



Ripped from the headlines

(you cannot make this up!)



Defendant comes into your office to pay off \$15,000 judgment.

Defendant hands you a personal check for \$17,380 (says he miscalculated the amount of interest due).

- What did clerk do?
- What should clerk have done?

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Ripped from the headlines (you cannot make this up!)

Man comes to your office to claim money you have been holding for him since he was 13 years old.



Man says he is 18 years old and presents his driver's license.

Man is actually the minor's parent with the same name.

What did clerk do?

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What should clerk have done?

Ways to Avoid Liability January 2015 3

Ripped from the headlines (you cannot make this up!) Claim of Lien filed by Homebuilders, Inc. against John Phillips, General Contractor, for \$25,000. 2001 M 72 The next day, Greensboro Roofing files a claim of lien

- The next day, Greensboro Rooting files a claim of ilen against John Philips, General Contractor, for \$5,000.
 2001 M 78
- Two weeks later Greensboro Roofing notifies you in writing that the lien against John Phillips has been satisfied and you mark the lien cancelled.

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Ways to Avoid Liability January 2015 5

- Read carefully. Which lien did the clerk cancel?
- Which lien should have been cancelled?

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Ripped from the headlines

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Guardianship Bonds: Minor's parents die in murder/suicide

- \$240,000 in insurance due to minor
- Clerk told guardian, in front of guardian's attorney, to get bond
- Clerk's next contact with guardian was more than two years later
 - ✓ What happened with money?
 - ✓ What could Clerk have done to prevent loss?

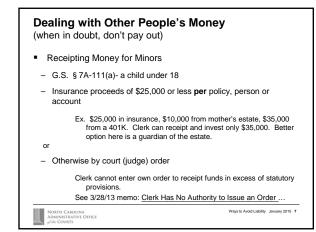
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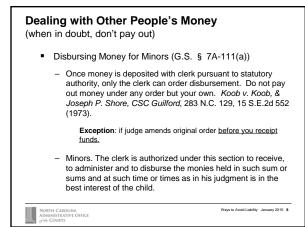
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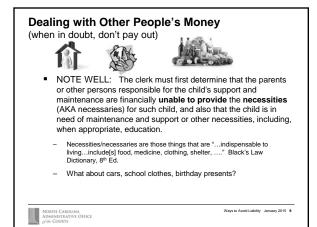
Guardianship Bonds

- Bond is required for a General Guardian or Guardian of the Estate [G.S. § 35A-1230]
 - \checkmark Always set bond in these estates, <u>regardless of income</u>
 - ✓ If there is <u>also</u> Social Security Income, bond on that amount as well
 - ✓ Clerk is liable if no bond is set [GS § 35A-1238]

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Dealing with Other People's Money (when in doubt, don't pay out)

 Any monies paid to the clerk of the superior court under [G.S. § 7A-111] of this section shall also include the name, last known address, <u>social security number or taxpayer identification number</u> of the beneficiary or payee, and the name and address of the nearest relative of the beneficiary.
 Reasons for these requirements

Ways to Avoid Liability January 2015 10

Ways to Avoid Liability January 2015 11

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Dealing with Other People's Money (when in doubt, don't pay out)

Receipting Money for Incapacitated Adults

- G.S. § 7A-111(b)- a person who is "mentally incapable due to sickness, old age, disease or other infirmity to manage his own affairs."
- Insurance proceeds of \$5,000 or less per policy, person or account
- Otherwise, by court order

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Dealing with Other People's Money (when in doubt, don't pay out)

(when in doubt, don't pay out)

Disbursing Money for Incapacitated Adults (G.S. § 7A-111(b))

- The clerk is authorized to receive, to administer and, upon a finding of fact that it is in the best interest of the incapacitated adult, to disburse funds directly to a
 - Creditor

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Relative

- Or some discreet and solvent neighbor or friend
- ✓ for the purpose of handling the property and affairs of the incapacitated adult.
- The clerk shall require receipts or paid vouchers showing that the monies disbursed under this section were used for the exclusive use and benefit of the incapacitated adult.

✓ Obtain SSN/TIN or do backup withholding before paying out

Dealing with Other People's Money (when in doubt, don't pay out)

- Surplus Funds
- Money paid into your office after mortgage or tax foreclosure
- Do not disburse unless a separate special proceeding is filed

Evidence required to prove entitlement Title opinion is recommended

Exception: Don't mess with the IRS. U.S. v. Mauney, 642 F. Supp. 1097 (WDNC 1986). IRS can obtain funds via administrative levy without need for SP. This only applies to IRS, not DOR, or local government.

