LIVINGSTON COUNTY CLERK

INTEGRITY • DEDICATION

2024 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.

County Clerk Elizabeth Hundley (Elected)

Chief Deputy County Clerk
(Appointed)

CIRCUIT COURT DIVISION
Senior Lead Deputy Clerk
(One of the Division Supervisors)

- Customer Service Division Supervisor
  - FT Deputy Courtroom Clerk
  - FT Deputy Circuit Court Clerk
  - PT Deputy Circuit Court Clerk (24 Hours)
- Civil Division Supervisor
  - FT Deputy Circuit Court Clerk
- Criminal Division Supervisor
  - FT Deputy Circuit Court Clerk
- Domestic Division Supervisor
  - FT Deputy Circuit Court Clerk
  - FT Deputy Circuit Court Clerk
  - PT Deputy Circuit Court Clerk (29 Hours)

VITALS DIVISION
Office Manager / Deputy Clerk

- Senior Vitals Clerk
- FT Vital Records Clerk (New 2026 Position)
- PT Vital Records Clerk (25 Hours)
- PT Vital Records Clerk (20 Hours)

ELECTIONS DIVISION
Elections Coordinator / Deputy Clerk

- Election Assistant / Deputy Clerk

FT = Full Time
PT = Part Time

March 2025

Vital Records

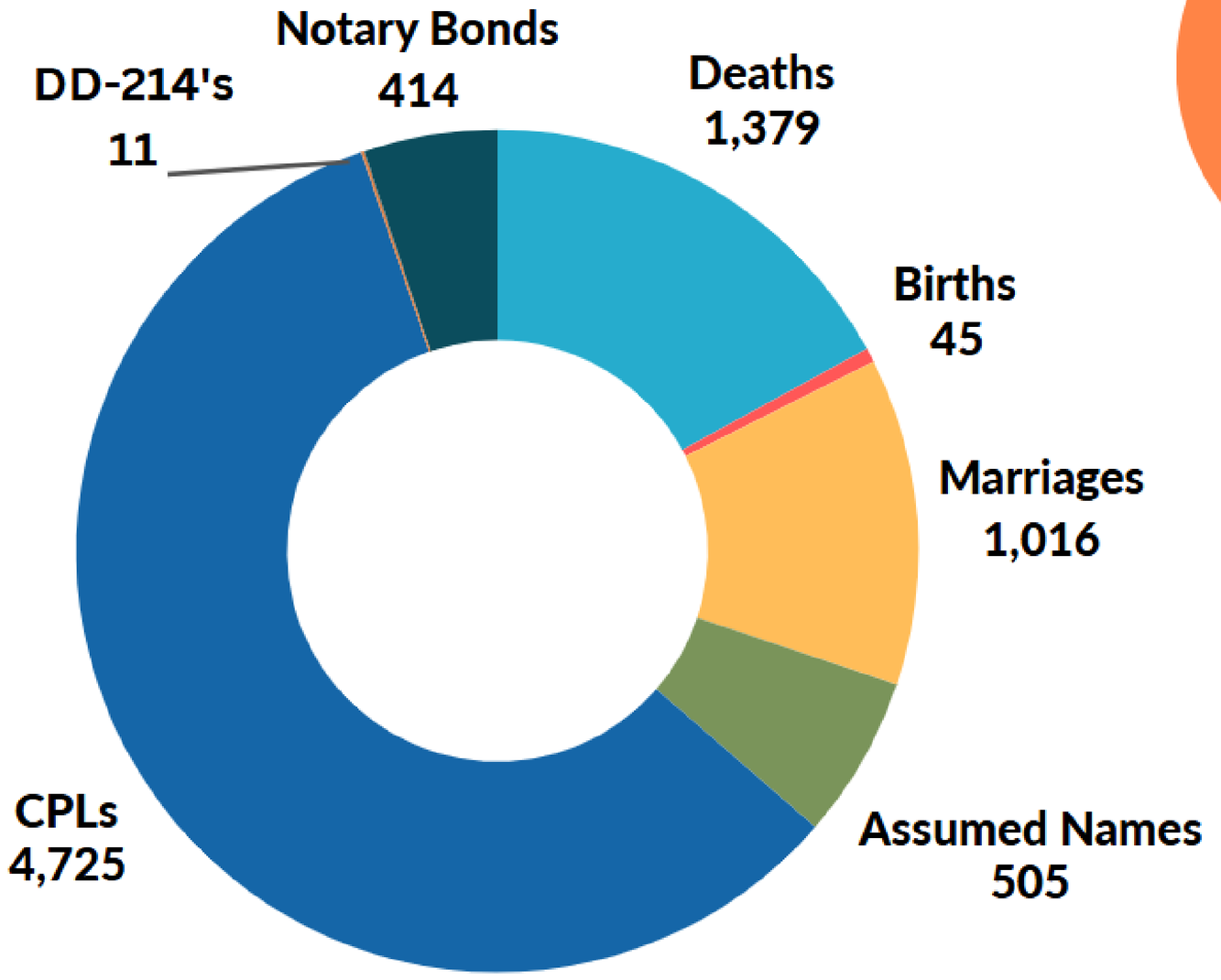
Responsible for birth certificates, death certificates, marriage licenses, CPLs, notary applications & DBA’s

