

# Municipal Court Department Functions & Descriptions

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The Municipal Court performs the following functions:

- Enter all traffic citations and warrants generated by the police into the Case Management Computer System
- Submit all adjudicated traffic citations to the SC Department of Motor Vehicles
- Schedule and generate court dockets for all bench, jury, and preliminary hearing trials
- Accept payments for and maintain files for all schedule time payment cases and Setoff Debt Collection cases
- Issue subpoenas and court orders as requested by the police department
- Maintain and oversee all adjudicated files for community service, pretrial intervention, anger management, and various other alternative sentencing programs
- Complete and submit monthly reports to Sled, Mauldin Finance Department, SC State Treasurer's Office, and Court Administration
- Process and maintain all court ordered expungement requests
- Provide assistance as needed to various other governmental agencies to include other City Hall Departments, attorneys, Sled, other state police departments, and various other governmental agencies
- Issue warrants and conduct bond hearings
- Maintain and oversee at least 1200 pending case file at any given time
- Make daily deposits of all money accepted as ordered by SC Court Administration
- Perform a wide variety of other tasks as needed

Staff currently consists of one Administrative Judge/Clerk of Court, one Assistant Clerk of Court, one Court Clerk/Records Specialist, one part – time judge, and two part - time associate substitute judges.