OFFICE OF THE MAYOR
CITY OF TULSA, OKLAHOMA

EXECUTIVE ORDER NO. 94-14

PROVIDING A PROCEDURE FOR THE FUTURE APPOINTMENT AND REMOVAL OF DEPUTY COURT CLERKS OF THE CITY OF TULSA BY A METHOD OTHER THAN EXECUTIVE ORDER.

By virtue of the power vested in me as Mayor of the City of Tulsa, Oklahoma, it is hereby ordered:

Section 1. Purpose. To comply with Title 11, Oklahoma Statutes, §28-103, Title 23, Tulsa Revised Ordinances, §104 and to promote the efficient operation of the Municipal Criminal Court of the City of Tulsa.

Section 2. Appointment and Removal of Deputy Court Clerks. That from the effective date of this Order, Deputy Court Clerks of the Municipal Criminal Court of the City of Tulsa shall be appointed and removed from their positions by Mayoral action other than Executive Order. Appointments and removals shall be presented to the Mayor, upon the recommendation of the Clerk of the Municipal Criminal Court of the City, in a concise written form specifying the action requested.

Section 3. Maintenance of Appointment Records. The Clerk of the Municipal Criminal Court is hereby charged with the maintenance of a record of all appointments to the position of Deputy Court Clerk. This record shall include the name of appointees, the date of appointment and removal, the department of the City of Tulsa within which each appointee is regularly employed, and any other information deemed necessary by the Clerk. In maintenance of these records the Clerk is authorized to direct the heads of all other departments within the City which employ personnel holding the position a Deputy Court Clerk to maintain and submit records to the Clerk, the same as required by this Order.

Section 4. Powers of Deputy Court Clerks. Unless otherwise specified at the time of appointment, all Deputy Court Clerks of the City of Tulsa, Oklahoma, and shall have the power to:

A. Keep and preserve the records of all proceedings had in the Court;

B. Keep the docket of the Court;

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C. Administer oaths;

D. Collect and receive all fines, costs, bond forfeitures and other monies properly receivable by the Court;

E. Account to the City governing body for all monies received by the Clerk;

F. Pay all money received to the Finance Director of the City as prescribed by the City governing body; and

G. Certify and authenticate all transcripts, cases and other records of the Court.

Section 4. Effective Date. This order shall take effect immediately.

DATED this 8th day of December, 1994.

M. Susan Savage

M. Susan Savage, Mayor

ATTEST:

City Clerk

APPROVED:

City Attorney