Remodel Project

Before

After

Vital Records Filings



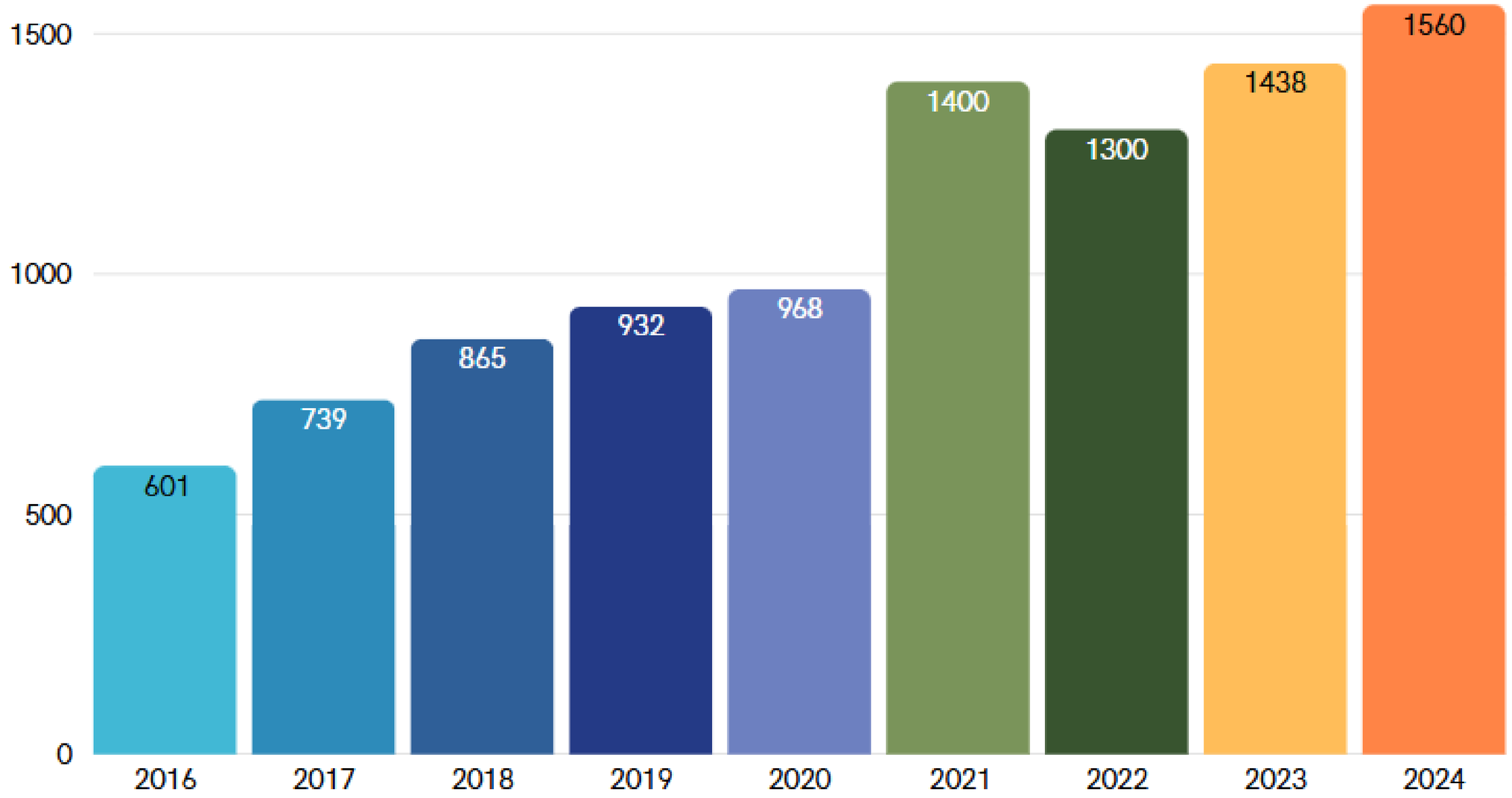
16,185
Certified copies issued

1,130
Online orders processed

1,560
FOIA Requests

4,582
CPL Renewal Letters Mailed

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

