



STATE OF WYOMING

2009-2010

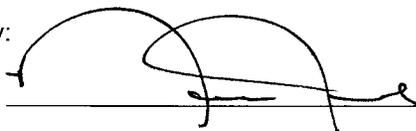
BIENNIUM BUDGET REQUEST

JUDICIAL DISTRICT 3C 138

Agency Name and Number

Submitted by:

Signature



Name

Nena James

Title

District Judge

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

Connie Morris

B - AGENCY SUMMARY

Agency Name: JUDICIAL DISTRICT 3-C		Agency Number: 138						
1	2	3	4	5	6	7	8	9
Description	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	684,535	791,339	106,158	0	897,497	13,390	910,887	910,887
TOTAL BY EXPENSE ORGS	684,535	791,339	106,158	0	897,497	13,390	910,887	910,887
PERSONAL SERVICES 0100	667,732	746,507	105,918	0	852,425	5,000	857,425	857,425
SUPPORTIVE SERVICES 0200	13,217	33,112	0	0	33,112	8,390	41,502	41,502
CENT.SERV./DATA SERV. 0400	260	720	240	0	960	0	960	960
CONTRACTUAL SERVICES 0900	3,326	11,000	0	0	11,000	0	11,000	11,000
TOTAL BY OBJECT SERIES	684,535	791,339	106,158	0	897,497	13,390	910,887	910,887
GENERAL FUND G	684,535	791,339	106,158	0	897,497	13,390	910,887	910,887
TOTAL BY FUNDS	684,535	791,339	106,158	0	897,497	13,390	910,887	910,887
FULL TIME EMPLOYEE COUNT	0	4	0	0	4	0	4	4
PART TIME EMPLOYEE COUNT	0	0	0	0	0	0	0	0
TOTAL AUTHORIZED EMPLOYEES	0	4	0	0	4	0	4	4

Agency Name: Judicial District 3C (Green River)	Agency Number: 138
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.

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.

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 Third 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.

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

The District Judge has support personnel under her 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.

Agency Name: Judicial District 3C (Green River)	Agency Number: 138
Approp. Org. Name: Administration	AORG Number: 0100
Expense Org. Name: Administration	EORG Number: 0101

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. The Law Clerk does legal research, which saves countless hours of judicial time and allows for more effective caseload management.

STANDARD BUDGET REQUEST NARRATIVE

100 Series – Personal Services: The 100 series funds are used to provide for a judge, judicial assistant, court reporter 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 \$852,425.

200 Series – Supportive Services: The 200 series funds are used to cover the necessary operating costs for judicial services in Judicial District 3C. Standard budget request \$33,112.

400 Series – Central Services: The 400 series funds are used to provide hardware/software support from the Department of Administration and Information. 0430 represents an estimate provided by the Department of Administration and Information – Accounting Division CTD for the next biennium. Standard budget request \$960.

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 \$11,000.

Total Standard Budget Request \$897,497

EXCEPTION BUDGET REQUEST NARRATIVE

\$5,000 – Salaries Classified 0103: We are requesting \$5,000 to cover a salary increase for the law clerk. The law clerk is currently budgeted at the maximum amount, however in order to compete with the overall job market in Sweetwater County we are requesting funds to increase the maximum salary by \$2,500 per year during the next Biennium.

Agency Name: Judicial District 3C (Green River)	Agency Number: 138
Approp. Org. Name: Administration	AORG Number: 0100
Expense Org. Name: Administration	EORG Number: 0101

\$8,390 – Office Equipment and Furnishings 0241: We are requesting \$8,390 to purchase a new copy and fax machine. An estimate was obtained. THIS IS A ONE TIME REQUEST

