Rosalind Featherstonhaugh-Bello

Court Clerk

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SUMMARY

Deputy court clerk with 6 years in a county superior court, covering civil and family filing, docketing and courtroom clerk duties for 3 judges. Processes about 70 filings a day with a docket accuracy rate above 99%, prepares calendars and minute orders, and explains court procedures clearly to self-represented litigants without giving legal advice.

EXPERIENCE

Deputy Court Clerk II — Kettle Moraine County Circuit Court

Waukesha, WI · Apr 2021 – Present

- Serve as courtroom clerk for 3 civil and family judges, recording minutes and orders for about 45 hearings a week.
- Process about 70 e-filed and paper filings a day, keeping a docket accuracy rate above 99% in quarterly audits.
- Cleared a backlog of 1,300 unscanned closed files in 5 months by setting up a scanning and indexing routine with 2 colleagues.
- Prepared daily calendars for 4 courtrooms and issued about 200 hearing notices a week through the case management system.
- Trained 7 new clerks on filing review, fee waivers and docket codes, using a checklist I wrote that is now office standard.

Court Services Clerk — Kettle Moraine County Circuit Court

Waukesha, WI · Aug 2019 – Mar 2021

- Assisted about 60 visitors a day at the public counter with filing questions, copies and fee payments.
- Receipted about $18,000 in filing fees and fines each month, balancing the cash drawer with no shortages over 18 months.
- Answered about 40 phone calls a day, routing urgent matters such as restraining order questions within minutes.

SKILLS

Court operations: Docketing, filing review, calendaring, minute orders, exhibits handling, judgments and warrants processing

Systems: Case management systems, e-filing portals, document imaging, Microsoft Word and Excel, fee receipting software

Procedures: Civil, family and small claims procedure, record retention schedules, confidential and sealed records

Public service: Self-represented litigant assistance, phone and counter service, interpreter scheduling

EDUCATION

Associate of Applied Science, Paralegal Studies, Waukesha County Technical College, 2019

Certified Court Clerk Program, State Court Clerks Association, 2022

Fictional example by FindAJobAI: the person, employers and numbers are invented.