered four elections: February Presidential Primary, May Special, August Primary, November General.
- ✓ Held in-person training sessions for precinct inspectors in February, April, July, October, and November. Online training was also available to precinct inspectors with previous certification and local clerk approval. A total of 521 precinct inspectors were certified.
- ✓ Post-election process audits of randomly selected precincts occurred in May. Audits of the November 2024 election were held in January of 2025. Each process audit included a hand-count of a race on the ballot. Each hand-count confirmed that the Dominion Voting Machines performed accurately. The audits also showed the successes and opportunities for our jurisdictions.
- ✓ Continually expanding local Clerk and Precinct Inspector training programs.
- ✓ Successfully hosted two Early Voting Sites for 16 of the 20 Jurisdictions in Jackson County.
- ✓ The Elections Division hosted recounts for trustee positions in two townships after the August Primary. The results of the recounts did not change the outcome of the races.

Budget Adjustments

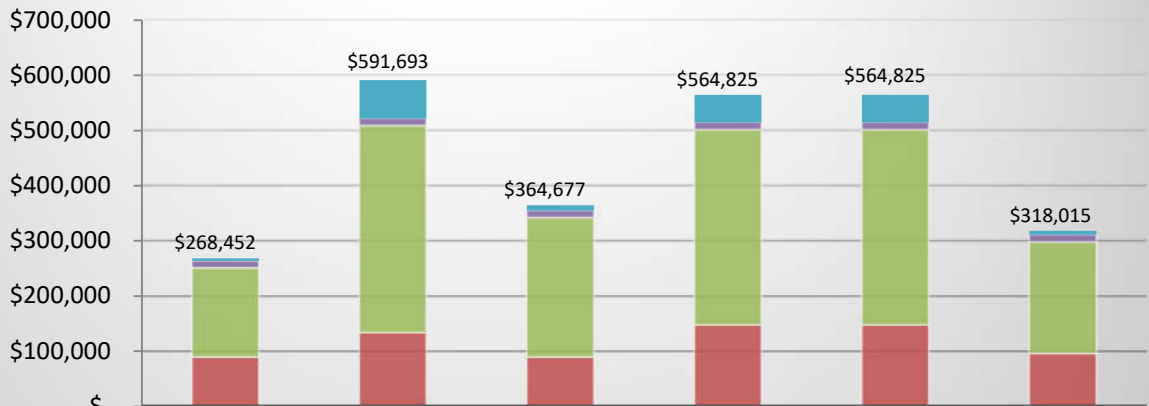
There were no significant budget adjustments.

County Clerk

Public Elections FTE History



Public Elections Expenditures



	2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	2026 DEPT REQUESTED	2026 BUDGET	DRAFT 2027 BUDGET
OTHER EXPENSES	\$5,113	\$69,793	\$9,800	\$49,800	\$49,800	\$6,800
CONTRACT SERVICES	\$12,423	\$13,166	\$13,200	\$14,200	\$14,200	\$13,200
SUPPLIES & MATERIALS	\$161,350	\$375,225	\$252,200	\$353,200	\$353,200	\$202,200
PERSONNEL SERVICES	\$89,566	\$133,509	\$89,477	\$147,625	\$147,625	\$95,815
TOTAL PROGRAM COSTS	\$268,452	\$591,693	\$364,677	\$564,825	\$564,825	\$318,015

County Clerk

Public Elections Revenues



	2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	2026 DEPT REQUESTED	2026 BUDGET	DRAFT 2027 BUDGET
CHARGES FOR SERVICES	\$-	\$-	\$100	\$100	\$100	\$100
OTHER REVENUE	\$96,602	\$295,736	\$85,900	\$41,900	\$41,900	\$100,500
TOTAL PROGRAM REVENUE	\$96,602	\$295,736	\$86,000	\$42,000	\$42,000	\$100,600

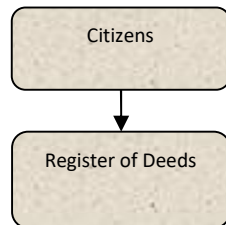
Indicator	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 Actual	2025 Target	2026 Target
Number of elections held per year	3	3	4	3	3	3	4	3	3

