

## **CIVIL & CRIMINAL**

### **Child Support – Shared Duty**

- Set up and Maintain Child Support Cases as to changes in payment accounts, arrearage amounts, modifications, Contempt, etc.
- Process Lock Box Daily
- Prepare printouts for Child Support Hearings
- Attend Child Support Hearings
- Prepare Audits on Child Support Cases when either party has issues with amounts due.
- Check Child Support Cases for workers compensation or disability claims as requested
- Prepare Judgments for Delinquent Child Support payments
- Accept all Child Support Information in the E-Portal and through the mail and process accordingly.

### **Civil**

- Assist and Greet the Public
- Accept CA and DR filings through the e-portal and in person. Maintain these cases.
- Inactive Files – Pull any inactive files for Circuit Judge for CA or DR cases, set hearings, prepare orders setting hearing dates, mail out notices for hearings to all parties involved.
- Court Interpreter – Contact Court Administration for Interpreters when needed for hearings involving civil cases.
- Accept Injunctions, Baker and Marchman Acts over the counter. Enter into system and prepare proper order for Judge's review.
- Accept evictions and small claims cases over the counter. Prepare proper paperwork for service, etc.
- Prepare Copies and Packets for Distribution to Public

### **Criminal**

- Assist customers with payment plans, take payments from customers

## **ANY OTHER DUTIES THAT MAY BE ASSIGNED BY CLERK OR SUPERVISOR**