# 2013 COUNTY CLERK

# ANNUAL REPORT

## SUBMITTED BY

## MARGARET M. DUNLEAVY

## LIVINGSTON COUNTY CLERK

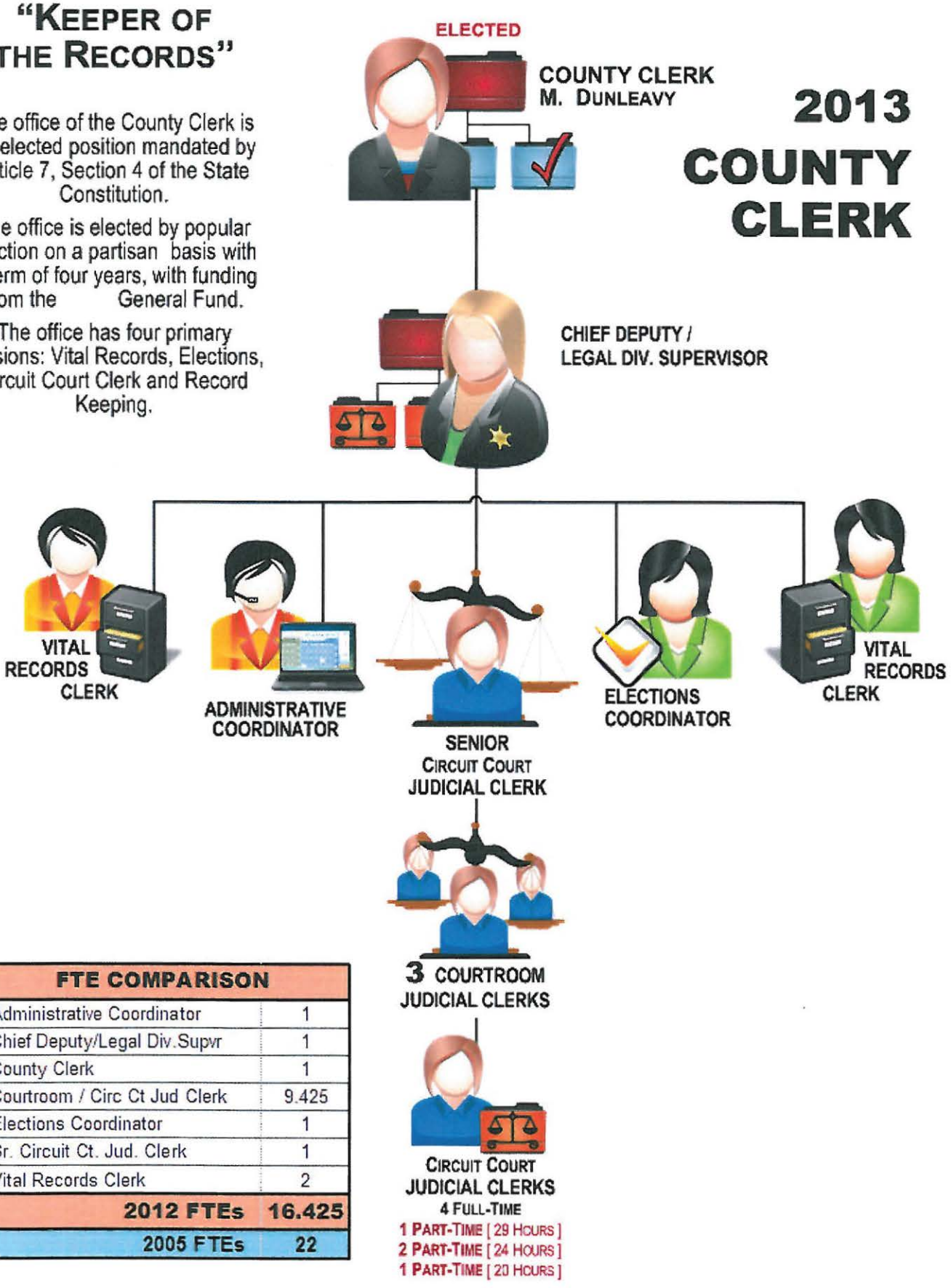
# "KEEPER OF THE RECORDS"

The office of the County Clerk is an elected position mandated by Article 7, Section 4 of the State Constitution.

