

The Circuit Clerk's primary function is to establish, maintain and keep all records of the court and the official court seal. In addition, the Court Clerk serves as the administrative arm of the Court and is responsible for all financial duties relating to the Court system.

All monies owed to the Court are collected and distributed by the Circuit Clerk.

Criminal Division All criminal work and related activities such as fines, costs, and restitution collection is conducted within the criminal division.

The case types housed in the criminal division are:

- Criminal Felony (CF)
- Criminal Misdemeanor (CM)
- DUI (DT)
- Traffic (TR)
- Juvenile Abuse (JA)
- Juvenile Delinquency (JD)
- Juvenile (J)
- Criminal Contempt (CC)

All civil matters pertaining to these case types are handled in the civil division of the Courthouse.

- Chancery (CH)
- Dissolution (D)
- Eminent Domain (ED)
- Family (F)
- Law (L)
- Law Minor (LM)
- Mental Health (MH)
- Miscellaneous Remedy (MR)
- Municipal Corporation (MC)
- Orders of Protection (OP)
- Probate (P)
- Small Claims (SC)
- Tax (TX)