

# Clerk of State Court of Cobb County

*Angie Davis*  
Clerk

*Robin Bishop*  
Chief Deputy Clerk

## Mission

To perform all administrative functions of the State Court as prescribed by law and court rules in a professional and effective manner. To provide information, while maintaining the highest quality of customer service, to the general public, attorneys and to the Court in the processing of traffic, misdemeanor and civil case filings.

## Description

The Clerk of State Court is responsible for efficiently maintaining accurate and complete records of all court proceedings, including all traffic offenses, misdemeanors and civil actions while making records readily available for public inspection and use.

All fines and fees that are received on these case types are receipted and disbursed by the Clerk's Office. It is also the responsibility of this office to provide support staff to twelve courtrooms. Support staff is responsible for maintaining case information on all court proceedings and assisting in all court sessions.

## Overview of Operations

### Criminal Division

The Criminal Division is divided into three (3) teams of employees: the Docket Team, the Customer Service Team, and the Calendar Team. The Docket Team employees' primary duties are updating the case management system as well as processing a large amount of paperwork on a daily basis. The Customer Service Team employees are assigned to four customer service windows that serve internal and external customers. The Calendar Team employees are responsible for proofing, generating and distributing all court calendars for criminal court proceedings, with the exception of probation calendars. All teams are required to scan disposition paperwork and pleadings into OnBase.

The cases handled in the Criminal Division are categorized into three different types of cases: Traffic Violations Bureau (T.V.B.) cases, Traffic cases and Misdemeanor cases. Tickets/Cases are received from the Cobb County Police Department, Georgia State Patrol and many other agencies for offenses that occur within the jurisdiction of Cobb County. Cases are also created by the issuance of a state's warrant once the Solicitor General files an accompanying accusation with our office. The Criminal Division also receives and files cases that originate within city limits if a jury trial is requested.

**Traffic Violations Bureau (T.V.B.) cases** are minor driving offenses that occur within the jurisdiction of Cobb County in which the violator has the option of posting a bond (paying a fine) in lieu of a court appearance. These cases are not part of the Court's official docket. When required by state law, dispositions on Traffic Violations Bureau tickets are submitted to the Department of Driver Services (DDS).

**Traffic cases** are more serious offenses that involve an accident or require a court appearance. These cases are maintained as part of the Court's official docket. In some instances, when certain criteria are met, minor traffic offenses in which an accident occurred are payable in lieu of a court appearance. As required by state law, dispositions of traffic offenses are submitted to the Department of Driver Services (DDS) via an interface, and are submitted to the Georgia Crime Information Center (GCIC) using the CCH (Computerized Criminal History) System.

**Misdemeanor cases** are those misdemeanor offenses that primarily do not involve traffic offenses. These cases are maintained as part of the Court's official docket. The majority of these cases involve charges such as shoplifting, simple battery, bad checks, etc. All misdemeanor cases require a court appearance. As required by state law, dispositions of these cases are submitted to the Georgia Crime Information Center (GCIC) and, when applicable, to the Department of Driver Service (DDS).

# Civil Division

The employees of this division are responsible for processing and maintaining suits, garnishments, evictions, foreclosures (personal property) and the collection of cost adherent thereto. There are three teams in the Civil Division. The Customer Service Team is responsible for assisting customers with civil filings and requests for information, processing mail, processing new cases for customers, and imaging of all new suits and eviction cases. The Garnishment Team collects and maintains all escrow funds submitted on garnishment cases, as well as processing garnishment paperwork, and assisting customers on garnishment processes. The Judges' Team consists of seven deputy clerks who each handle the civil workload for one of the seven State Court Division I judges. This workload includes new case entry, imaging, docketing, scheduling, processing appeals, publishing monthly calendars and the overall record keeping of all files assigned to each judge. All employees in this division interact heavily by phone, email and in person with the public, attorneys, judges and their staff answering questions, explaining procedures, and general processing of all cases filed in the Civil Division.

## Courtroom Deputy Division

### **Court Clerk's Team**

The primary function of the Court Clerk's Team is to assist the judges in the courtrooms with all cases that are to be disposed of through the State Court of Cobb County. Court Clerks assist in all court sessions, complete and maintain the records from twelve courtrooms. They are also responsible for staffing the continuance counter located on the first floor. It is their responsibility to prepare the paperwork and cases for court and assist the judge with the flow of cases while court is in session. The clerks handle civil and criminal cases whether by settlement, pleas, jury or non-jury trials. They handle in rapid and accurate succession all paper work necessary to complete the cases. The Court Clerks are also responsible for distributing cases to the appropriate divisions of the Clerk's Office after filing, docketing and scanning the necessary paperwork submitted during court. Court Clerks also mark and retain all evidence presented at the time of trial and are responsible for disposing of the evidence once the allotted appeal time has expired. Court Clerks must have a good working knowledge of law and procedure governing actions under the jurisdiction of the State Court of Cobb County.

### **Case Initiation/Phone Team**

The Case Initiation Team processes all traffic and misdemeanor cases. They separate all cases to be entered into the case management system as payable TVB or AP cases, Traffic or Misdemeanor cases. This team is also responsible for scanning all T and M cases into the OnBase system. The Case Initiation Team is currently using an interface with the Cobb County Police Department to print all Cobb County citations. This team interacts with the Solicitor's Office heavily in processing criminal files. The Phone Team is a four-member team primarily responsible for answering calls generated from the general information number on the back of all traffic citations. This team utilizes an interactive voice response system (IVR) to assist in managing the high volume of calls.

## Accounting Division

The Accounting Division is responsible for collecting fines and fees as ordered by the Court on traffic, misdemeanor, probation cases as well as restitution ordered by the Court. Payable traffic citations that are paid in person, online or paid through the IVR are processed in this division. We currently have up to 5 windows that are capable of assisting the public with fine payments or cash bond refunds. This division assists a large number of people in person as well as by phone.

All fine monies received are disbursed monthly to County and State agencies, as well as reports being prepared for these agencies and 11 bank accounts being balanced. This is a process that takes approximately two weeks and requires a vast amount of knowledge and attention to detail. This division also disburses garnishment and restitution funds. All deposits are prepared daily.