

County Clerk/Register of Deeds

County Administration Building
300 Monroe Avenue NW, Grand Rapids, MI 49503-2206
Phone: (616) 632-7640 Fax: (616) 632-7645

Mission

Maintain public records for the citizens of Kent County. Disseminate information requested in a proficient, timely manner.

Overview

The Kent County Clerk's Office has three major functions: to manage County elections; to manage vital County citizens' records; and to process and maintain all Circuit Court files. In Kent County, the Clerk is also the Register of Deeds. The Clerk is also the Clerk of the Board of Commissioners, and statutorily serves on numerous County boards and commissions.

The County Clerk's Elections Division oversees all elections conducted in Kent County, monitors compliance of campaign finance laws as they pertain to county and local candidates for public office, and is a source of information for Kent County's voters.

The Register of Deeds Office records all documents pertaining to real property in Kent County, including deeds, mortgages, land contracts, liens, and other documents pertaining to real estate.

The Clerk files, stores, and retains original vital records including birth, death, and marriage records, and makes certified copies available to the public. The Clerk also processes applications for and issues concealed pistol licenses, notaries public, business registrations, and records military discharges.

As Clerk of the Circuit Court, she keeps the Circuit Court's records and daily supports all judicial activity in open and closed cases. The Clerk opens, maintains, tracks, and stores the records for all cases filed in the Circuit Court, including all juvenile court cases. Litigants file at the Clerk of the Court's office for divorce, other family matters, civil actions for which the amount of damages exceeds \$25,000, and other civil matters within the jurisdiction of the Circuit Court. Additionally, all felony criminal cases are filed with the Clerk. The Clerk of the Court's financial division processes payments for court-ordered fines, costs, restitution, forensic fees, and other assessments.

Significant Accomplishments

- The Register of Deeds office has worked collaboratively with mortgage and title company customers to increase the percentage of documents filed via eRecording from 35 to 50%, making the recording process more efficient and effective for both the county and our customers.
- Our Elections Department oversaw the hand recount of the 2016 Presidential Election. In just two days, volunteers recounted over 153,000 of the 313,000 total ballots cast within the county, prior to the halt of the recount. Throughout this process, Kent County was praised as a model in conducting secure and transparent elections.

Strategic Goals

- Comply with state and federal laws to ensure secure, and transparent elections (Citizen Participation)
- Maintain real property records to safeguard legal chains of title (Proactive and Innovative Government)
- Keep Circuit Court records secure and complete in order to support the administration of justice (Safe Community)
- Process and maintain filings/ records in accordance with state and federal statutes and policies to ensure the integrity of the legally deemed vital records of the community (High Quality of Life)

DEPARTMENT: COUNTY CLERK/REGISTER OF DEEDS

Department Mission Statement:

Maintain public records for the citizens of Kent County. Disseminate information requested in a proficient, timely manner.

Service Area: Clerk/Register of Deeds

Service Area Mission Statement:

To administer Michigan statutes as they apply to the Register of Deeds office.

Goal

- Maintain real property records to safeguard legal chains of title

Objectives

- Record 100% of all documents that meet statutory recording requirements within five business days of receipt
- Achieve 99.5% accuracy when indexing documents

Indicators	2014 Actual	2015 Expected/ Actual	2016 Expected/ Actual	2017 Expected/ Actual
Outcomes				
Percent of documents indexed accurately	99.50%	99.50%/ 99.50%	99.50%/ 99.50%	99.50%
Percent of documents recorded within five business days	100.00%	100.00%/ 100.00%	100.00%/ 100.00%	100.00%

Indicators	2014 Actual	2015 Expected/ Actual	2016 Expected/ Actual	2017 Expected/ Actual
Outputs				
Number of documents indexed accurately	106,782	99,500/ 112,490	99,500/ 114,400	106,500
Number of documents recorded within five business days	107,319	105,000/ 113,050	105,000/ 114,970	107,000

Service Area: Clerk/Vital Records

Service Area Mission Statement:

To administer Michigan statutes as they pertain to the County Clerk's office.

