ANNUAL REPORT TO THE METROPOLITAN COUNCIL

FOR PAPER AND POSTAGE REDUCTION BY

METROPOLITAN GENERAL SESSIONS COURT

FY 2020-21

September 30, 2021

To: Elizabeth Waites
 Metropolitan Clerk

In compliance with Metropolitan Ordinance BL2008-248, the Metropolitan General Sessions Court Department hereby submits its annual report describing the actions taken during FY20-21 to reduce paper consumption and postage expenses.

The implementation of the E-Filing system by both the Criminal and Civil Court Clerks resulted in most court records being in a digital format and thus access to those records by the court did not require that paper copies be printed.

The Court Administration office continued to review and approve all printing orders for the general sessions court operations thereby keeping expenditures to a minimum.

We continued to produce the Court’s Annual Report “in-house” and kept the number of printed hard copies to a bare minimum and relied on a web link as the primary means of distribution.

Our Probation Department continued to significantly reduce its use of paper as most files are kept electronically. Fewer file folders, paper and other supplies were ordered.

Correspondence/communication in-house or with outside parties was conducted almost exclusively by email.

Requests for paper copies of materials were printed double-sided. Staff members are encouraged to print double-sided when appropriate.

The department scanned documents using multifunction copier/scanners for distribution internally and externally thereby reducing paper usage and resulting storage.

Electronic presentations were utilized for business meetings in lieu of paper copies.

Staff members continued to primarily scan, email or use internal Metro mail whenever feasible to maintain our significant reduction in postage expenses. As a result of our continued use of these alternative means, the Metro Postal Service still no longer bills our Department.

If you have any questions concerning this report, please contact me.

Kyle Sowell
Court Administrator
Metropolitan General Sessions Court