

CLERK OF DISTRICT COURT

OPERATION AND MISSION

- Receives, processes, and maintains all case files for the District Court.
- Receives fine payments.

INTERACTION AND ADJACENCIES

- District Court
- Court Administration
- District Attorney
- Facilities Management
- Main Lobby
- General Public
- Justice Information Management Systems

FACTORS INFLUENCING CHANGE

The District Court Clerk's office will continue to experience growth in workload and staff in proportion to the continuing growth of County population and the concomitant increase in caseload. Of particular note is the effect of technology on the court system. Court documents are scanned and available to courtrooms, court agencies, and the attorneys via the net. This will lay the foundation for remote filing of cases,.. The overall effect of digital databases for court records is impacting clerk staffing growth and the square footage needed for case files.

SPECIAL NEEDS

- Restricted access to staff and file areas
- File-viewing area with computer terminals
- Additional space in each workstation for scanning equipment
- Consolidation of the clerk functions in a single location

CURRENT CONDITIONS

The Clerk's office is located in two primary locations within the courthouse; one area for Juvenile and Probate, the other for Civil and Criminal Divisions. Both are crowded and provide minimal space for increased staff or file areas particularly. Public areas are insufficient to meet current demand. Security provisions are generally inadequate.



JOHNSON COUNTY STRATEGIC FACILITIES MASTER PLAN

SPACE NEEDS ASSESSMENT: Clerk of District Court

Current Space: Sq. Ft.

Current Space: Sq. Ft.				2008 Needs			2013 Needs			2018 Needs			2023 Needs			
Spaces	Applied Design Standard		Net Unit Sq.Ft.	Gross Factor	No.	Total Net Sq.Ft.	Total Dept. Gross Sq.Ft.	No.	Total Net Sq.Ft.	Total Dept. Gross Sq.Ft.	No.	Total Net Sq.Ft.	Total Dept. Gross Sq.Ft.	No.	Total Net Sq.Ft.	Total Dept. Gross Sq.Ft.
	Room Std.	Description														
County Courthouse																
SPT SPACE - Admin/Support Serv																
Conference Training Room	CNF-020	20 Pers Conf Room 500 SF	500	1.35	1	500	675	1	500	675	1	500	675	1	500	675
Waiting Area	REC-0004	Reception Area 120 SF	120	1.35	1	120	162	1	120	162	1	120	162	1	120	162
Storage Closets	STOR00050	Storage Room 50 SF	50	1.35	4	200	270	4	200	270	4	200	270	4	200	270
Recycling Area	STOR00050	Storage Room 50 SF	50	1.35	1	50	68	1	50	68	1	50	68	1	50	68
Fax/Copy/Printer/Shredder/Mailroom	WKCP00300	Work/Copy/Eq Area300 SF	300	1.35	1	300	405	1	300	405	1	300	405	1	300	405
Central Supply Workroom	WKCP00300	Work/Copy/Eq Area300 SF	300	1.35	1	300	405	1	300	405	1	300	405	1	300	405
		TOTAL:			9	1,470	1,985	9	1,470	1,985	9	1,470	1,985	9	1,470	1,985
SPT SPACE - Data Entry Services																
Supply/Storage Closet (Postage Equipment)	STOR00050	Storage Room 50 SF	50	1.35	1	50	68	1	50	68	1	50	68	1	50	68
Workroom (Shelving; layout tables)	WKCP00160	Work/Copy/Eq Area 160 SF	160	1.35	1	160	216	1	160	216	1	160	216	1	160	216
Microfilm Area (Document imaging, printer, scanner)	WKCP00300	Work/Copy/Eq Area300 SF	300	1.35	1	300	405	1	300	405	1	300	405	1	300	405
Mailroom with Access Window (Counter area/so)	WKPOST0250	Bldg Postal Area 250 SF	250	1.35	1	250	338	1	250	338	1	250	338	1	250	338
		TOTAL:			4	760	1,026	4	760	1,026	4	760	1,026	4	760	1,026
SPT SPACE - Delinquency Court Ser																
Open Case File Room	FILHD-10	Hi Dnsty File 240 SF	240	1.00	7	1,680	1,680	7	1,680	1,680	7	1,680	1,680	7	1,680	1,680
Closed Case File Room	FILHD-10	Hi Dnsty File 240 SF	240	1.00	105	25,200	25,200	105	25,200	25,200	105	25,200	25,200	105	25,200	25,200
Exhibit Storage Area/Vault (Secured Space) 1@35	ST-VLT0300	Storage - Vault Large	300	1.35	1	300	405	1	300	405	1	300	405	1	300	405
Workroom (Shelving; layout tables)	WKCP00160	Work/Copy/Eq Area 160 SF	160	1.35	1	160	216	1	160	216	1	160	216	1	160	216
Records Review Area (Carrels w/ privacy baffles)	WS05	WS Typ 05 - CARREL 30 SF	30	1.40	4	120	168	4	120	168	4	120	168	4	120	168
		TOTAL:			118	27,460	27,669	118	27,460	27,669	118	27,460	27,669	118	27,460	27,669
SPT SPACE - Information Services																
Waiting Area	REC-0016	Reception Area 480 SF	480	1.35	1	480	648	1	480	648	1	480	648	1	480	648
Vault (Secure Space for cash receipts)	ST-VLT0100	Storage - Vault Small	100	1.35	1	100	135	1	100	135	1	100	135	1	100	135
Public Copy Alcove (Copy machine for public use)	WKCP00020	Work/Copy/Eq Area 20 SF	20	1.35	1	20	27	1	20	27	1	20	27	1	20	27
Copy room/forms (Copy Machine, fax, supply, wk)	WKCP00120	Work/Copy/Eq Area 120 SF	120	1.35	1	120	162	1	120	162	1	120	162	1	120	162
Information Counter	WS05	WS Typ 05 - CARREL 30 SF	30	1.40	4	120	168	4	120	168	4	120	168	4	120	168
File Viewing Alcove	WS05	WS Typ 05 - CARREL 30 SF	30	1.40	10	300	420	10	300	420	10	300	420	10	300	420
		TOTAL:			18	1,140	1,560	18	1,140	1,560	18	1,140	1,560	18	1,140	1,560
STAFF - Admin/Support Services																
Probate & Juvenile Supervisor	WS03	WS Typ. 03 90 SF	90	1.40	1	90	126	1	90	126	1	90	126	1	90	126
Criminal Supervisor	WS03	WS Typ. 03 90 SF	90	1.40	1	90	126	1	90	126	1	90	126	1	90	126
Accounting Supervisor	WS03	WS Typ. 03 90 SF	90	1.40	1	90	126	1	90	126	1	90	126	1	90	126
Civil Data Entry Supervisor	WS03	WS Typ. 03 90 SF	90	1.40	1	90	126	1	90	126	1	90	126	1	90	126
Microfilm Technician	WS03	WS Typ. 03 90 SF	90	1.40	1	90	126	1	90	126	1	90	126	1	90	126
Civil Service Supervisor	WS03	WS Typ. 03 90 SF	90	1.40	1	90	126	1	90	126	1	90	126	1	90	126
Civil Counter Clerk Supervisor	WS03	WS Typ. 03 90 SF	90	1.40	1	90	126	1	90	126	1	90	126	1	90	126

