

*Fulton County Court Improvement Task Force
Analysis of Operational and Administrative Functions*

Core Court Functions		Superior Court	State Court	Magistrate Court
Intake / Filing	Formal Name	Clerk	Chief Clerk	
	Duties	<p>Receives all court costs; Charges and collects in advance fees for recording deeds, mortgages, and other instruments which are legally entitled to be recorded on the deed and mortgage records; Issues and signs every summons, writ, execution, process, order or other paper under authority of court; Maintains the clerk's automated civil and criminal case management systems; Keeps an electronic database for recording all deeds, liens, executions, lis pendens, maps and plats, and all other documents concerning or evidencing title to real or personal property; Generates a transcript of the record for appeals to the Supreme Court or Court of Appeals</p>	<p>Plans and programs overall operations; Directs executive and financial functions, including budgeting, staffing, strategic planning, and the allocation of resources and court services; Manages human resources; Develops, monitors, and facilitates implementation of policies and procedures; Oversees the automated case management system; Prepares reports on court operations and programs; Forecasts future trends in court operations; Advises assigned staff on legal issues that impact court operations; Prepares court orders and issues legal opinions as required</p>	
	Authority for Position	General Law / O.C.G.A. § 15-6-50.	Local Law / Ga. L. 1976, p. 3023.	Local Law / Ga. L. 1980, p. 3735.
	Method of Selection	Elected by the public	Appointed by State Court judges	

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Judicial Administration	Formal Name	Chief Judge	Chief Judge	Chief Magistrate
	Duties	<p>Responsible for the administration and the expeditious disposition of the business of the court; Establishes court procedures; Appoints the six-member board of jury commissioners; Employs court administrator; Requests the assistance of judges from either inside or outside of the county; When necessary, authors written order for session of Superior Court to be held outside county site; Certifies to the Council of Superior Court Judges of Georgia the names and addresses of all persons appointed as court reporters for the superior courts</p>	<p>Responsible for the administration and expeditious disposition of the business of the court; Makes rules necessary for the purpose of administration; Allocates the jurisdiction and power of the court and the duties of the judges, provided that any assignment of cases to or among the other judges shall be in accordance with a published rule of the court; Assigns to the judges of the court the business of the court; Makes and publishes calendars; Appoints part-time magistrates upon the recommendation of the chief magistrate on an annual basis; Appoints full-time magistrates</p>	<p>Recommends the appointment of part-time magistrates on an annual basis; Assigns cases among the several magistrates and decides any disputes between magistrates</p>
	Authority for Position	Local Procedure of Atlanta Judicial Circuit R. 120	Local Law / Ga. L. 1976, p. 3023.	Local Law / Ga. L. 1983, p. 4373.
	Method of Selection	Elected by Superior Court judges	Appointed by State Court judges	

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Court Administration	Formal Name	Court Administrator	Court Administrator	
	Duties	Responsible for all administrative and executive operations of the respective courts including the management of caseload, human resources, fiscal administration, technology, information systems, and office space; intergovernmental liaison, community relations and public information, research and advisory services, and secretarial services.		
	District Court Administrator Duties	<p>Under O.C.G.A. § 15-5-6, assist the district administrative judge in (1) requesting, collecting and evaluating information from the courts of record within the judicial administrative district and (2) authorizing and assigning visiting superior court judges;</p> <p>Provide general court administrative services and other duties as assigned, e.g. recommends and implements innovative programs and procedures to improve court operations;</p> <p>cooperates with governmental officials, bar associations and court related agencies and officials on a local, regional and state level; prepares grant applications;</p> <p>assigns civil actions against judicial officers to superior court judges of the circuit</p>	N/A	
	Authority for Position	General Law / O.C.G.A. §§ 15-6-28; 15-5-6	Local Law / Ga. L. 1999, p. 3781.	
	Method of Selection	Appointed by Chief Judge with majority consensus of the judges	Appointed by State Court judges	

