



# MUNICIPAL COURT

---

COURT ADMINISTRATOR: MANDY BALCOM

# MUNICIPAL COURT TEAM

Judge Williams

Mandy Balcom





# MUNICIPAL COURT

## Priority 1 – Education

Continue further education by attending webinars, online classes and networking with other courts until in person conferences start back up. Due to COVID and being unable to go to conferences to learn about new laws & policies, it is solely up to the Judge and I to seek out this training and expertise to make sure the court is in compliance with all new legislative changes and any other legal issues that may arise.

## Priority 2 – Compliance with State of Oregon Retention policies

- Creating reports for cases that are due to be destroyed and purged from the system, then shredding those files.
- To audit all adjudicated and open cases for purging due to age of the case. (By Oregon Statute, cases can only be held and collected on for 20 years from the date of adjudication)

## Priority 3 – Continue Scanning Project

- Keep up on daily scanning of all new cases.
- Older Violation cases should be close to being done by end of FY 2022. So the goal is to start to prepare and scan open misdemeanor cases (excluding warrants and cases currently on payment plans), then hopefully move onto closed cases by year.

## Priority 4 – Expand Pool for Court Appointed Attorney