County Clerk

<u>Indicator</u>	<u>2018 Actual</u>	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Actual</u>	<u>2022 Actual</u>	<u>2023 Actual</u>	<u>2024 Actual</u>	<u>2025 Target</u>	<u>2026 Target</u>
Total number of elected office positions on the ballot(including nominations from primary elections)	872	5	1,114	5	977	6	925	5	1,250
Total number of candidates(filings) appearing on the ballot	333	11	634	9	219	12	400	20	400
Total number of ballot issues	28	12	20	14	25	14	29	15	35
*Total number of voter registrations processed by the County Elections Department	3,753	3,747	3,769	974	99	81	569	100	500
Election Director	1	1	1	1	1	1	1	1	1
Assistant (part-time employee shared with Jury)	.375	.375	.375	.375	.375	.5	0	0	0
*Voter registrations processed by the Assistant shared w/ Vitals	3,753	3,747	3,769	5,500	99	81	.5	.5	.5
*Voter registrations processed by Election Coordinator due to COVID-19 Layoff of PT Assistant or other absence of PT Assistant	0	0	0	13	0	0	0	0	0

*Note: this number has gone down significantly due to the SOS branches transmitting registration information directly to local clerks and due to automatic voter registration at SOS branches.

Register of Deeds



Activities

The register of deeds office is responsible for recording and maintenance of all documents pertaining to real property within Jackson County. These recordings become permanent record of the history of ownership of all real property within the county.

Recordings include deeds, mortgages, discharges, assignments, death certificates, court orders, tax liens, releases, affidavits, land contract and other miscellaneous documents such as plats, condominiums, and land corners.

Responsible for collecting state and county transfer tax.

Services includes searches of state and federal tax liens and providing copies and certified copies of documents (for a fee).

Assisting customers with researching recorded documents by either name or legal description (for a fee).



Strategic Plan Impact

✓ **Mandated Service**

The registering of deeds and maintenance of land records is a mandated function of county government. In 1835, the 1st Constitution of the State of Michigan was adopted by the Congress of the United States which established the Register of Deeds as the official recording office for all legal instruments pertaining to the transfer and encumbrances of properties in each County.

✓ **Economic Development**

The recording and maintenance of real property records supports the economic development vision to promote a diverse and vibrant economy.

Accomplishments

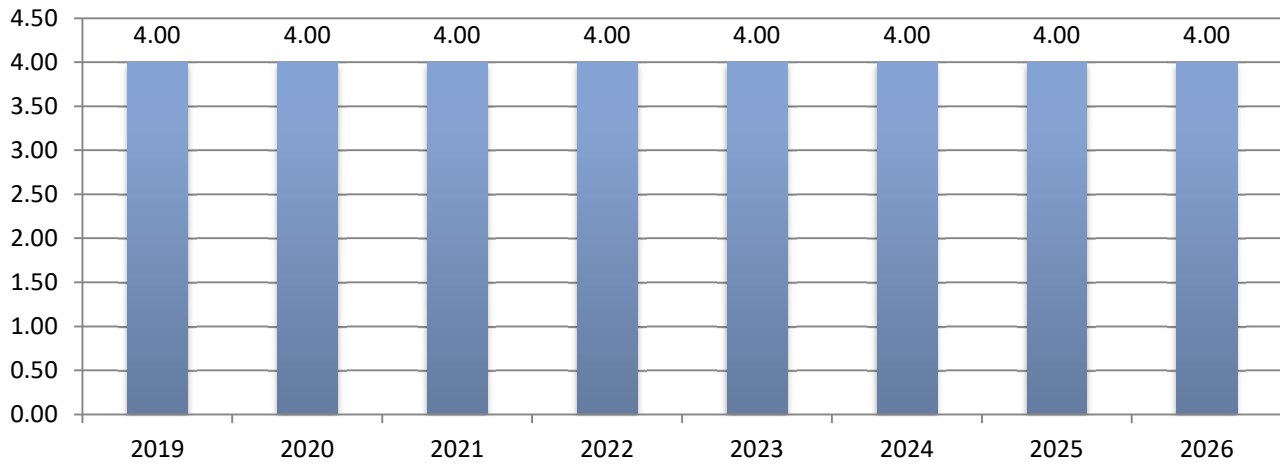
- ✓ Tract book scanning project is now completed. Customers can search by legal description back to 1965. Our goal is to upload the images from our tract index to our software system allowing them to search by legal description back to the 1800s. This will also help preserve the historical books and be a means of disaster recovery.
- ✓ Drain maps are being scanned using Automation funds. When the scanning is complete, the images will be uploaded to our system for online access. This will preserve the drain maps and be a means of disaster recovery.
- ✓ Upgraded FraudSlueth for public to be able to set up a user account to receive emailed notifications regarding any documents that have been recorded within the users specified criteria.
- ✓ Cleaning and restoration of historical recorded Plat Maps and Tract Index.