The office is elected by popular election on a partisan basis with a term of four years, with funding from the General Fund.

The office has four primary divisions: Vital Records, Elections, Circuit Court Clerk and Record Keeping.

# 2013 COUNTY CLERK




| FTE COMPARISON | |
|---|---|
| Administrative Coordinator | 1 |
| Chief Deputy/Legal Div.Supvr | 1 |
| County Clerk | 1 |
| Courtroom / Circ Ct Jud Clerk | 9.425 |
| Elections Coordinator | 1 |
| Sr. Circuit Ct. Jud. Clerk | 1 |
| Vital Records Clerk | 2 |
| **2012 FTEs** | **16.425** |
| **2005 FTEs** | **22** |

MARGARET M. DUNLEAVY
# LIVINGSTON COUNTY CLERK

COUNTY CLERK
200 East Grand River
Howell, Michigan 48843-2399
517-546-0500

CIRCUIT COURT CLERK
204 S. Highlander Way, Suite 4
Howell, Michigan 48843-1953
517-546-9816

E-mail: mdunleavy@co.livingston.mi.us

TO: Livingston County Board of Commissioners

FROM: Margaret M. Dunleavy, Livingston County Clerk

DATE: March 17, 2014

RE: 2013 Annual Report

**The Election Division** participated in three elections in 2013. Please find attached our statistical reports that detail these activities as well as other responsibilities of the Election Division. Once again, I want to applaud the Election Coordinator, Joan Runyan, and the local clerk community for their commitment to administering elections that are efficient and accurate.

**The Vital Records' Division** statistics are contained on the attached reports. This division continues to be extremely busy with the processing of all the vital records of our community.

**The County Clerk's Circuit Court Division** continues to be extremely dynamic. The judges of the Circuit, Family, District and Probate court came to an agreement for a plan of Concurrent Jurisdiction. Our office is adjusting to the changes and implementing procedures to accommodate all those involved.
Once again, the collections have exceeded $1,000,000.00 and staff continues to be innovative in their methods of collections and payment plans.

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I can't express enough how indispensable Chief Deputy Clerk/Circuit Court Supervisor, Laura Chafy-Rogers is to the County Clerk's Office. Her experience and demeanor continue to make the County Clerk's office perform proficiently.

**The County Clerk is the** official record keeper for the County and is Clerk to the Board of Commissioners. All meetings were posted as required by the Open Meetings Act, and the minutes were duly recorded and posted to the website. A permanent record of the minutes, along with all resolutions, is kept in the Office of the County Clerk. As FOIA coordinator for the County, the county Clerk's office received and placed on file all FOIA requests processed by various departments. Debbie Warden, as my Administrative Coordinator, does an admirable job in overseeing the functions of the Vital Records' Division, as well as coordinating my schedule.

AS ALWAYS, I want to recognize the County Clerk's dedicated, hardworking, and talented staff. All of the activities that are reported here are accomplished because of their enthusiasm and commitment.

I continue to be grateful to the Board of Commissioners for their support and cooperation. I welcome your inquiries and invite you to visit any division of the County Clerk's office.

*OFFICE OF THE LIVINGSTON COUNTY CLERK – ELECTIONS DIVISION*
*ANNUAL ACTIVITIES AND STATISTICAL REPORT*
*FOR THE YEAR ENDING DECEMBER 31, 2013*

*ELECTIONS CANVASSES: 3*
**May 7** – Special Elections for Dexter and Hartland Schools AND Special Primary Election for County Commissioner #5
**August 6** – Special Elections for Whitmore Lake Schools and Howell District Library AND Special General Election for County Commissioner #5
**November 5** – Special Elections for Byron, Fenton, South Lyons Schools, Mott Community College, Genoa Charter Township AND Special City General Elections for Brighton and Howell

**Elections Programmed (GEMS AND AutoMARK): 3**
**May 7:**
1 City and 9 Townships
15 Polling Precincts
3 AVCB Precincts
3 Ballot Styles
**Election Reimbursement: $6,432.16**

**August 6:**
1 City and 9 Townships
20 Polling Precincts
2 AVCB Precincts
4 Ballot Styles
**Election Reimbursement: $10,859.56**

