


# Kitsap County Clerk

## 2026 BUDGET PRESENTATION


David Lewis, Clerk  
Rebeca Wildes, Chief Deputy

September 17, 2025 | 3:30 p.m. | Commissioner  
Chambers



## KitsapCounty

9/8/2025



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## Clerk's Office

### ABOUT US

**MISSION**

*It is our mission to serve the courts and the citizens of Kitsap County in a manner best suited to provide quality, efficient, and effective service. We believe the public has a right to employees who embody the highest standards of excellence, integrity, and fairness. .*

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## Clerk's Office

### EMPLOYEES

The Clerk's Office proudly serves the Kitsap County community with 38 FTEs.

#### LEADERSHIP TEAM

- David Lewis, Clerk
- Rebecca Wildes, Chief Deputy
- Sharon Gibson, Fiscal Analyst
- Tricia Croston, Records Supervisor
- Amanda Osborn, Court Operations Supervisor
- Vanessa Carlson, Court Services Supervisor



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## Clerk's Office

- **Court Facilitator:** Facilitators work directly with pro se litigants (people who represent themselves) navigate the court process through appointments that can be in-person, by phone, and by zoom.
- **Finance:** The finance unit oversees the court registry ensuring the proper handling of public funds, manages legal financial obligations, and administers the fiscal responsibilities for the Clerk's office.
- **Records:** Accurately perform data entry into Statewide databases, prepare, scan and file documents into electronic court files, accept e-filings, maintain and audit integrity of all documents with the highest degree of accuracy, in perpetuity.
- **Court Operations:** Attends court sessions and prepare records of court proceedings in accordance with statute. Performs clerical duties in a designated courtroom of the Superior Court including opening/closing court, maintaining exhibits, recording court proceedings, and producing a minute of proceedings.
- **Court Services:** Provide customer service through passport processing, accept filings of court pleadings, producing copies, writs, and letters, payment processing, and providing process and procedure assistance as they relate to the business of the court.
- **Civil Protection Orders:** 2 FTE's provide support to the public and the court to navigate the process. They also partner with law enforcement, advocate groups, and other agencies.
- **Jury Administration:** 2 FTE's share the responsibilities of maintaining jury operations.

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## Clerk's Office

### GOALS



Goal 1: Utilize technology to streamline processes and better serve the public. This includes upgrading existing programs.

Goal 2: Sustain compliance with ever changing legislation and local court and county rules.

Goal 3: Improve community outreach by assisting with access to justice and providing more offsite passport services.

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## Clerk's Office

### ACCOMPLISHMENTS

#### PASSPORT APPOINTMENTS AND WALK-IN DAY

- Reduced wait times
- Ensured dedicated attention to applicants
- Allowed open time for applicants to just show up

#### EXPANSION OF DIGITAL KIT OPTIONS

- 09/23-09/24 a total of 269 kits sold
- 09/24-09/25 a total of 386 kits sold

#### JURY ADMINISTRATION PROCESS

- Continued utilization of juror text option
- On-line check -in process



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## CLERK

### BUDGET SUMMARY

Net elimination from supplies/ services budget line items	(\$) 250
Position elimination from a reclass/reorganization, FTE reduction	(\$) 190,815 (2 Clerk positions)
New revenue or increased revenues as a result of a specific management action	\$10,000 (Additional Record Services)
Total fiscal impact	(\$) 201,065

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## Questions?



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## THANK YOU!

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