



STATE OF WYOMING

2009-2010

BIENNIUM BUDGET REQUEST

JUDICIAL DISTRICT 1C 137

Agency Name and Number

Submitted by:

Signature

Peter G. Arnold

Name

Peter G. Arnold

Title

District Judge

Person(s) responsible for the preparation of this budget:

B - AGENCY SUMMARY

Agency Name: JUDICIAL DISTRICT 1-C		Agency Number: 137							
1	2	3	4	5	6	7	8	9	
Description	Code	Actual Expenditures 2005-2006	Base Budget	Adjustment to Base	Agency Net to Zero/Other Changes	Standard Budget Col. 3+4+5	Exception Request	Total Agency Request	District Judge's Budget Comm. Recommendation
ADMINISTRATION	0100	711,462	819,999	125,007	0	945,006	0	945,006	945,006
TOTAL BY EXPENSE ORGS		711,462	819,999	125,007	0	945,006	0	945,006	945,006
PERSONAL SERVICES	0100	679,219	780,012	125,093	0	905,105	0	905,105	905,105
SUPPORTIVE SERVICES	0200	24,299	30,362	0	0	30,362	0	30,362	30,362
CENT.SERV./DATA SERV.	0400	1,439	1,625	-86	0	1,539	0	1,539	1,539
CONTRACTUAL SERVICES	0900	6,505	8,000	0	0	8,000	0	8,000	8,000
TOTAL BY OBJECT SERIES		711,462	819,999	125,007	0	945,006	0	945,006	945,006
GENERAL FUND	G	711,462	819,999	125,007	0	945,006	0	945,006	945,006
TOTAL BY FUNDS		711,462	819,999	125,007	0	945,006	0	945,006	945,006
FULL TIME EMPLOYEE COUNT		0	5	0	0	5	0	5	5
PART TIME EMPLOYEE COUNT		0	0	0	0	0	0	0	0
TOTAL AUTHORIZED EMPLOYEES		0	5	0	0	5	0	5	5

Agency Name: Judicial District 1C (Cheyenne)	Agency Number: 137
Approp. Org. Name: Administration	AORG Number: 0100
Expense Org. Name: Administration	EORG Number: 0101

EXPENSE ORGANIZATION OVERVIEW

Article 5, Wyoming Constitution, Section 5-3-101 through Section 5-3-111, inclusive, W.S. 2001 Republished Edition, established and define the general activities of the judiciary.

Section 5-3-401 through Section 5-3-412, W.S. 2001 Republished Edition, define the activities, duties, and responsibilities of the district court reporter.

The services provided by the First Judicial District, and the area of responsibility, is the administration of a court of law on the district level.

Revenue is generated by collection of reporting fees in civil matters, pursuant to Section 5-3-410, W.S. 2001 Republished Edition, as amended. All reporting fees are deposited in the General Fund.

The District Court and position of Judge are constitutionally created; constitutionally and statutorily empowered.

Objectives and Goals: The effective operation of a court of law; keeping abreast of advancing caseloads, and avoiding delay in disposition of cases; the retention of competent staff personnel.

Caseload and disposition statistics are on file with the Wyoming Supreme Court and are available on request.

The District Court is a court of unlimited general jurisdiction, and in the First Judicial District, hears and determines matters and cases generally as set forth:

1. All Felonies
2. Juvenile matters
3. Workers' Compensation Appeals
4. Probate (decedents' estates, guardianships, adoption)
5. Involuntary commitments to the Wyoming State Hospital
6. All civil actions not commenced in circuit court
7. Appeals from circuit and municipal courts
8. Appeals from actions of state, county, and local governmental entities
9. Various writs

The District Court Judge is empowered to convene grand juries and petit juries.

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Actions at law are appealed directly from the District Court to the Wyoming Supreme Court.

The District Judge has support personnel under his direct supervision and control as follows:

1. Court Reporter: The Court Reporter makes a stenographic record of court proceedings, prepares transcripts, and performs various office functions. The Court Reporter is a statutory position.
2. Judicial Assistant. The Judicial Assistant answers the phones; schedules appointments; types orders, correspondence, and decision letters; orders office supplies, makes travel arrangements; prepares budget narratives and exceptions; and handles voucher payments and check receipts. Most importantly, the Judicial Assistant is responsible for the scheduling of the Court, which includes, settings for probate, civil and criminal matters.
3. Law Clerk. The Law Clerk is a graduate of an accredited law school and has passed the Wyoming State Bar. Three Judges in the First Judicial District utilize the Law Clerk. The Law Clerk does legal research, which saves countless hours of judicial time and allows for more effective caseload management.
4. Legal Assistant. The Legal Assistant transcribes letters and orders, prepares files for hearings, acts as receptionist at the lobby counter, answers phones and assists with special projects.

STANDARD BUDGET REQUEST NARRATIVE

100 Series – Personal Services: The 100 series funds are used to provide for a judge, judicial assistant, court reporter, legal assistant, and a law clerk. These funds also provide payment of transcription fees to the court reporter and benefits for all court employees. Adjustments include a salary increase for the judge, external cost adjustments for the staff and the increased contribution to the health insurance plan. Standard budget request \$905,105.

200 Series – Supportive Services: The 200 series funds are used to cover the necessary operating costs for judicial services in Laramie County. Standard budget request \$30,362.