Total Exception Budget Request \$13,390

Total Agency Budget Request \$910,887

Agency Name: JUDICIAL DISTRICT 3-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					138	0100	0101	001	
1	2	3	4	5	6	7	8	9	
Description	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	
Code									
EXPENDITURES									
SALARIES-SET BY LAW	0101	207,600	212,200	15,000	0	227,200	0	227,200	227,200
SALARIES CLASSIFIED	0103	293,682	329,486	32,716	0	362,202	5,000	367,202	367,202
SALARIES OTHER	0104	0	0	0	0	0	0	0	0
EMPLOYER PD BENEFITS	0105	166,450	204,821	42,620	0	247,441	0	247,441	247,441
EXTERNAL COST ADJ - SALARIES	0198	0	0	12,901	0	12,901	0	12,901	12,901
EXTERNAL COST ADJ - BENEFITS	0199	0	0	2,681	0	2,681	0	2,681	2,681
PERSONAL SERVICES	0100	667,732	746,507	105,918	0	852,425	5,000	857,425	857,425
EQUIPMENT REP & MNTC	0202	640	2,644	0	0	2,644	0	2,644	2,644
COMMUNICATION	0204	1,365	6,556	0	0	6,556	0	6,556	6,556
DUES-LICENSES-REGIST	0207	465	1,560	0	0	1,560	0	1,560	1,560
MISCELLANEOUS	0210	0	0	0	0	0	0	0	0
TRAVEL IN STATE	0221	5,085	6,022	0	0	6,022	0	6,022	6,022
TRAVEL OUT OF STATE	0222	242	4,406	0	0	4,406	0	4,406	4,406
HOST EXP REIMBURSEMENT	0227	159	0	0	0	0	0	0	0
OFFICE SUPPL-PRINTING	0231	3,914	3,366	0	0	3,366	0	3,366	3,366
FOOD SERVICE SUPPL	0234	0	0	0	0	0	0	0	0
EDUCA-RECREATNL SUPP	0236	881	8,558	0	0	8,558	0	8,558	8,558
SOFT GOODS&HOUSEKPNG	0237	0	0	0	0	0	0	0	0
OFFICE EQUIP-FURNISH	0241	313	0	0	0	0	8,390	8,390	8,390
DP REPRODUCT OTH EQU	0242	0	0	0	0	0	0	0	0
EQUIPMENT RENTAL	0252	132	0	0	0	0	0	0	0
ASSESSMENTS	0253	20	0	0	0	0	0	0	0
SUPPORTIVE SERVICES	0200	13,217	33,112	0	0	33,112	8,390	41,502	41,502
CENTRAL-SER DATA-SER	0410	0	0	0	0	0	0	0	0
TELECOMMUNICATIONS	0420	0	0	0	0	0	0	0	0
EQUIPMENT SERVICE CENTER	0430	260	720	240	0	960	0	960	960
CENT. SERV./DATA SERV.	0400	260	720	240	0	960	0	960	960
PROFESSIONAL FEES	0901	3,326	11,000	0	0	11,000	0	11,000	11,000
SPECIAL PROJ & SVCS	0903	0	0	0	0	0	0	0	0
CONTRACTUAL SERVICES	0900	3,326	11,000	0	0	11,000	0	11,000	11,000
EXPENDITURE TOTALS		684,535	791,339	106,158	0	897,497	13,390	910,887	910,887
MEANS OF FUNDING									
GENERAL FUND	1001	684,535	791,339	106,158	0	897,497	13,390	910,887	910,887
GENERAL FUND	G	684,535	791,339	106,158	0	897,497	13,390	910,887	910,887
TOTAL FUNDING		684,535	791,339	106,158	0	897,497	13,390	910,887	910,887
AUTHORIZED EMPLOYEES									
FULL TIME EMPLOYEE COUNT		0	4	0	0	4	0	4	4
PART TIME EMPLOYEE COUNT		0	0	0	0	0	0	0	0
AUTHORIZED EMPLOYEES		0	4	0	0	4	0	4	4
TOTAL AUTHORIZED EMPLOYEES		0	4	0	0	4	0	4	4