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Court Interpreters	Duties	Interpret from foreign or sign language into English in court proceedings		
	Organization	Requested by Court Administration	Requested by Court Administration	
	Authority for Position	General Laws / O.C.G.A. § 15-1-14; O.C.G.A. § 24-9-102 (effective until January 1, 2013); Georgia Supreme Court Order on the Use of Interpreters		
Jury Clerks / Juror Management	Duties	Oversee processes and requirements related to juries, including administering questionnaires or summonses to prospective jurors and facilitating jury selection		N/A
	Organization	Create jury pool		
		Independently select jurors for Superior and Probate Courts from county jury pool	Independently select jurors for State Court from county jury pool	
	Authority for Position	General Law / O.C.G.A. § 15-12-23.		
Method of Selection	Appointed by Chief Judge	Hired by Court Administration with consent of the judges		
Court Reporters	Duties	Attend court and, when directed by the judge, record testimony and proceedings in a criminal or civil case		
	Organization	Generally, a court reporter is assigned to a judge, although some court reporters are shared and assigned by Court Administration	Pool of shared court reporters; assigned by senior court reporter	N/A
	Authority for Position	General Law / O.C.G.A. § 15-14-1.	General Law / O.C.G.A. § 15-7-47.	
	Method of Selection	Hired by assigned judge or Court Administration	Hired by Court Administration	Provided by parties

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Affiliated Court Functions		Superior Court	State Court	Magistrate Court
Law Enforcement and Security	Formal Name	Sheriff's Department	Marshal's Department	
	Duties	Acts as general law enforcement officer; Provides security in Superior Court; Executes and returns the processes and orders of the courts; Publishes sales, citations, and other proceedings as required by law and keeps a file of all newspapers in which official advertisements appear; Keeps an execution docket; Keeps record of all sales made by process of court or by agreement of the parties under the sanction of the court	Acts as general law enforcement officer; Serves civil process; Executes eviction writs; Executes Probation and Magistrate Court warrants; Enforces writs of possession (turn over orders); Conducts Judicial Sales; Serves dispossessory warrants; Provides security in State and Magistrate Courts	
	Authority for Position	General Law / O.C.G.A. § 15-16-1.	Local Law / Ga. L. 1976, p. 3023.	Local Law / Ga. L. 1981, p. 3262.
	Method of Selection	Elected by the public	Appointed by the State Court judges	
Prosecution	Formal Name	District Attorney	Solicitor	
	Duties	Prosecutes all felony crimes on behalf of the citizens of Fulton County; Advises law enforcement officers concerning the sufficiency of evidence, warrants, and similar matters relating to the investigation and prosecution of criminal offenses; Prosecutes and defends any civil action where the state is an interested party*	Investigates, charges, and prosecutes misdemeanor violations of Georgia statutes and county ordinances; Handles administrative hearings for welfare fraud and child abandonment cases	
	Authority for Position	General Law / O.C.G.A. § 15-18-1.	General Law / O.C.G.A. § 15-18-60.	
	Method of Selection	Elected by the public	Elected by the public	
*Note that in the case of civil matters, the District Attorney would represent Fulton County in State or Magistrate Court. O.C.G.A. § 15-18-6.				

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Affiliated Court Functions		Superior Court	State Court	Magistrate Court
Public Defense	Formal Name	Public Defender		
	Duties	Provides representation to indigent defendants		
	Authority for Position	General Law / O.C.G.A. § 17-12-20.		
	Method of Selection	Nominated by Public Defender Supervisory Panel; Appointed by Director of Panel		
	Formal Name	Metro Conflict Defender Office		
	Duties	Provides representation to defendants when the Public Defender already represents one defendant in a case; Handles excess cases from Public Defender's Office		
	Authority for Position	General Law / O.C.G.A. §§ 17-12-12.1; 17-12-22		
	Method of Selection	Privately run; Appointed by Judge, Court Administrator, or Public Defender on a case-by-case basis		