Month At A Glance

322
Hearings Attended

187
New Files Opened

$148,137
Average Receipted

131
Set Asides Processed

1,980
Garnishments

2,123
Invoices Created

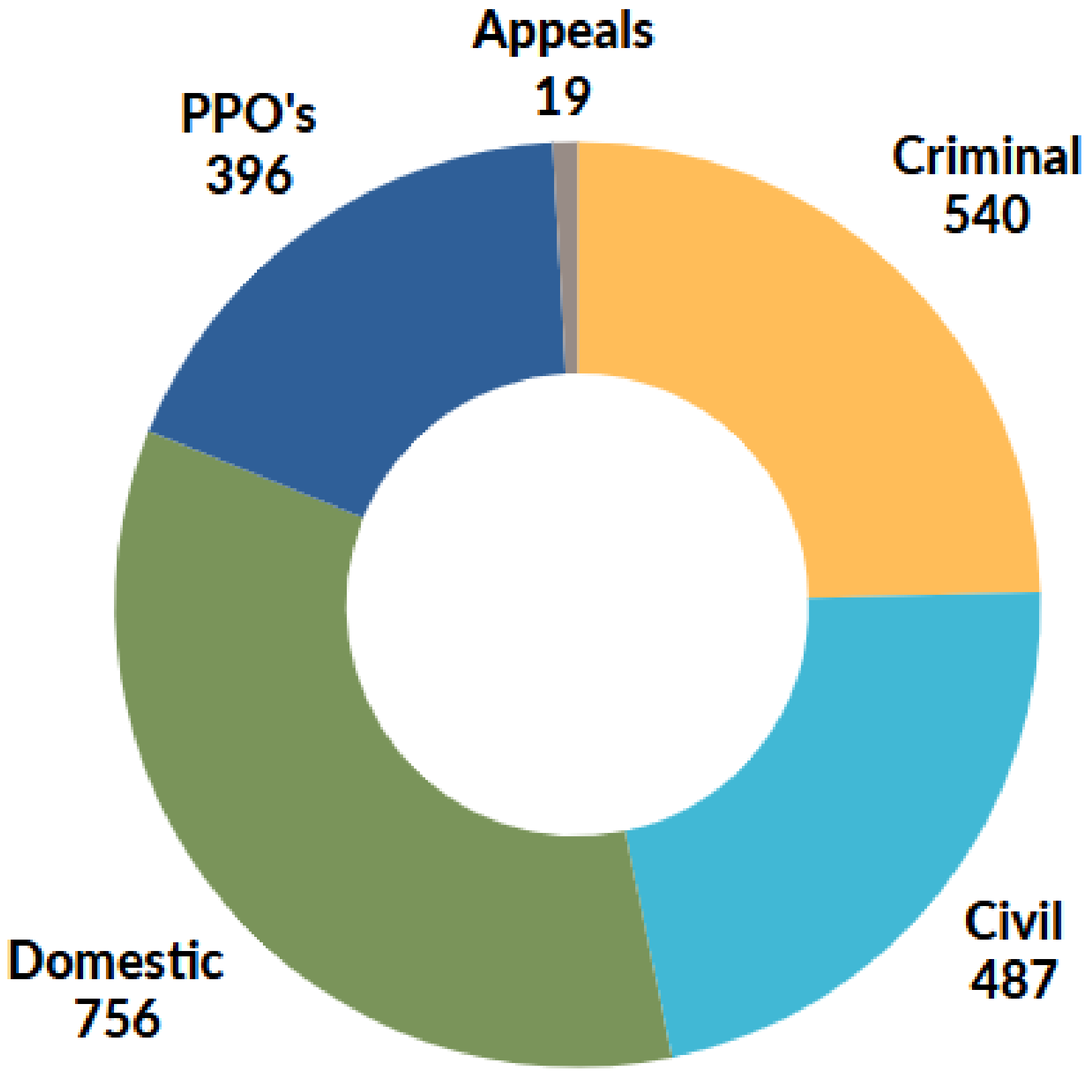
1,300 / 132
New Documents & Old Files Scanned Into OnBase

