

# *Clerk of Superior Court in Yavapai County*

## *Mission Statement*

Yavapai County will serve and protect its citizens through efficient management of all its resources to enhance the lives of those we serve. The Yavapai Clerk of Superior Court pledges to provide efficient, accurate, courteous and professional service to the public, to the Court, and the legal community. We are dedicated to maintaining the highest level of integrity and honesty in all of the work we perform.

Our services include processing all superior court cases and providing public access to records, attending each superior court session to record the actions of the court, assembling juries county-wide for all courts, collecting and disbursing court-ordered fees, fines and victim restitution, issuing and recording marriage licenses, and processing first-time passport applications.

## *Our Values*

All of us in the Yavapai Clerk's Office are committed to the highest ethical standards in government and to providing quality service in the most cost efficient manner.

## *Duties and Responsibilities*

The Clerk's Office is the official record keeper and fiduciary agent for the Superior Court in Yavapai County. We have over 500 statutory and court rules that we comply with, including these:

- Provide public access to the records of the Superior Court in Yavapai County in accordance with statutes and court rules.
- Receive, distribute, and preserve official court documents.
- Issue writs and warrants.
- Take and transcribe all court minutes for all court proceedings.
- Registrar of Probate matters.
- Maintain all court exhibits.
- Jury Commissioner – provide qualified jurors for trials from the lists of all registered voters and holders of driver's licenses.
- Collect and disburse court-ordered fees, fines and victim restitution.
- Accept passport applications.
- Issue and record marriage licenses.
- Accept and timely process appeals arising from the Limited Jurisdiction Courts.
- File and supplement appeals to the Court of Appeals.
- Accept process server and court investigator applications.

## *We pledge to:*

- Work as a team, and perform our duties with courtesy, respect, equality and fairness in an accurate and knowledgeable manner;
- Maintain the highest standards of professionalism and ethics, in compliance with court rules and statutes; strive to improve the quality of our services, and in doing so, promote public trust and confidence in the judicial system; and
- Encourage education and pursue training programs to adapt to the growing needs of the judicial branch and the public, in response to technological advances and innovations in the law.