400 Series – Central Services: The 400 series funds are used to provide cell phone service, as well as, hardware/software support from the Department of Administration and Information. 0420 and 0430 represent estimates provided by the Department of Administration and Information – Accounting Division CTD for the next biennium. Standard budget request \$1,539.

2009-2010 Biennium Budget

AE – Expense Organization Budget Request Narrative

Agency Name: Judicial District 1C (Cheyenne)	Agency Number: 137
Approp. Org. Name: Administration	AORG Number: 0100
Expense Org. Name: Administration	EORG Number: 0101

900 Series – Contractual Services: Funds in the 900 series are used to pay for a contract court reporter in the event the full-time court reporter is not available and a court commissioner when needed. Standard budget request \$8,000.

Total Standard Budget Request \$945,006

NO EXCEPTION BUDGET REQUEST

Total Agency Budget Request \$945,006

Agency Name: JUDICIAL DISTRICT 1-C		Wyoming On-Line Financial System Code							APPR UNIT
Approp. Org. Name: ADMINISTRATION		Ch. 17 Base to Standard Reconciliation			AGY	AORG	EORG	FUND	101
Expense Org. Name: ADMINISTRATION					137	0100	0101	001	
1	2	3	4	5	6	7	8	9	
Description	Code	Actual Expenditures 2005-2006	Base Budget	Adjustments to Base	Agency Net to Zero/Other Changes	Standard Budget Col. 3+4+5	Exception Request	Total Agency Request	District Judge's Budget Comm. Recommendation
EXPENDITURES									
SALARIES-SET BY LAW	0101	190,433	212,200	15,000	0	227,200	0	227,200	227,200
SALARIES CLASSIFIED	0103	326,313	370,885	38,279	0	409,164	0	409,164	409,164
SALARIES OTHER	0104	0	0	0	0	0	0	0	0
EMPLOYER PD BENEFITS	0105	162,472	196,927	54,214	0	251,141	0	251,141	251,141
EXTERNAL COST ADJ - SALARIES	0198	0	0	14,572	0	14,572	0	14,572	14,572
EXTERNAL COST ADJ - BENEFITS	0199	0	0	3,028	0	3,028	0	3,028	3,028
PERSONAL SERVICES	0100	679,219	780,012	125,093	0	905,105	0	905,105	905,105
EQUIPMENT REP & MNTC	0202	891	2,644	0	0	2,644	0	2,644	2,644
UTILITIES	0203	705	0	0	0	0	0	0	0
COMMUNICATION	0204	3,918	6,556	0	0	6,556	0	6,556	6,556
DUES-LICENSES-REGIST	0207	2,625	1,560	0	0	1,560	0	1,560	1,560
DATA PROCESSING	0209	0	0	0	0	0	0	0	0
MISCELLANEOUS	0210	31	0	0	0	0	0	0	0
TRAVEL IN STATE	0221	2,995	4,272	0	0	4,272	0	4,272	4,272
TRAVEL OUT OF STATE	0222	2,367	3,406	0	0	3,406	0	3,406	3,406
OFFICE SUPPL-PRINTING	0231	3,968	3,366	0	0	3,366	0	3,366	3,366
EDUCA-RECREATNL SUPP	0236	826	8,558	0	0	8,558	0	8,558	8,558
SOFT GOODS&HOUSEKPNG	0237	485	0	0	0	0	0	0	0
OTH REPAIR-MAINT SUP	0239	0	0	0	0	0	0	0	0
OFFICE EQUIP-FURNISH	0241	80	0	0	0	0	0	0	0
DP REPRODUCT OTHER EQUI	0242	5,408	0	0	0	0	0	0	0
INSURANCE-BOND PREMS	0254	0	0	0	0	0	0	0	0
SUPPORTIVE SERVICES	0200	24,299	30,362	0	0	30,362	0	30,362	30,362
CENTRAL-SER DATA-SER	0410	950	0	0	0	0	0	0	0
TELECOMMUNICATIONS	0420	489	665	-406	0	259	0	259	259
EQUIPMENT SERVICE CENTER	0430	0	960	320	0	1,280	0	1,280	1,280
CENT. SERV./DATA SERV.	0400	1,439	1,625	-86	0	1,539	0	1,539	1,539
PROFESSIONAL FEES	0901	6,505	8,000	0	0	8,000	0	8,000	8,000
SPECIAL PROJ & SVCS	0903	0	0	0	0	0	0	0	0
CONTRACTUAL SERVICES	0900	6,505	8,000	0	0	8,000	0	8,000	8,000
EXPENDITURE TOTALS		711,462	819,999	125,007	0	945,006	0	945,006	945,006
MEANS OF FUNDING									
GENERAL FUND	1001	711,462	819,999	125,007	0	945,006	0	945,006	945,006
GENERAL FUND	G	711,462	819,999	125,007	0	945,006	0	945,006	945,006
TOTAL FUNDING		711,462	819,999	125,007	0	945,006	0	945,006	945,006
AUTHORIZED EMPLOYEES									
FULL TIME EMPLOYEE COUNT		0	5	0	0	5	0	5	5
PART TIME EMPLOYEE COUNT		0	0	0	0	0	0	0	0
AUTHORIZED EMPLOYEES		0	5	0	0	5	0	5	5
TOTAL AUTHORIZED EMPLOYEES		0	5	0	0	5	0	5	5