LIVINGSTON COUNTY CLERK

INTEGRITY • DEDICATION

2023 Annual Report

Our Values

MISSION

To provide efficient, effective service while maintaining transparency to encourage trust in government.

PURPOSE

Create and preserve records for current and future generations.

GOALS

Exceed expectations of our customers in every aspect of service.

ELECTED

COUNTY CLERK
ELIZABETH HUNDLEY

CLERK CHIEF DEPUTY

- FULL TIME 1 — SENIOR DEPUTY CIRCUIT CLERK
- FULL TIME 3 — DIVISION SUPERVISORS
- FULL TIME 1 — DEPUTY COURTROOM CLERK
- MIX 7 — DEPUTY CIRCUIT COURT CLERKS

5 FULL-TIME / 2 PART-TIME

- FULL TIME 1 — OFFICE MANAGER
- FULL TIME 1 — SENIOR VITAL RECORDS CLERK
- PART TIME 2 — VITAL RECORDS CLERK

- FULL TIME 1 — ELECTIONS COORDINATOR
- FULL TIME 1 — ELECTIONS SPECIALIST
- PART TIME 1 — ELECTIONS VITAL RECORDS CLERK

✶ IRREGULAR PART-TIME = .05 FTE = 13 DAYS PER YEAR

FTE COMPARISON	
COUNTY CLERK	1.00
CHIEF DEPUTY COUNTY CLERK	1.00
DEPUTY CIRCUIT COURT CLERK	6.33
DEPUTY COURTROOM CLERK	1.00
DIVISION SUPERVISOR	3.00
ELECTIONS COORDINATOR / DC	1.00
ELECTIONS SPECIALIST / DC	1.00
ELECTIONS / VITAL RECORDS IREG	0.05 ✶
OFFICE MANAGER	1.00
SR DEPUTY CIRCUIT CT CLERK	1.00
SR VITAL RECORDS CLERK	1.00
VITAL RECORDS CLERK	1.13
TOTAL 2024 FTEs:	**18.51**
2015 FTEs:	**16.93**
2010 FTEs:	**21.93**
2005 FTEs:	**22.00**

In Our Community

Giving Back To Those We Serve

Your County Clerk staff believe it’s an honor to help others, whether that means assisting customers at our office or helping meet the needs of our community at large.

Amy Tinnion & Rachel Rains show off our annual “School’s Out” food drive bounty. We collect food for students who need help over the school break so they don’t go without meals.

“Never doubt that a small group of thoughtful committed citizens can change the world; indeed, it’s the only thing that ever has.”

