



# COUNTY ELECTED OFFICIALS

## *Circuit Clerk*



### Summary of Office

The circuit clerk serves as the clerk of the circuit court, administers elections, and issues marriage licenses.

### Number to Be Elected

One per county.

### Term of Office

Nominations for election to the office of circuit clerk are made via primary elections conducted by the political parties or via a petition of qualified electors. The general election for the office of circuit clerk is held on the first Tuesday after the first Monday in November of general election years. The county circuit clerk is elected at-large for a 4-year term. The term of office of a circuit clerk starts on the first Monday of January after the election.

### Criteria to Run

Must reside in the county and be a qualified elector.

### Duties of Office

The circuit clerk keeps a general court docket in which all names and parties in each case, plea, indictment, record from lower courts on appeal, and other papers are entered and referenced to the minute book. The circuit clerk also has administrative duties in the election process. The circuit clerk serves as the registrar for voters in the county. The circuit clerk issues marriage licenses.

**Publication 3224 (POD-08-24)**

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Extension Service of Mississippi State University, cooperating with U.S. Department of Agriculture. Published in furtherance of Acts of Congress, May 8 and June 30, 1914. ANGUS L. CATCHOT JR., Director