



## STATE COURT CLERK'S OFFICE

12 East Park Square  
Marietta, Georgia 30090

Robin C. Bishop  
*Clerk*

Rochelle R. Taylor  
*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 teams: The Docket Team, Customer Service Team and Calendar Team. The Docket Team's primary duties are processing a large amount of paperwork and submitting dispositions to the Department of Driver Services (DDS) and the Georgia Crime Information Center (GCIC). The Customer Service Team assists internal and external customers face-to-face and processes a high volume of paperwork. The Calendar Team is responsible for generating and distributing all court calendars for criminal court proceedings with the exception of probation calendars. All teams are required to scan and index pleadings into the Document Management System.

The cases handled in the Criminal Division are categorized into three different types of cases: Traffic Violations Bureau, Traffic and Misdemeanor cases. Tickets/Cases are received from the Cobb County Police Department, Georgia State Patrol and various 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. Cases that originate in Cobb's municipalities are also filed with our office if a jury trial is requested.

**Traffic Violations Bureau (TVB) cases** are minor traffic offenses in which the violator has the option of paying a fine in lieu of a court appearance. When required by state law, dispositions on TVB tickets are submitted to the Department of Driver Services.

**Traffic cases** are more serious traffic offenses that may involve an accident and/or require a court appearance. In some instances, 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 via an interface and to the Georgia Crime Information Center using the Computerized Criminal History System.

**Misdemeanor cases** are offenses that primarily do not involve traffic offenses. The majority of these cases involve charges such as shoplifting, simple battery, bad checks, etc. These cases require a court appearance. As required by state law, dispositions of these cases are submitted to the Georgia Crime Information Center and, when applicable, to the Department of Driver Services.

# Civil Division

The Civil Division is responsible for processing and maintaining suits, garnishments, evictions, foreclosures (personal property) and the collection of cost adherent thereto. The Front Counter Clerks are responsible for assisting customers with civil filings, requests for information, processing new cases for customers. The Case Initiation Clerks are responsible for processing new civil suits, dispossessories, and garnishment cases via PeachCourt.

The Docket Clerks are responsible for processing the civil workload for each of the seven State Court Division I Judges. This workload includes; processing all subsequent pleadings submitted via eFile through PeachCourt, imaging, docketing, scheduling, processing appeals, publishing monthly calendars and the overall record keeping of all files assigned to each judge. The Garnishment Clerk collects and maintains all escrow funds submitted on garnishment cases, as well as processing garnishment paperwork, and assisting customers on garnishment processes.

The School Bus Team is responsible processing and maintaining all school bus citations. The clerks are responsible for scheduling the cases for hearings as well as taking payments that may be paid in person, by mail or through the online payment vendor. 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. The Clerks handle the paper work necessary to complete cases. This must be handled with promptness and accuracy. 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 procedures governing actions under the jurisdiction of the State Court of Cobb County.

### **Case Initiation Team**

The Case Initiation Team processes all traffic and misdemeanor cases. They separate all cases to be initiated into the case management system as payable TVB and Accident violations, Traffic, and Misdemeanor cases. This team is also responsible for scanning all Traffic and Misdemeanor cases into the document management system. This team interacts with the Solicitor's Office heavily in processing criminal files.

### **Phone Team**

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. Phone team is also responsible for processing criminal file folders, phone continuances, and court notices.

## Accounting Division

The Accounting Division is responsible for collecting fines and fees as ordered by the Court on traffic, misdemeanor, and probation cases including restitution. Designated payable traffic cases may be paid in person, by mail or through the online payment provider. Cash bonds posted for misdemeanor and traffic cases are held in escrow until completion of the cases or further order of the Court. This division has five teller windows to assist a large number of customers with payments and cash bond refunds.

This division disburses garnishment, civil, and criminal restitution. All deposits are prepared daily. All fines and fees received are disbursed monthly to County and State agencies, as well as reports being prepared for these agencies and bank accounts being reconciled. This process takes approximately two weeks and requires a vast amount of knowledge and attention to detail.