

What Does a Court Clerk Do? Key Roles and Responsibilities

The comings and goings of a busy courthouse may leave visitors asking, “What does a court clerk do?” Since court clerks see to the smooth running of the court, from preparing documents to coordinating schedules, it’s perhaps easier to ask what it is a court clerk *doesn’t* do.

As pressures on the court system have increased over recent years, the role of clerks has become even more complex and crucial. It’s no exaggeration to say that without the technological savvy and meticulous organization of the clerks, the court system wouldn’t function.

The Pillars of Court Administration: Essential Functions of Court Clerks

Many who look into how to become a court clerk are surprised at the diverse array of knowledge and skills the role encompasses. However, court clerks have a significant presence on the legal scene and, in many ways, are the backbone of the judicial system.

In the United States in 2022, there were approximately [24,247 court clerks](#) undertaking a variety of essential administrative tasks for the courts. Today, the number has increased quite significantly, with many making use of modern technology.

Managing and Organizing the Court Records

If asked, “What does a clerk do?”, the most likely answer is that a clerk keeps the court records. This is true, although it’s a role that cannot be understated. Keeping accurate records is a vital task that goes beyond simple filing. It preserves the many types of documents that pertain to the

motions, orders, and judgments made by the court so that they are always accessible.

Coordinating Court Schedules and Proceedings

Clerks are fundamental to the efficient operation of the court. They oversee its calendar, scheduling hearings, trials, and other legal proceedings into its working hours and notifying the parties involved. It's a complicated task that requires high levels of organization and attention to detail to avoid scheduling conflicts with their implications on legal proceedings.

Liaisons Between the Court and the Public

As well as being expert organizers, court clerks also need to be good communicators. Their role includes acting as a liaison between the public and the court. They explain procedures and help the attorneys, litigants, and the public with form-filing and document filing.

Court clerks guide the public through court procedures and often they are the first point of contact for visitors. They are the human face of the court and demystify its processes. It's the reason why good communication skills feature so highly on the list of court clerk requirements.

Custodians of Court Finances

Court clerks also manage the court's finances. The role includes collecting and processing fines, fees, and bail payments, keeping accurate records, and preparing financial reports.

Administrators of Oaths and Affirmations

When people consider a question like "What does a court clerk do?", they don't always realize that court clerks have real legal authority and can perform legal duties. They might swear in witnesses ready to testify or stand as witnesses to an oath or affirmation.

Their role ensures procedures around giving testimonies are followed correctly and underscores the high regard the court system has for their

integrity.

Facilitators of Jury Management

Not all jurisdictions hold jury trials, but where they do, the court clerk oversees its management. Not only do they make sure the jury is well-orientated and properly cared for, they assist with jury selection.

Because clerks have a role in maintaining the fairness and impartiality of jury trials, they undertake rigorous training. It includes ongoing professional development either in a specialism or to keep up to date with changes in the law or court procedures.

These days, anyone considering how to become a clerk of the court will need to be computer literate. During training, they must demonstrate growing competency with the range of IT tools that facilitate the court's efficiency. This includes suites like TimeSolv.

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Empowering Court Clerks with TimeSolv's Innovative Solutions

TimeSolv's suite of tools is designed to enhance the efficiency and effectiveness of court clerks. It streamlines complex tasks, many of which the court clerks face on a daily basis. For instance:

Streamlined Document Management

Every court produces copious amounts of documents, and every single one must be filed accurately for easy retrieval. TimeSolv's [document management feature](#) simplifies this process allowing the creation of unlimited folders and subfolders with custom tagging and descriptions that mean the file can be quickly located.

Enhanced Collaboration and Dropbox Integration

Although people might ask, "What does a court clerk do?", most understand the clerk has a vital role as a communicator and liaison. [Dropbox is integrated seamlessly into the TimeSolv suite](#). It's a feature that allows easy file sharing between the court staff and the attorneys. It improves collaboration, whilst reducing errors.

Efficient Time Tracking

TimeSolv's [time-tracking feature](#) helps clerks manage and optimize their workflow. It identifies the most time-intensive tasks, highlighting areas for improvement and helping justify resource allocation.

Simplified Scheduling and Project Management

The TimeSolv toolkit can help clerks manage the court's complex schedules. It sets milestones and tracks progress. It's a time saver that can be used to share information between court employees and clients.

Deliver Advanced Justice through Technology!

So, what is a court clerk? Nothing less than an unsung hero of the justice system. Clerks keep the courts running. However, the role has grown in complexity, and without the support of technology, it would be unfairly demanding.

TimeSolv's suite of solutions offers valuable support for every legal professional, saving time, reducing errors, and increasing efficiency across the board.

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