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Spaces	Applied Design Standard		Net Unit Sq.Ft.	Gross Factor	2008 Needs			2013 Needs			2018 Needs			2023 Needs		
	Room Std.	Description			No.	Total Net Sq.Ft.	Total Dept. Gross Sq.Ft.	No.	Total Net Sq.Ft.	Total Dept. Gross Sq.Ft.	No.	Total Net Sq.Ft.	Total Dept. Gross Sq.Ft.	No.	Total Net Sq.Ft.	Total Dept. Gross Sq.Ft.
		<i>TOTAL:</i>			7	630	882	7	630	882	7	630	882	7	630	882
STAFF - Data Entry Services																
Clerk of Court	POFC0180	Private Office 180 SF	180	1.35	1	180	243	1	180	243	1	180	243	1	180	243
Civil Counter Clerks	WS01	WS Typ. 01 53 SF	53	1.40	7	368	515	7	368	515	7	368	515	8	420	588
Civil Service Clerks	WS01	WS Typ. 01 53 SF	53	1.40	9	473	662	9	473	662	9	473	662	10	525	735
		<i>TOTAL:</i>			17	1,020	1,419	17	1,020	1,419	17	1,020	1,419	19	1,125	1,566
STAFF - Delinquency Court Service																
Civil Data Entry Clerks	WS01	WS Typ. 01 53 SF	53	1.40	10	525	735	10	525	735	10	525	735	11	578	809
Accounting Clerks	WS01	WS Typ. 01 53 SF	53	1.40	4	210	294	4	210	294	4	210	294	4	210	294
Criminal Clerks	WS01	WS Typ. 01 53 SF	53	1.40	7	368	515	7	368	515	7	368	515	7	368	515
		<i>TOTAL:</i>			21	1,103	1,544	21	1,103	1,544	21	1,103	1,544	22	1,155	1,617
STAFF - Information Services																
Probate & Juvenile Clerks	WS01	WS Typ. 01 53 SF	53	1.40	9	473	662	9	473	662	9	473	662	9	473	662
Records Division Clerks	WS01	WS Typ. 01 53 SF	53	1.40	8	420	588	8	420	588	8	420	588	9	473	662
Records Division Supervisor	WS03	WS Typ. 03 90 SF	90	1.40	1	90	126	1	90	126	1	90	126	1	90	126
		<i>TOTAL:</i>			18	983	1,376	18	983	1,376	18	983	1,376	19	1,035	1,449
Fac Ops Warehouse		<i>BUILDING TOTALS:</i>				34,565	37,460		34,565	37,460		34,565	37,460		34,775	37,754
SPT SPACE																
Off-Site Storage (acct'd in Bldg.Supt) - 1 @ 3800	STOR05000	Storage Area 5000 SF	5000	1.10	1	5,000	5,500	0	0	0	0	0	0	0	0	0
		<i>TOTAL:</i>			1	5,000	5,500	0	0	0	0	0	0	0	0	0
		<i>BUILDING TOTALS:</i>				5,000	5,500		0	0		0	0		0	0
Contingency Space Allowance (1% per year)										1,873			3,746			5,663
TOTAL REQUIRED						39,565	42,960		34,565	39,332		34,565	41,205		34,775	43,417