



## MISSION STATEMENT

### **Civil Division**

It shall be the policy of the Civil Division to execute in a timely and professional manner properly filed civil orders and summonses within the County of Seneca, as directed by a court of proper jurisdiction or other competent authority. The Civil Division shall maintain appropriate records of civil judgments, and shall lawfully collect, maintain and disburse monies in connection therewith. Further, the Division will handle cases and deal with all people in a fair and just manner.