



Marion County Clerk's Office

Kate Sweeney Bell - Clerk of the Circuit Court

Jennifer Pimpton - Civil Division Director

Who are we and
what do we do?



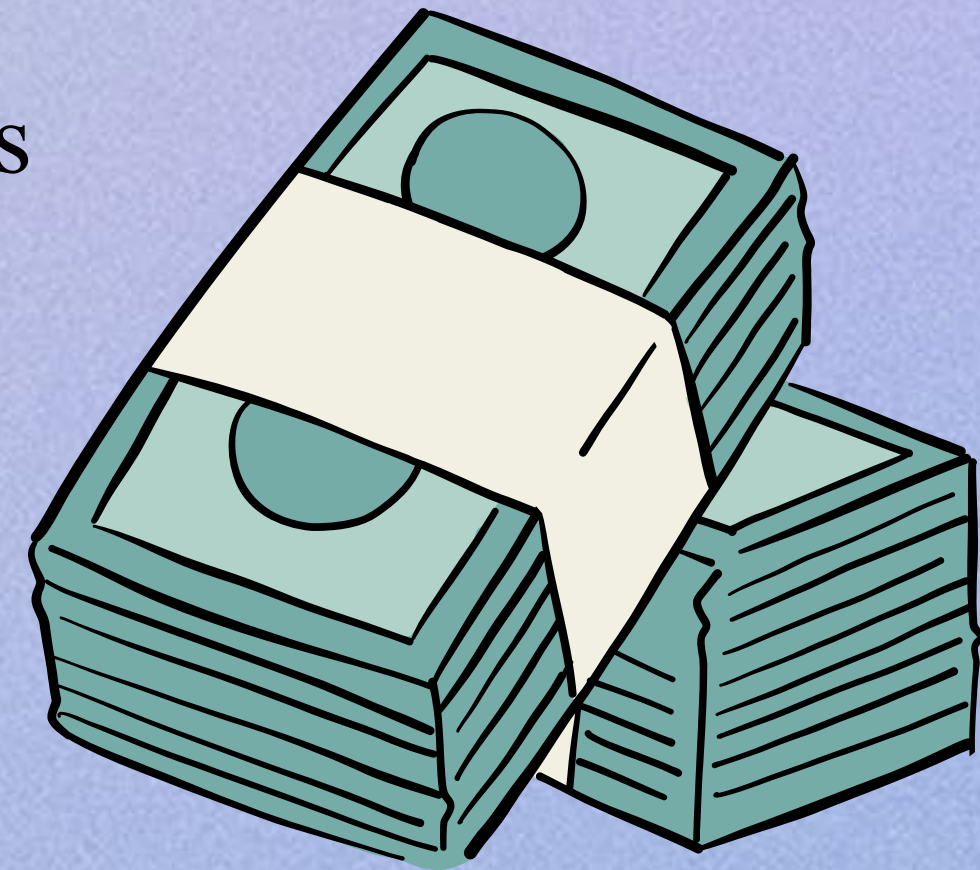
County Clerk's Offices were
established by the Indiana
Constitution to serve as the record
keepers for the constitutionally
created Circuit Court.

The Clerk is elected by the
residents of their respective
counties and is limited to serving
two consecutive terms.

The Clerk serves as:



- Trustee of child support collections ordered by the court
- Chief financial officer to the courts by collecting, disbursing, and reconciling monies related to court cases.
- Collection for the courts, including filing fees, court costs, and judgment monies in civil cases. In criminal and infraction cases, the office collects:
 - Fees and fines for city, county, and state jurisdictions
 - Deferral and pretrial diversion fees
 - Bail bond monies
 - Restitution
 - Probation-related fees.