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.

$1,777,640

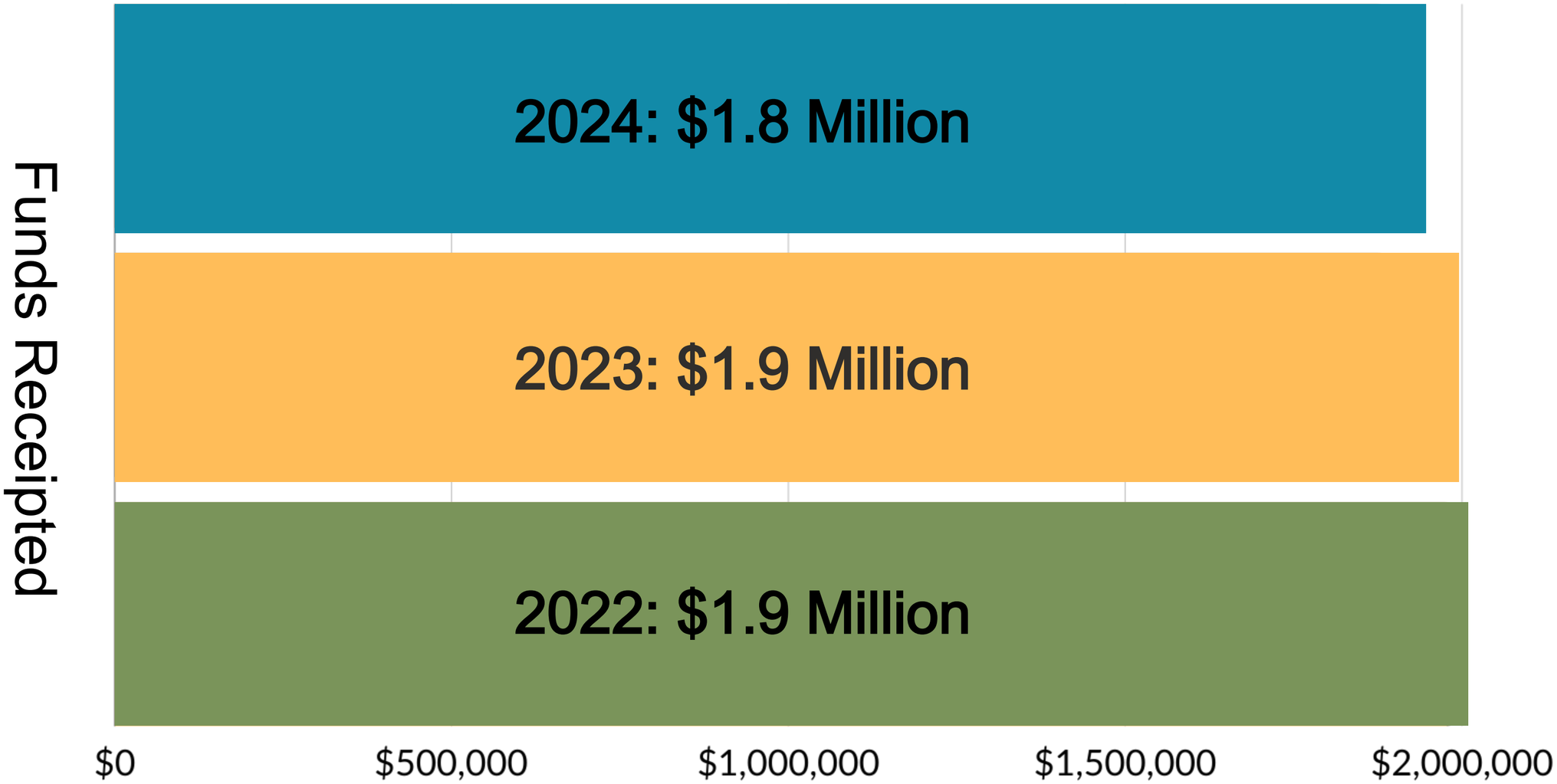
Cases Filed



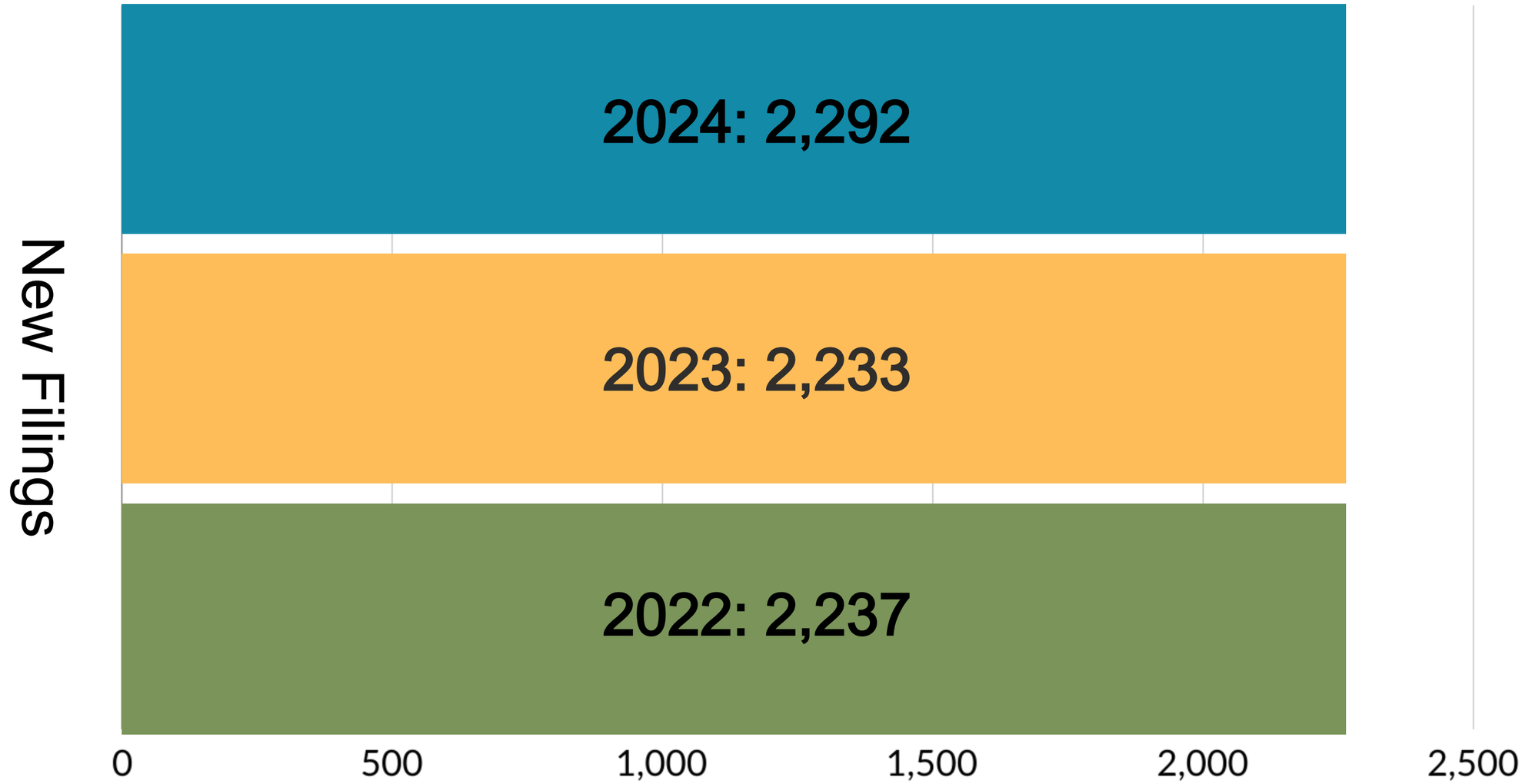
2,292
Total cases filed in 2024

94 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

20

Post Election Audits

60

Election Inspector Trainings Held

1,810

Election Inspectors Trained

502

Campaign Finance Statements Filed

Campaign Finance

We processed various filings into the Campaign Finance software system by scanning/importing documents.

