

Clerk of Court

RESPONSIBILITIES AND SERVICES:

- Record criminal cases heard in the Court of General Sessions
- Record cases heard in the Court of Common Pleas when the value of property exceeds \$7,500; for claims less than \$7,500, see Magistrate Court. Filing fee for Civil Court is \$150.00
- Maintain the records of Family Court which include juveniles, domestic relations, child support, abuse and neglect, domestic abuse, adoption and name changes
- Keep records of judgments for the Court of Common Pleas
- Prepare and schedule hearing documents for Family Court Judge
- Select and notify jurors
- Appoint attorneys for indigent citizens
- Record military discharges
- Collect and disburse court-ordered money
- Maintain records of Bond issues
- Maintain records of Deeds, Mortgages, and other land records; also Powers of Attorney
- Issue firework licenses
- [Notary Public Application](#)

- **Clerk of Court does not perform criminal background checks**
- **Clerk of Court does not perform title searches**