

Paper and Postage Reduction Report

Clerk Waites,

On behalf of the Juvenile Court Clerk's Office, I am submitting our department's 2018 annual report per Ordinance No. BL2008-248, which asks all departments to reduce their usage of paper and postage. Since February 2008, our office began the process of scanning all documents filed with the Juvenile Court Clerk's Office. Since these documents are in electronic format, we are able to email final orders to attorneys, court staff, officers of the Court, clients, customers, legitimate interested parties instead of paying for postage. To date, this has been the single biggest factor in allowing us to significantly reduce the amount of paper and postage utilized by our office. However, as mentioned in last year's report, the Circuit, Criminal, and Juvenile Court Clerks have received funding from the administration to implement electronic filing. As a result, all documents filed in this manner will automatically be submitted paperless, which will further reduce the staff's handling of paper documents. As of the last report in September 2017, the city had chosen and a contract has been signed for Conduent to implement this procedure. Conduent is an offspring of Xerox and they will be handling lead duties in this implementation and Tybera will be a secondary vendor as a part of the process. They have started work with the Circuit Court Clerk, and plan to begin work with the Criminal Court Clerk next. The Juvenile Court Clerk's office will be the last phase of the project and is scheduled to be completed in December of 2019. Once initiated, attorney's and parties will be able to file most documents from their work or home computer. The documents that they file will go directly into our case management system once they are properly vetted. This procedure will not only reduce the amount of paper that we handle, but will also have a positive impact on traffic at our customer service windows, not to mention the convenience for our clients and customers. As mentioned in previous reports, electronic data insulates us against disasters that can destroy paper files such as fire, flood, tornados, etc. It also virtually eliminates the chance that files will be misplaced or misfiled.

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