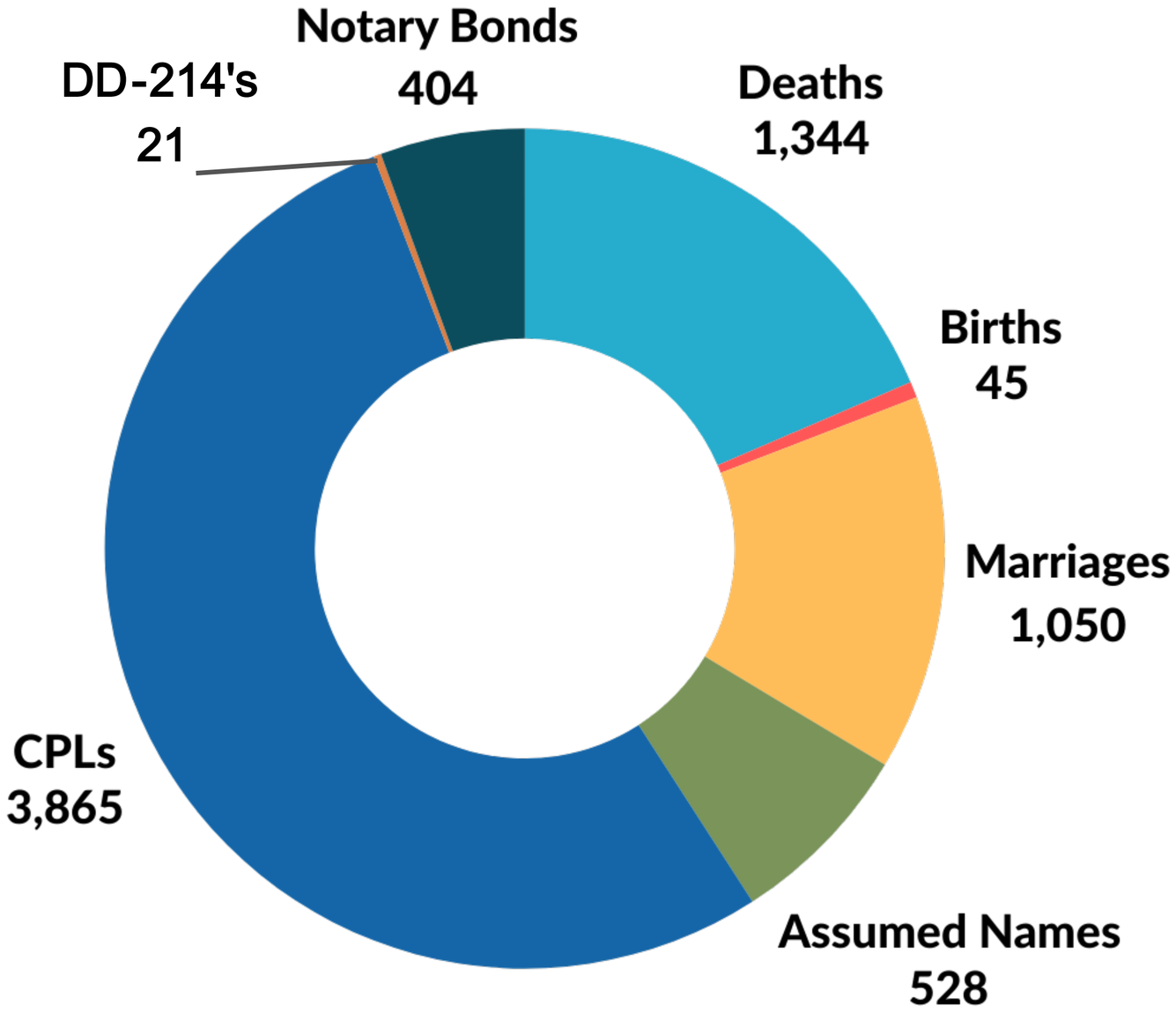
- Margaret Mead

Top: Shawn Shaw & Victoria Dufour stack up presents donated for Toys for Tots.
Left: Lizzie Williams & Angie Farrand display our holiday food drive donations.

Vital Records

Responsible for birth certificates, death certificates, marriage licenses, CPLs, notary applications & DBA’s