Marion County Election Board

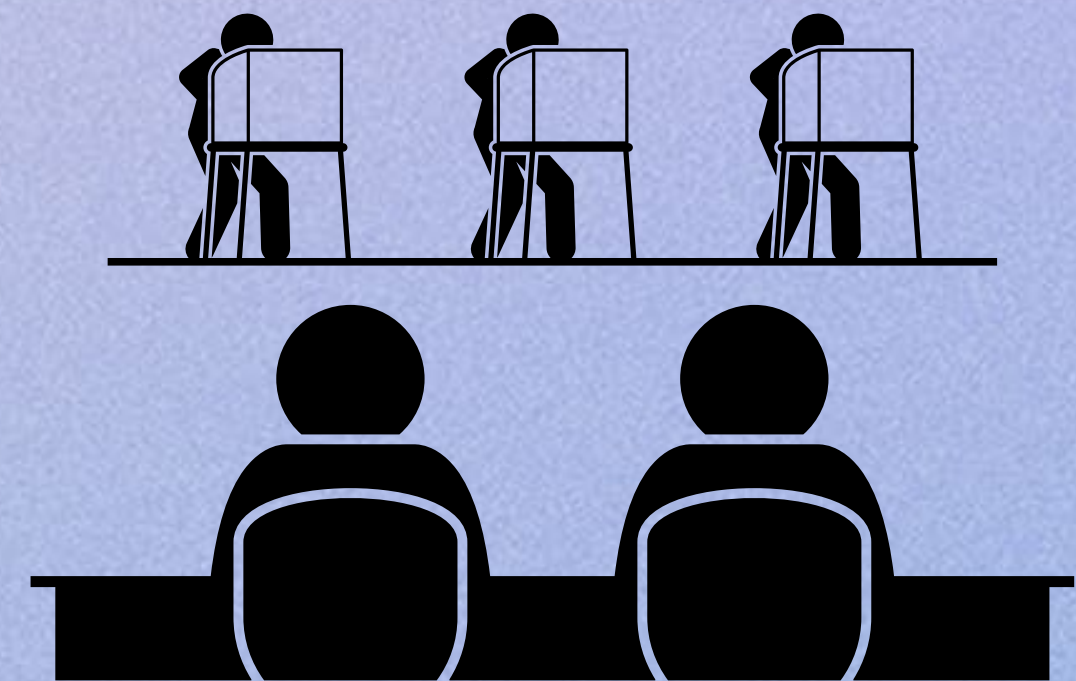


The Clerk also serves as the Secretary to the County Election Board.

The Election Board oversees federal, state, county, city, and school district elections

The board's administrative duties include:

- Accepting campaign finance and candidate filing forms
- Handling election ballots
- Maintaining voting machines
- Training election officials
- Counting and certifying votes





We Also...

- Are the record keepers for the court
- Process new case filings and subsequent case filings
- Issue and process new summons for various case types
- Process online and in-person Protective Orders
- Issue Marriage Licenses
- Handle probate matters
- Handle domestic relation cases
- Handle environmental cases
- Handle Juvenile cases
- Staff the 24/7/365 Initial Hearing Court



