

Originator: CSkipworth

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Comment: CURRENT SITUATION

- 1 Duplex Printer would be sufficient.
- One clerk, Lisa Ownby, prints the majority of the postcards. The reason for printing postcards is because it saves time and money. Postage for postcards is less expensive.
- The bulk of the printing is done by Amy Parker & Sandra Falcon. Amy prints all of the eviction paperwork and she is Betty's back-up also. At times, Amy has to print sensitive documents and needs to have her own printer. Sandra is in charge of printing all warrants and probable causes. Warrants have to be double-sided; therefore, Sandra would need her own printer as well.
- Odyssey labels are printed to a Zebra Printer. This is centrally located in the office and attached to a multi-user PC.
- Each clerk has their own scanner.
- All clerks print letters & Odyssey forms, these documents are currently printed to a network printer.
- All Odyssey receipts are printed to one printer, this printer is located on the front counter and only receipts are printed to this (shared) non-network printer.
- Judge Yarbrough's printer in his office is no longer working. Per Betty, it's ok to wait on replacing that printer. The Judge has no printer in the courtroom though.
- Per Betty, the JP 4 Office has put in approximately \$294,000.00 in to the Court Technology Fund. She feels she should be able to buy printers with this money.
- Betty's wish is for each clerk to have their own printer, but if that cannot be done, 2 people per printer would work.

RECOMMENDATION:

- o 4 New Printers - Lexmark C734DN
- ? Amy Parker - 1 Printer
- ? Sandra Falcon - 1 Printer (Duplex)
- ? Charlotte Nysether - 1 Network Printer
- ? Connie Dixon & Lisa Ownby - can share 1 printer

Caren Skipworth