Vital Records Filings



15,176
Certified copies issued

858
Online orders processed

1,438
FOIA Requests

Circuit Court Records

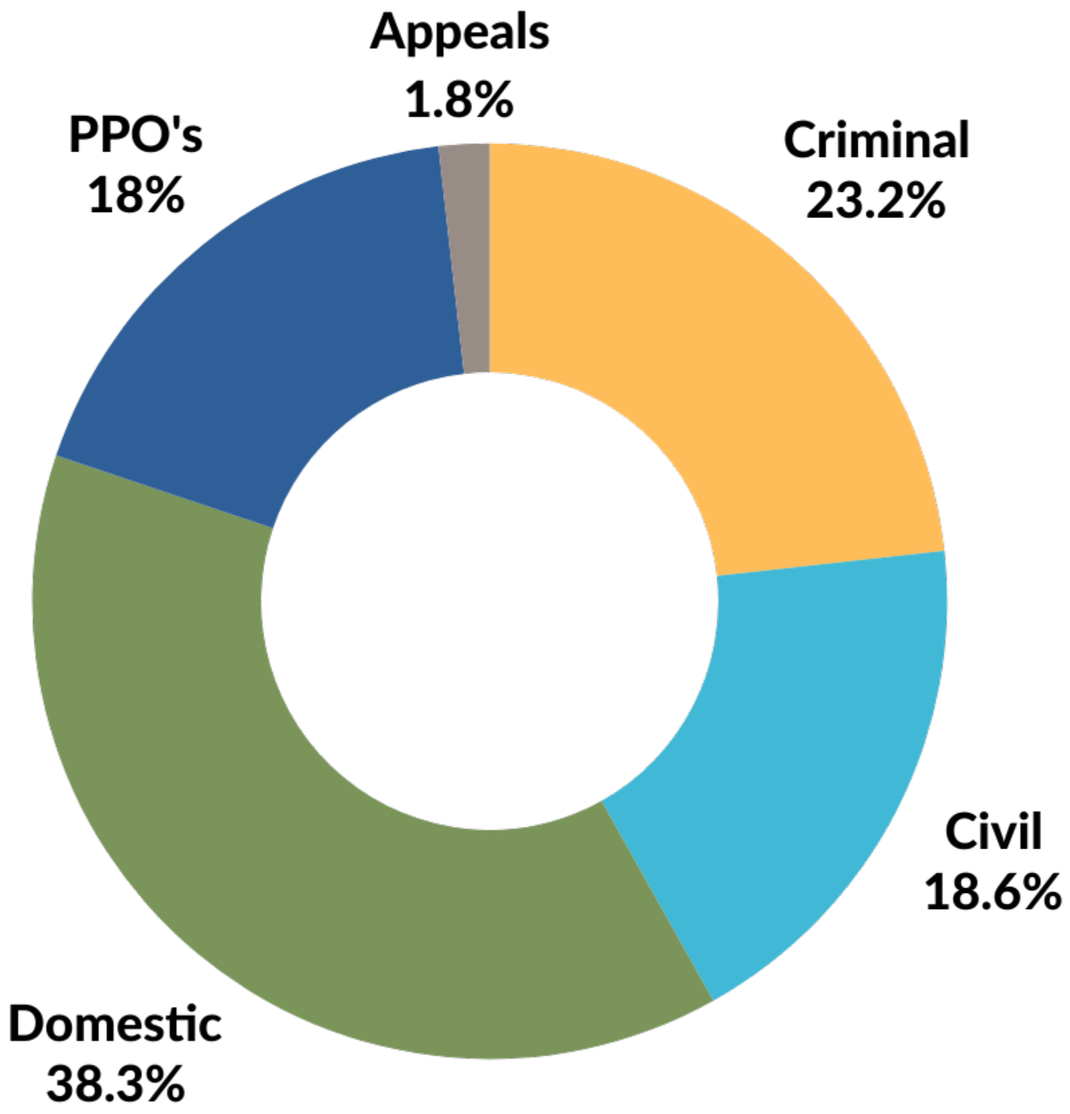
The Circuit Court Clerk's division is the keeper of the 44th Circuit Court records for civil, criminal, and domestic division cases

Funds Receipted

The Circuit Court Clerk's office receipts all funds for the Circuit Court, including restitution, state fees, fines and costs, bonds, court orders, filing fees, attorney fees, and several others.

