

CLERKS OF COURT Breakout Session

CHECKLIST

- ◆ Oaths of office taken, signed, and filed with County Clerk. Sample Oaths are on the CTAS website
→Reference→County Operations→Sample Documents→Oaths of Office
- ◆ Your surety bond is approved and certified by the appropriate court – Circuit, Chancery, Criminal, General Sessions, or Juvenile Court - entered into the minutes of the court, recorded with the Register of Deeds, and filed with the County Clerk. Note: the bond must be transmitted to the County Clerk for filing within thirty (30) days after the election. If obtaining insurance instead of a bond, the certificate of insurance must be recorded with the Register of Deeds.
- ◆ Consult with the County Attorney before dismissing employees or making significant personnel changes. (Do not fire anyone!)
- ◆ Review records management guidelines and office record retention schedules before discarding any information/records.
- ◆ Review the office bank accounts (including investments), petty cash, and contracts. Complete signature card, review account status and privileges.
- ◆ Determine if your office is on the budgetary or fee system.
- ◆ New fee officials have thirty (30) days from taking office to sign a letter of agreement or file a salary suit regarding staffing levels and funding.
- ◆ Policy review:
 - County ethics policy
 - Personnel Policy
 - Internal controls, risk assessments, and internal office policies and procedures.
- ◆ In your county's budget or finance office: (These should be in your mayor's office if decentralized or in the finance or budget office in counties with centralized finance.)
 - Obtain and review your office's budget and the most recent statement of expenditures.
 - Obtain a list of your office's fixed assets and review it for accuracy.
 - Review the county's current purchasing policy
- ◆ Review the CTAS Clerks of Court Manual which can be found on the CTAS website (e-Li).
- ◆ Contact computer vendor or county network services regarding access to your office system.