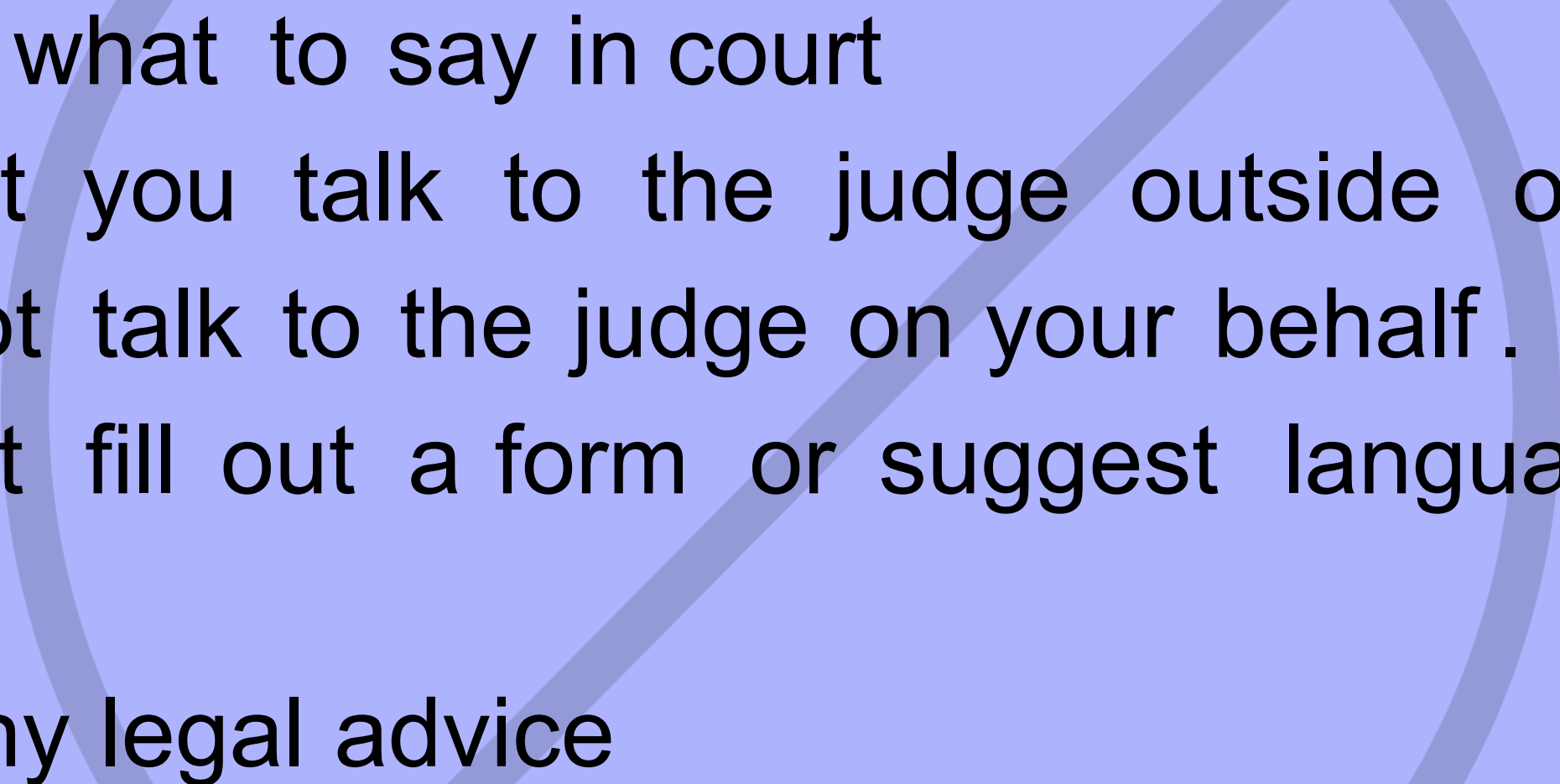
Story Time

Challenges and Issues We Face



- The Customer may not understand what we can and cannot assist with, or they may not understand what services they may actually need.
- Part of our customer service goal is to get the customer to the right place, agency, or service, while remaining in the parameters of not providing legal advice.
- This can be challenging as we are limited on what advice we can provide.
- Other agencies like the prosecutor's office, specific court staff, police or sheriff departments, the BMV, township courts, or DCS may be responsible for what the customer is looking for.

What We Cannot Do

- 
- Advise on what to say in court
 - Cannot let you talk to the judge outside of court . We also cannot talk to the judge on your behalf .
 - We cannot fill out a form or suggest language you can use
 - Provide any legal advice

We provide website addresses and phone numbers to
lawyer referral services

We refer the public to the Legal Resource Center
located in the Community Justice Center at
675 Justice Way 46203

We provide hearing info and case information

We check for correct case number, signatures,
notarization, complete forms

HOW WE
help

TRANSLATE-LISTEN TO WHAT IS
NEEDED

ADAPT TO CUSTOMER NEEDS

DESIGNATE- WHO CAN HELP WITH
ISSUE?

HAVE CROSS CULTURE AWARENESS

CTRL+ ALT+ DEL-
CONTROL YOURSELF
ALTER YOUR THINKING
DELETE NEGATIVITY



erience



The key to
remember is that a
lot of times we are
aiding customers
on their worst day.



Questions

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