$1.9
MILLION

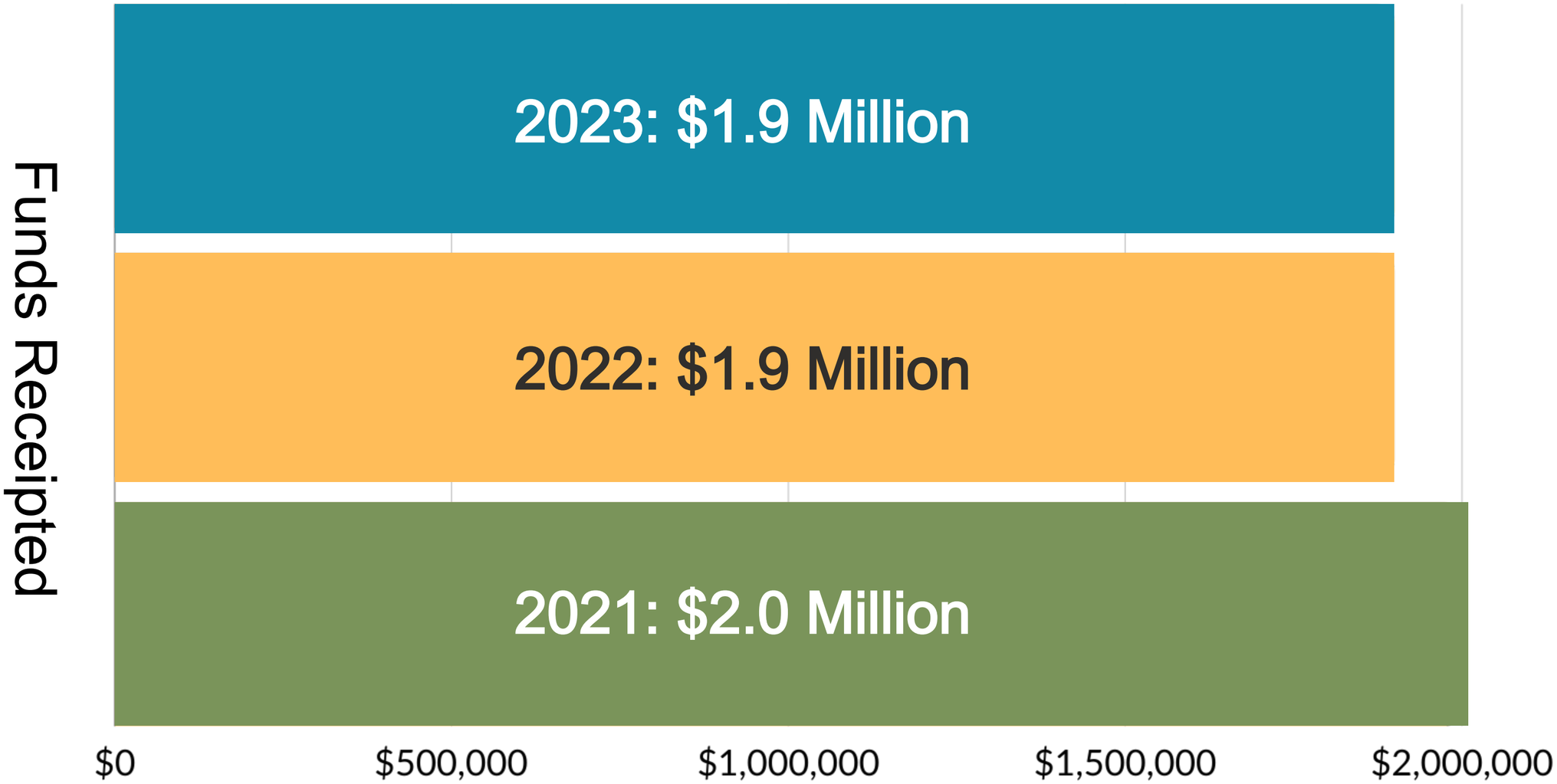
Cases Filed



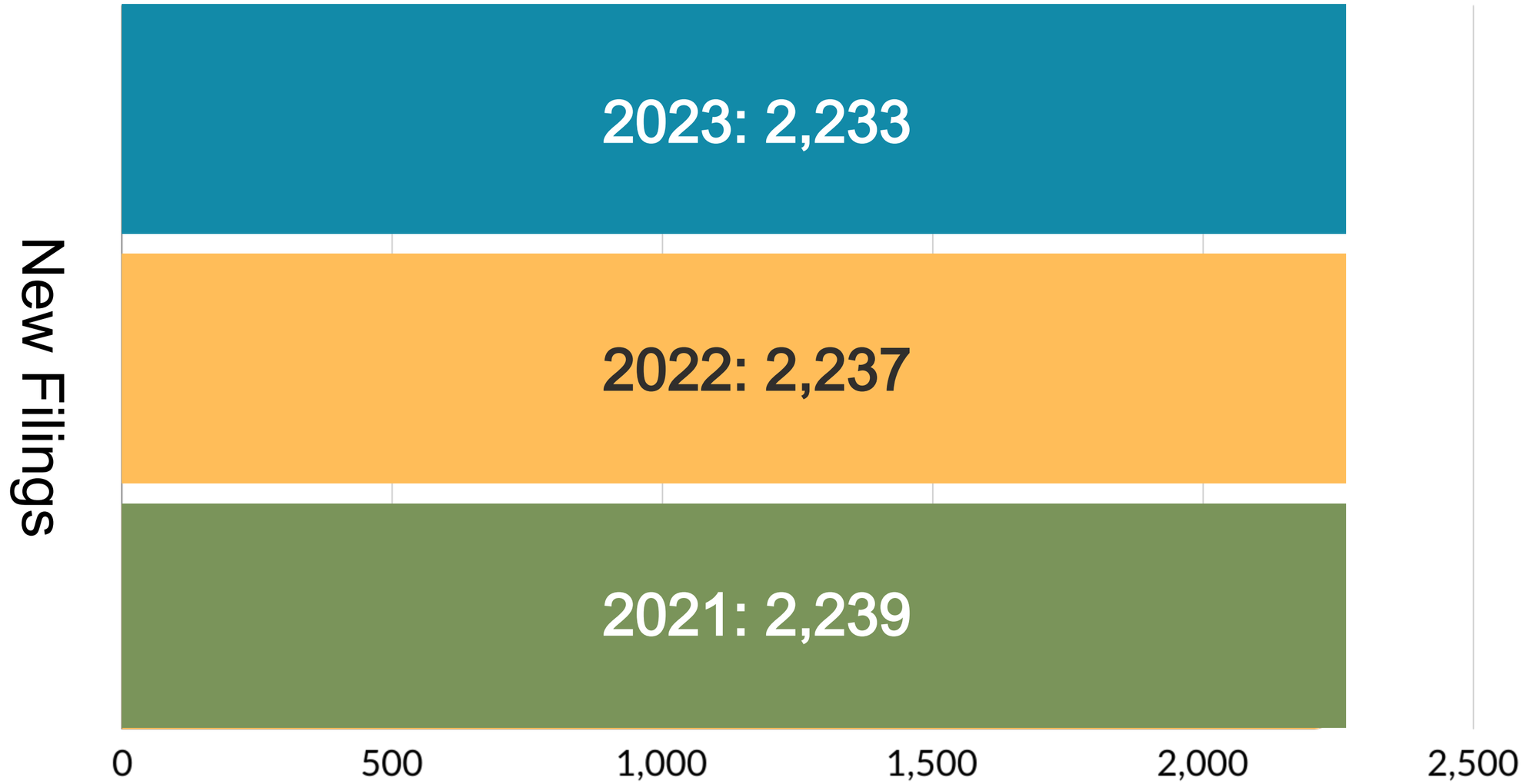
2,233
Total cases filed in 2023

66 cases were reopened

Trends Over Time



Trends Over Time



Elections

The Elections division is responsible for administering and overseeing all elections within Livingston County

Election Overview

3
Elections Canvassed

1
Election Inspectors Training Held

6
Precinct Inspectors Trained

3
Post Election Audits

83
Campaign Finance Statements Filed

Early Voting Overview

Proposal 22-2 passed in November 2022, creating a right under the Michigan Constitution for early and in-person voting for a minimum of 9 days prior to each State or Federal Election.

With our help, local Clerks conducted Early Voting on their own, with two groups of municipalities partnering.

15
Early Voting Sites

GROUP #1
City of Howell, Cohoctah & Howell Township

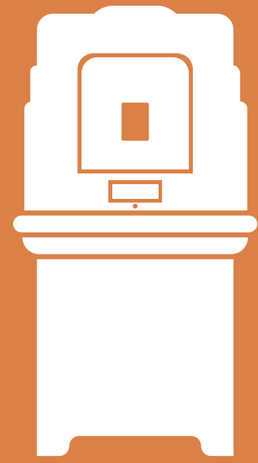
GROUP #2
Putnam & Unadilla Township

Early Voting Site Plans

Our staff was required to coordinate all the early voting site plans that were submitted to the State.

15
Early Voting Site Plans

We were also required to coordinate the early voting site grant program.



We ordered, received, and distributed new election equipment

eFiling

