

2.2 Clerk of the Court. See O.C.G.A. §15-11-24. The judge of juvenile court shall notify the executive director of the Council of Juvenile Court Judges of the name, address, and telephone number of the clerk of juvenile court within thirty (30) days of his or her appointment as clerk.

(a) Duties. The clerk of the court, or a person designated by the clerk, shall record all proceedings of the court, issue and sign summonses and subpoenas and maintain all records within the court system. Any and all subpoenas for records shall be addressed to the clerk of juvenile court. The clerk shall also receive and safely maintain all evidence brought to the court and properly dispose of same. The clerk shall prepare and transmit copies of court records to proper appellate courts upon notification that a case has been appealed. The clerk shall certify court documents or records when transmitted to other courts or agencies and insure proper recording and safekeeping of transcripts of hearings, including adjudicatory, probable cause, detention and transfer hearings. Upon transfer of a delinquent child to criminal court for prosecution as an adult under the provisions of O.C.G.A. §15-11-30.2, the clerk of the juvenile court shall forward a copy of all court documents relating to the case to the office of the prosecuting attorney. The clerk shall also perform other duties as directed by the judge.

(b) Deputy Clerks. See O.C.G.A. §15-11-24.