**November 5:**
2 Cities and 5 Townships
17 Polling Precincts
0 AVCB Precincts
7 Ballot Styles
**Election Reimbursement: $10,959.25**

**ELECTION INSPECTOR SCHOOLS OF INSTRUCTION: 0**

**NUMBER OF INSPECTORS TRAINED: 0**

**CAMPAIGN FINANCE STATEMENTS FILED: 15**
(#158452 - #158466)

**VOTER REGISTRATIONS SENT TO CITY, TOWNSHIP, AND OUT-COUNTY CLERKS: 7,492**

***ADDENDUM TO ANNUAL ACTIVITIES AND STATISTICAL REPORT***
***OFFICE OF THE LIVINGSTON COUNTY CLERK – ELECTIONS DIVISION***
***PROGRAMMING REVENUE***
***FOR THE YEAR ENDING DECEMBER 31, 2013***

May 7, 2013 Dexter Community Schools Special Election
Hartland Consolidated Schools Special Election
Livingston County Commissioner District 5 Special Primary Election
15 Polling Precincts @ $275.00 GEMS Programming: $4,125.00
3 AVCB Precincts @ $275.00 GEMS Programming: $825.00
15 Polling Precincts @ $50.00 AIMS Programming: $750.00
Total: $5,700.00

August 6, 2013 Whitmore Lake Public Schools Special Election
Howell District Library Special Election
Livingston County Commissioner District 5 Special General Election
20 Polling Precincts @ $275.00 GEMS Programming: $5,500.00
2 AVCB Precincts @ $275.00 GEMS Programming: $550.00
20 Polling Precincts @ $50.00 AIMS Programming: $1,000.00
Total: $7,050.00

November 5, 2013 Byron Area Schools Special Election
Fenton Area Public Schools Special Election
South Lyons Community Schools Special Election
Mott Community College Special Election
Genoa Charter Township Special Election
Brighton City General Election
Howell City General Election
17 Polling Precincts @ $275.00 GEMS Programming: $4,675.00
17 Polling Precincts @ $50.00 AIMS Programming: $850.00
Total: $5,525.00

***2013 Grand Total Programming Revenue: $18,275.00***
* * * * * * * * * * * * *

Candidate Filing Fees for the Year Ending December 31, 2013
State Representative Candidates: $300.00
***Total 2013 Candidate Filing Fees: $300.00***

OFFICE OF THE LIVINGSTON COUNTY CLERK

Margaret M. Dunleavy

Annual Activities and Statistical Report for the Year ending 12-31-13

## CIRCUIT COURT CLERK'S OFFICE

| | | |
|---|---|---|
| Civil Cases Filed | | 505 |
| Domestic Cases Filed | | 1035 |
| Criminal Cases Filed | | 630 |
| Reopened Cases | | 135 |
| Appeals | | 55 |
| PPO's Filed | | 497 |
| **TOTAL CASES OPENED** | **2,857** | |
| Cases Pending January 1, 2013 | | 1,015 |
| Cases Closed in 2013 | | 3,036 |
| Cases Pending December 31, 2013 | | 836 |
| **Circuit Court Collections** | | **$1,148,483.64** |

## COUNTY CLERK JURISDICTIONS

| | |
|---|---|
| Writs Issued | 647 |
| Attorneys at Law Registered | 7 |
| Notary Commissions Issued, Bonds Filed | 530 |
| Concealed Weapon Permits Issued | 3,317 |
| Assumed Names/Co-Partnerships and Dissolutions Filed | 1,019 |
| Marriage Licenses Issued and Filed | 1,033 |
| Births Recorded and Filed | 25 |
| Deaths Recorded and Filed | 946 |
| Elections and Recounts Canvassed | 3 |
| Election Inspectors Schools of Instruction | -0- |
| Number of Precinct Inspectors Trained | -0- |
| Campaign Finance Statements Filed | 15 |
| Voter Registrations Sent to Township & City Clerks | 7,492 |

Margaret M. Dunleavy
LIVINGSTON COUNTY CLERK

# 44TH CIRCUIT COURT
# CASE FILINGS
# 1/1/13 –through- 12/31/13

| Year | Criminal | Civil | Domestic | PPO's | Appeals | Totals |
|---|---|---|---|---|---|---|
| **2013 Total** | **630** | **505** | *** 1035** | *** 497** | **55** | **2722** |

