

September 29, 2017

The Honorable Metropolitan Council  
Metro Historic Courthouse  
One Public Square, Suite 204  
P.O. Box 196300  
Nashville, TN 37219-630

RE: BL2008-248 Annual Report / Office of the Criminal Court Clerk

Honorable Council Members:

The Office of the Criminal Court Clerk is responsible for performing the clerical duties for the General Sessions and State Trial Criminal Courts, and for maintaining court records in hard copy and electronic form. Under the current administration, the office website was redesigned for greater public access to criminal records, reducing the request for paper copies of case information, dockets, affidavits, and arrest data. Most recently, the Office of the Criminal Court Clerk received the "2017 Top 10 Court Technology Solutions Award" from a panel of judges from the Conference of State Court Administrators (COSCA), the National Association for Court Management (NACM), and the National Center for State Court's Joint Technology Committee (JTC). These awards are given annually to recognize courts that make the best use of technology to improve court services and increase public access. We will continue exploring new web-based initiatives in an attempt to expand our online services.

Our continued efforts to reduce paper consumption have remained the same, but include:

- Email weekly bonding company reports.
- Make bonding company appearance reports available online via our website.
- List court dockets online via our website.
- Email documents and communications, when possible.
- Alleviate the charge for judgments and other court-related documents when an individual brings his or her own paper (printing and copier toner costs are already included in our rental fee).
- Process electronic submissions for time and attendance reporting from staff members.

Additionally, the Criminal Court Clerk's Office spearheaded the Public Investment Plan (PIP) for three metro offices and was awarded funding for the implementation of e-Filing and a Document Management System (DMS). The contract has been awarded and the e-Filing/DMS project is underway. While the usage of paper and paper products are inevitable for a Clerk of Court, we will undoubtedly be able to reduce the amount of paperwork once our new projects are implemented. These processes will likely run into FY18 or FY19 before we will see the effects of reduced amounts of paper usage. The offices of the Public Defender and the District Attorney should also benefit from this implementation as it relates to paper usage.

Should you have any further questions regarding the progress of the e-Filing and Document Management System, please do not hesitate to contact our office.

Sincerely,

Howard C. Gentry /s/  
Criminal Court Clerk

HCG:AD/c