Budget Adjustments

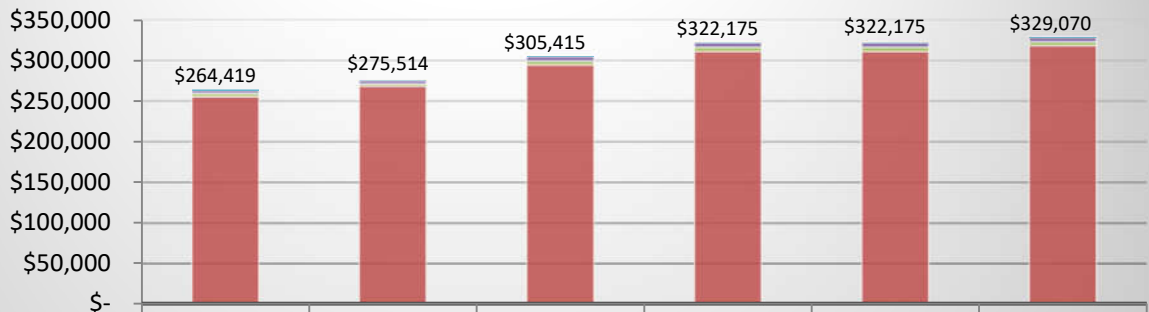
There are no significant budget adjustments

County Clerk

Register of Deeds FTE History



Register of Deeds Expenditures



	2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	2026 DEPT REQUESTED	2026 BUDGET	DRAFT 2027 BUDGET
OTHER EXPENSES	\$1,650	\$413	\$710	\$710	\$710	\$710
CONTRACT SERVICES	\$3,637	\$3,953	\$5,475	\$5,475	\$5,475	\$5,475
SUPPLIES & MATERIALS	\$4,135	\$3,033	\$4,900	\$4,900	\$4,900	\$4,900
PERSONNEL SERVICES	\$254,997	\$268,115	\$294,330	\$311,090	\$311,090	\$317,985
TOTAL PROGRAM COSTS	\$264,419	\$275,514	\$305,415	\$322,175	\$322,175	\$329,070

Register of Deeds Revenues



	2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	2026 DEPT REQUESTED	2026 BUDGET	DRAFT 2027 BUDGET
OTHER	\$1,079	\$843	\$1,225	\$1,225	\$1,225	\$1,225
CHARGES/FEES	\$634,006	\$681,632	\$696,000	\$700,000	\$700,000	\$700,000
TAXES	\$732,743	\$750,375	\$650,000	\$650,000	\$650,000	\$650,000
TOTAL PROGRAM REVENUE	\$1,367,828	\$1,432,850	\$1,347,225	\$1,351,225	\$1,351,225	\$1,351,225

County Clerk

Indicator	2021	2022	2023	2024	2025	2026
	Actual	Actual	Actual	Actual	Target	Target
Total number of documents recorded	33,974	26,522	21,219	22,173	22,000	22,000
Total number of documents rejected	1,880	1,265	941	981	980	980

Indicator	2021	2022	2023	2024	2025	2026
	Actual	Actual	Actual	Actual	Target	Target
Total number of documents received-recorded and rejected	35,854	27,787	22,160	23,154	23,000	23,000
Total number of documents verified	33,974	26,522	21,219	22,173	22,000	22,000
Per Employee- recording and rejecting documents	11,324	9,262	7,386	7,718	7,000	7,000
Per Employee -verifying documents	33,974	26,522	21,219	22,173	22,000	22,000
Recording	Same Day	Same Day	Same Day	Same Day	Same Day	Same Day



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