***Domestic: 260 Domestic Other 341 Divorces w/o children 434 Divorces w/ children**
* Name Changes counted in Domestic Other

***PPOs: 334 Domestic 163 Non-Domestic 0 Foreign PPO**

## Case Filings 2012 -through- 2003

| Year | Criminal | Civil | Domestic | PPO's | Appeals | Totals |
|---|---|---|---|---|---|---|
| **2012** | **671** | **720** | *** 1081** | *** 651** | **71** | **3194** |
| *Domestic: | 282 Domestic Other | | 353 Divorces w/o children | | 446 Divorces w/ children | |
| *PPOs: | 445 Domestic | | 206 Non-Domestic _ Foreign PPO | | | |
| 2011 | 759 | 686 | 1,111 | 592 | 68 | 3216 |
| 2010 | 848 | 719 | 1,161 | 617 | 58 | 3403 |
| 2009 | 776 | 766 | 1,092 | 617 | 78 | 3329 |
| 2008 | 826 | 698 | 1,144 | 550 | 63 | 3281 |
| 2007 | 744 | 709 | 1,145 | 565 | 47 | 3210 |
| 2006 | 719 | 650 | 1,126 | 622 | 66 | 3183 |
| 2005 | 752 | 640 | 1,053 | 577 | 51 | 3073 |
| 2004 | 764 | 699 | 1,027 | 581 | 68 | 3139 |
| 2003 | 673 | 663 | 1,065 | 658 | 73 | 3132 |

1/30/14- *lcr*

# 2013 COLLECTIONS
## COURT ORDERED PAYABLES
# $ 1,148,483.64

**January 1, 2013 through December, 2013**

| | | |
|---|---|---|
| MISCELLANEOUS TOTAL: | **$ 85,537.59** | * General Fund Accounts |
| -DNA Fees County | $ 27.29 | ***13100-607017** |
| -DNA Sheriff | $ 68.22 | ***35100-607017** |
| -DNA State | $ 177.43 | |
| -Forensic Fees County | $ 141.96 | ***21599-607004** |
| -Forensic Fees State | $ 804.42 | |
| -OUIL Reim Prosecutor | $ 9,994.00 | ***21599-676011** |
| -OUIL State Police | $ 2,400.00 | |
| -OUIL Local Agencies | $ 7,533.59 | |
| -OUIL DNR | $ 150.00 | |
| -Extradition Reimbursement | $ 322.00 | ***26700-676009** |
| -Drug Court | $ 13,950.80 | |
| -20% Late Fee Assessment | $ 46,915.20 | ***21599-607024** |
| -Old Probation Fees | $ 1,276.25 | ***21599-606004** |
| -Bench Warrant Reimbursement | $ 1,776.43 | |
| CRIME VICTIMS: | **$ 53,700.88** | |
| -State | $ 48,351.17 | |
| -County | $ 5,349.71 | ***21599-607004** |
| ATTORNEY FEES: | **$ 197,146.38** | ***13100-607006** |
| COSTS: | **$ 387,649.50** | |
| -State | $ 49,788.53 | |
| -County | $ 337,860.97 | ***21599-606000** |
| FINES: | **$ 39,798.35** | ***21599-655000** |
| RESTITUTION: | **$ 384,650.94** | |
| 2013 COLLECTION TOTAL | **$ 1,148,483.64** | |
| ***Bond Forfeiture** | **$ 4,000.00** | ***21599-655002** |

*** ( 2013 Total to General Fund $ 642,900.33 )**

| YEAR END TOTALS | 2011 | 2012 |
|---|---|---|
| Miscellaneous: | $ 82,506.79 | $ 89,455.75 |
| Crime Victims: | $ 51,454.11 | $ 56,834.40 |
| Attorney Fees: | $ 204,708.60 | $ 217,615.51 |
| Costs: | $ 420,150.35 | $ 433,505.87 |
| Fines: | $ 28,657.90 | $ 29,572.11 |
| Restitution: | $ 296,861.63 | $ 376,147.84 |
| Total | $1,084,339.38 | $1,203,131.48 |

(* 759,559.01 (2012 G/F Total)

Livingston County Circuit Court Clerk's Office
1/30/14 - lcr