Goal

- Process and maintain filings/records in accordance with state and federal statutes and policies to ensure the integrity of the legally deemed vital records of the community

Objectives

- Achieve 99.9% accuracy when indexing documents recorded
- Respond to 100% of requests within four business days of receipt

Indicators	2014 Actual	2015 Expected/ Actual	2016 Expected/ Actual	2017 Expected/ Actual
Outcomes				
Percent documents indexed accurately	99.90%	99.90%/99.90%	99.90%/99.90%	99.90%
Percent requests processed within four business days	100.00%	100.00%/100.00%	100.00%/100.00%	100.00%

Indicators	2014 Actual	2015 Expected/ Actual	2016 Expected/ Actual	2017 Expected/ Actual
Outputs				
Number of vital records received and processed	25,486	20,500/ 26,740	22,000/ 26,569	22,000
Number of customer requests processed timely	49,314	50,000/ 52,520	50,000/ 54,634	50,000

Service Area: Clerk/Elections

Service Area Mission Statement:

Ensure accurate, effective and efficient electoral processes in compliance with federal and state statutes and rules.

Goal

- Comply with state and federal laws to ensure secure, transparent elections

Objectives

- Process 100% of all voter registrations within five business days of receipt
- Distribute supplies to 100% of all precincts 30 days prior to election
- Publish 100% of all statutorily mandated election notices at least 10 days prior to each election

Indicators	2014 Actual	2015 Expected/ Actual	2016 Expected/ Actual	2017 Expected/ Actual
Outcomes				
Percent of voter registrations processed within five days	100.00%	100.00%/100.00%	100.00%/100.00%	100.00%
Percent of supplies distributed to precincts 30 days prior to election	100.00%	100.00%/100.00%	100.00%/100.00%	100.00%
Percent of notices published 10 days before election	100.00%	100.00%/100.00%	100.00%/100.00%	100.00%

Indicators	2014 Actual	2015 Expected/ Actual	2016 Expected/ Actual	2017 Expected/ Actual
Outputs				
Number of voter registrations received and processed	14,820	12,000/ 10,044	20,000/ 29,340	10,000
Assembled and provided supply kits to local clerks for each voting precinct and absentee counting board 32 days prior to each election. Note: precinct numbers may fluctuate with each election	260	260/ 307	300/ 318	223
Two notices published for each election	100.00%	100.00%/100.00%	100.00%/100.00%	100.00%

Service Area: Clerk/Courts

Service Area Mission Statement:

Maintain the 17th Circuit Court's records on behalf of the Court and the public.

Goal

- Keep Circuit Court records secure and complete in order to support the administration of justice

Objectives

- Achieve 99% accuracy with court filings & registers of actions for court files
- Release information requested from court files within five business days of receipt
- Maintain, deliver, retrieve files for all court and referee proceedings accurately and timely

	2014 Actual	2015 Expected/ Actual	2016 Expected/ Actual	2017 Expected/ Actual
Indicators				
Outcomes				
Percent of documents filed within five business days	100.00%	100.00%/ 100.00%	100.00%/ 100.00%	100.00%

	2014 Actual	2015 Expected/ Actual	2016 Expected/ Actual	2017 Expected/ Actual
Indicators				
Efficiencies				
Percent of accurately filed documents	99.00%	99.00%/ 99.00%	99.00%/ 99.50%	99.50%

	2014 Actual	2015 Expected/ Actual	2016 Expected/ Actual	2017 Expected/ Actual
Indicators				
Outputs				
Number of documents filed	342,065	350,000/ 279,470	280,000/ 380,722	375,000
Number of documents filed accurately	338,644	350,000/ 276,675	280,000/ 378,818	373,125
Number of files requested and pulled for court and public annually	81,640	70,000/ 66,420	70,000/ 84,500	80,000