

LAR 7

Yakima County Superior Court

SUPERIOR COURT CLERK'S REVENUE BILLING DUTIES

The Yakima County Superior Court Clerk is a fiduciary to the Court, County Departments and the public. The Clerk's Office handles money belonging to all three stakeholders on a daily basis. The Clerk has a responsibility to collect and handle money pursuant to court orders and the law. Transparency and accuracy is paramount. The Clerk is an Officer of the Court. The Clerk must, in the performance of his or her duties, conform to the direction of the Court. The Court directs the Clerk as follows:

The Yakima County Superior Court Clerk shall timely, accurately and on a monthly basis bill any entity owing funds for Yakima County Superior Court services.

Any presently outstanding services shall be billed immediately.

The Yakima County Superior Court Clerk receives revenue on behalf of the court for the following services:

- Involuntary Treatment Act (ITA) Proceedings
- Jury Services
- Department of Social and Health Services Child Support Division

The Clerk shall bill each agency associated with each service every month beginning immediately.

Upon completion each month, the Clerk shall forward a copy of the billings to the Superior Court Presiding Judge, to include all formulas, spreadsheets and/or accounting methods used to determine amount due.

Adopted as emergency rule

Effective 8/9/2016