In April, we implemented our new eFiling Campaign Finance system. We input 424 committees into the system by scanning their documents and creating an electronic committee file.

The new system signifigantly improved the ease of filing for candidates, the ability for the County to provide review & responses, and provides the public the opportunity to view committee reports.

83

Statements Filed

25 - New

40 - Quarterly Statements

6 - Pre-Post Statements

10 - Annual Statements

2 - Misc. Filings

Passports

In late November, we became a passport acceptance agency. We started accepting applications and taking photos in December.

We’re seeing good response to the service! We’ve processed over 200 applications so far in 2024.

7 Applications

$245 in Revenue

4 Photos

$80 in Revenue

2023 Election Rundown

May 2nd - Special Election

Hartland, Webberville, and
Whitmore Lake Schools

26,231
Registered Voters

5,800
Total Voted

3,951
Absentee Voting

1,849
Precinct Voting

June ISD Election

Livingston Education Service
District election

We received candidate filings
and produced the ballots.

2023 Election Rundown

August 8th - Special Election

Morrice Schools

50
Registered Voters

2
Total Voted

2
Absentee Voting

0
Precinct Voting

November 7th - City General - Special Election

Cities of Brighton and Howell,
Fenton and Howell Schools

60,870
Registered Voters

14,935
Total Voted

9,995
Absentee Voting

4,940
Precinct Voting