



Fulton County Magistrate Court
Justice Center Tower
185 Central Avenue, Suite T-1605
Atlanta, Georgia 30303

April 16, 2019

Cathlene "Tina" Robinson
Fulton County Clerk of the
Superior and Magistrate Courts
136 Pryor Street, C-155
Atlanta, Georgia 30303

Dear Ms. Robinson:

As you know, pursuant to O.C.G.A. §15-10-105(b), the Fulton County Board of Commissioners, with your consent, appointed you the Clerk of Magistrate Court, effective January 1, 2016. (See Attachment "A") As a result of your appointment and at my direction, thirty nine (39) positions and \$2,306,228 were transferred to your budget with the adoption of the 2016 budget to support Magistrate Court Clerk functions. (See Attachment "B") Since 2016, additional funds and positions have been made available to you for Magistrate Court Clerk operations.

Regardless of the method in which you were appointed and regardless of your separate role as Superior Court Clerk, your duties as Clerk of Magistrate Court "shall be assigned by the chief magistrate." O.C.G.A. §15-10-105.1. Accordingly, with respect to your role only as Clerk of Magistrate Court and with the resources that have been made available to you for that specific function, I am requesting that the following tasks be completed:

1. Return only and all Magistrate court clerk functions and designated employees to TG-100;
2. Return the individual previously designated as "Deputy Court Administrator," now titled Chief Deputy Clerk to Magistrate Court Administration within 60 days;
3. Identify Magistrate Court resources for clerks and court sought through the BOC or other channels;
4. Provide monthly written updates on any projects affecting Magistrate Court and delay implementation until approval by the Chief Magistrate Judge;

5. Create deputy clerk teams that align with the functions of the Magistrate court judge tracks;
6. Schedule cases as outlined by Chief Magistrate and/or Court Administration;
7. Notate each individual case through the digital recording system in each courtroom where recording occurs;
8. Track criminal and civil cases to dispositions and provide a monthly list of cases that require judicial review;
9. Remove any magistrate court administration-developed forms (work product) from the Clerk website. Refer litigants instead to the Magistrate Court website for questions about court practices, policies, and forms;
10. Provide data in an appropriately compiled and indexed form within 30 days to the National Center for State Courts, as requested by the initial email on March 29, 2019;
11. Provide all data requested from the Chief Magistrate in a timely manner;
12. Provide written business processes for each civil, criminal and appellate calendar/ track in Magistrate Court clerical processes; and
13. Provide an inventory of IT resources currently deployed or anticipated to be deployed on behalf of the Magistrate Court, including to Magistrate Court judges and Magistrate Court Administration.

My request is not intended to encroach upon your status as the elected Clerk of Superior Court and, instead, is narrowly tailored to the authority and oversight conferred to me as Chief Magistrate. Please let me know if you have objection to completing any of the above tasks.

Sincerely,

Cassandra Kirk

Cassandra Kirk
Chief Magistrate Judge and Court Administrator

Attachments: 2

cc: Patrise Perkins-Hooker, County Attorney