The system significantly improves 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.

502

Statements Filed

181 - New

11 - Quarterly Statements

245 - Pre-Post Statements

17 - Annual Statements

48 - Misc. Filings

Early Voting Grant

We administered two rounds of Early Voting Grants for our 18 Cities and Townships.

We administered two rounds of Early Voting Wage Grants for our 18 Cities and Townships.

$460,044
Voting Equipment

$190,747
Election Inspector Wages

15
Early Voting Sites

Early Voting Totals

February Presidential Primary

3,225
Votes Cast

August Primary

2,641
Votes Cast

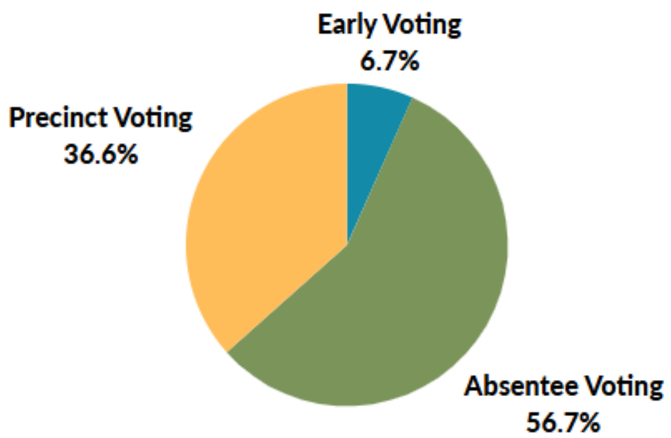
November General

40,135
Votes Cast

2024 Election Rundown

February 27th
Presidential Primary Election

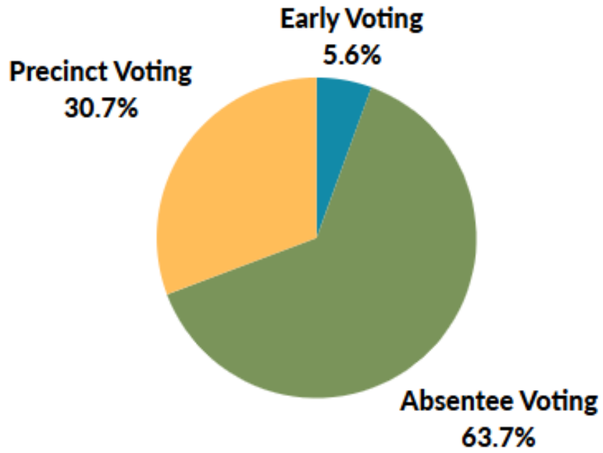
165,622
Registered Voters



48,332
Total Voted

August 6th
Primary Election

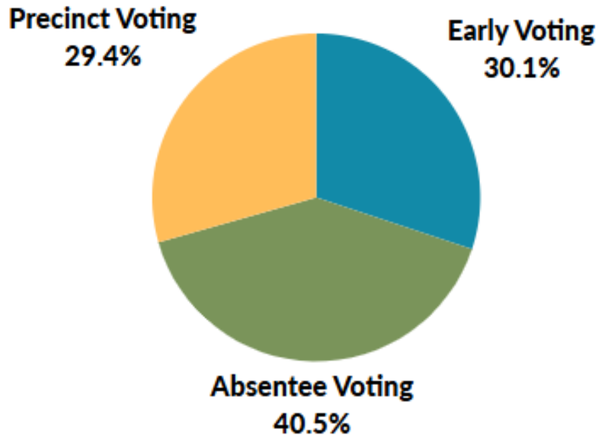
167,529
Registered Voters



47,293
Total Voted

November 5th
General Election

168,904
Registered Voters



133,281
Total Voted

Passports

As a passport acceptance agency, we accept applications and take photos for our customers.

We’re seeing good response to the service!

326 Applications

$11,410 in Revenue

281 Photos

$5,620 in Revenue