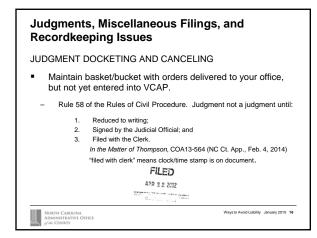
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Ways to Avoid Liability January 2015 13

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Judgments, Miscellaneous Filings, and **Recordkeeping Issues** Claims of Lien Lien filed and debtor pays money (posts bond) to release lien and no civil action is ever filed. One of the parties has asked you to release fund on deposit. How do you determine who is entitled to the funds? - G.S. 44A-16. Discharge of record claim of lien on real property. The clerk may release funds held or a corporate surety bond upon (b) receipt of one of the following: (1) Written agreement of the parties. (2) A final judgment of a court of competent jurisdiction. (3) A consent order. ORTH CAROLINA MINISTRATIVE OFFICE Ways to Avoid Liability January 2015 15



Judgments, Miscellaneous Filings, and Recordkeeping Issues

JUDGMENT DOCKETING AND CANCELING

- Always double check judgments entered against minutes of court to ensure the courtroom clerk has all judgments in his/her possession.
- Confirm, confirm, and confirm information on the judgment!
- Proper spelling of names, file numbers, proper defendants

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Judgments, Miscellaneous Filings, and Recordkeeping Issues

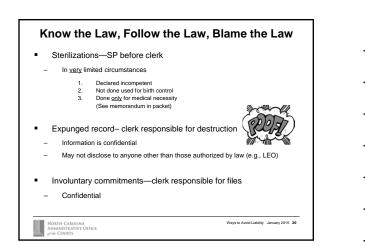
Documents Without Funds, Funds Without Documents

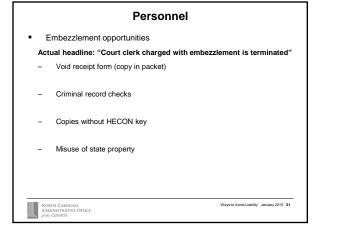
- Complaint sent to your office without filing fee or one check is sent in for filing and sheriff's service fee. What should you do?
- Return documents?
- What about Statute of Limitations?
- What if sheriff's service fee is included?
- RRK Rule 3.4 B. The clerk should not refuse to accept any filing not accompanied by all appropriate fees. The clerk should notify the filer or the filer's attorney and the court of any costs that are due. The clerk should note that costs are due in the court's file.

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Judgments, Miscellaneous Filings, and Recordkeeping Issues
Documents Without Funds, Funds Without Documents
 Defendant comes into office with his wildlife violation citation and wants to pay it off, but the citation is not yet in the ACIS.
 How can cashier handle this?
– What are potential problems?
– What are potential solutions?
RECORD KEEPING / REMINDER SYSTEMS
✓ Personal calendar✓ Things to do list
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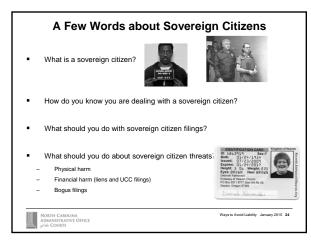
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- Know what information (public information) you can share about employees G.S. 126-23 is summarized on next slide.
- Information you can provide relates to employment in your office, not employment with other agencies or companies. Those questions get referred to other agency/company.
- Contact HR and they can provide you with the public information on your employees. This is a great way to prevent improper release of non-public information.
- Improper release of non-public personnel information is Class 3 Misdemeanor and subject to \$500 fine. G.S. 126-27

Ways to Avoid Liability January 2015 22

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YES	NO
(1) Name	Prior names
(2) Age	Date of Birth
(3) Date of original employment with State	Prior non-state employment
(4) Any contract of employment	NA in your offices
(5) Current position	Reason why transferred to this position
(6) Title	
(7) Current salary	Reason for current salary
(8) Date and amount of each increase or decrease in salary	Reason for increase or decrease
(9) Date of each promotion, demotion, transfer, suspension, separation, or other change in position classification	Reason for each promotion, demotion, transfer, suspension, separation, or other change in position classification. Cannot reveal medical, retirement, personal plans.
(10) Date and reason for each promotion	Date and reason for demotions, if not covered by paragraph (11)
(11) Date and reason for dismissal, suspension, or demotion for disciplinary reasons.	Reason for dismissal, suspension or demotion if not for disciplinary reasons.
If the disciplinary action was a dismissal , a copy of th written notice of the final decision	e No written notice if suspension or demotion
(12) Office where employee is currently assigned	





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