

# STATE OF WYOMING

2009-2010

## BIENNIUM BUDGET REQUEST

JUDICIAL DISTRICT 8A 133

Agency Name and Number

Submitted by:

Signature

*Keith G. Kautz*

Name

Keith G. Kautz

Title

District Judge

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

B - AGENCY SUMMARY

Agency Name: JUDICIAL DISTRICT 8-A		Agency Number: 133							
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	724,036	820,910	65,546	0	886,456	18,200	904,656	904,656
TOTAL BY EXPENSE ORGS		724,036	820,910	65,546	0	886,456	18,200	904,656	904,656
PERSONAL SERVICES	0100	682,051	739,990	89,306	0	829,296	0	829,296	829,296
SUPPORTIVE SERVICES	0200	40,130	71,175	-24,000	0	47,175	18,200	65,375	65,375
CENT.SERV./DATA SERV.	0400	660	720	240	0	960	0	960	960
CONTRACTUAL SERVICES	0900	1,195	9,025	0	0	9,025	0	9,025	9,025
TOTAL BY OBJECT SERIES		724,036	820,910	65,546	0	886,456	18,200	904,656	904,656
GENERAL FUND	G	724,036	820,910	65,546	0	886,456	18,200	904,656	904,656
TOTAL BY FUNDS		724,036	820,910	65,546	0	886,456	18,200	904,656	904,656
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

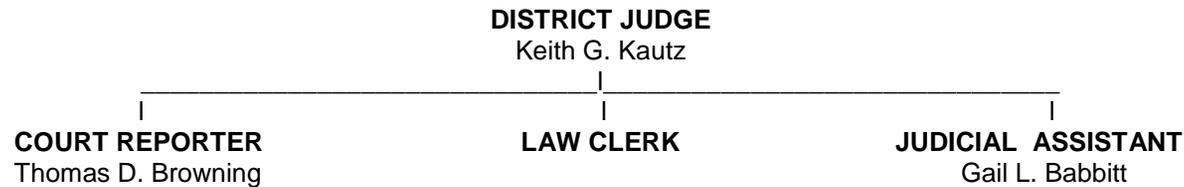
Agency Name: Judicial District 8A (Torrington)	Agency Number: 133
Approp. Org. Name: Administration	AORG Number: 0100
Expense Org. Name: Administration	EORG Number: 0101

The Eighth Judicial District covers Converse, Goshen, Platte and Niobrara Counties. District 8A handles responsibilities entirely in Goshen County and shares responsibilities in conjunction with District 8B for Platte and Niobrara Counties. In addition, the District Judge of 8A is occasionally assigned duties in other districts throughout the State and occasionally assists the Supreme Court when conflicts or health problems with judges of other jurisdictions arise.

Judicial District 8A provides a judicial forum for Criminal Court, Civil Court, Probate Court, Juvenile Court, and acts as an Appellate Court for the Justice of the Peace Court, Circuit Courts, and State Agencies. The matters involved range from the juvenile shoplifters to murderers, from the division of a deceased's estate to questions concerning the propriety of the State Engineer's actions, and family protection orders to divorce trials. The Court also acts as a mediator throughout the State. With the wide spectrum of matters before the Court, the time involved per case can run from five minutes for an uncontested divorce to weeks for a complex water rights trial.

It is the goal of this Court to dispose of matters as promptly as possible, yet provide all parties a full opportunity to present their positions. This Court strives to provide prompt and efficient administration of justice to the citizens that it serves.

**ORGANIZATION CHART**



Agency Name: Judicial District 8A (Torrington)	Agency Number: 133
Approp. Org. Name: Administration	AORG Number: 0100
Expense Org. Name: Administration	EORG Number: 0101

**EXPENSE ORGANIZATION OVERVIEW**

**JUDICIAL ADMINISTRATION**

Wyoming Statutes: §§5-3-101 through 5-3-401 through 5-3-410  
Population Served: General Public.  
Number of Clients Served: N/A (Efficient judicial administration serves all of the public)  
Funding: 100% General Fund.

Program Descriptions and Objectives: The District’s administrative staff currently consists of four full-time positions. Those positions include the District Judge, Court Reporter, Law Clerk and Judicial Assistant.

Full time offices are maintained in Torrington. In addition, minimal facilities are maintained in Wheatland and Lusk. The Judicial Assistant types correspondence, decision letters, opinions, court orders, case management orders, etc., maintains the library, orders officer supplies, submits vouchers through the WOLF system, maintains travel expense records and submits the same through the WOLF system, prepares and oversees all budgeting matters, submits medical insurance claims, and acts as a receptionist. The Judicial Assistant schedules hearings for Judge Kautz in all four counties in the district, and coordinates that schedule with attorneys’ schedules. The Judicial Assistant also schedules facilities and hearings for the Office of Administrative Hearings (ie: workers’ comp., unemployment, licenses). The Court Reporter records verbatim stenographically anything requested by the Court or attorneys and then, when requested, transcribes it to printed form. The Court Reporter also maintains all exhibits presented in Court. The duties of the District Judge include deciding legally contested matters, advance research on matters that will be coming before him and study of the issues presented to him. This requires extensive use of a legal library, on-line Legal Research materials, and continuing education. Pre-trial conferences are held to minimize the time required for trial. The Judge presides over jury trials. The Judge is the administrator of this office and gives time to maintaining good public relations. To provide judicial services, the District Judge travels regularly within the district, and also provides services to other judicial districts. This District Judge also accepts assignments of disputes from other Districts for mediation pursuant to WRCP 40.

No federal program funds are included in this budget.

**STANDARD BUDGET REQUEST NARRATIVE**

100 Series – Personal Services: The 100 series funds are used to provide for a judge, judicial assistant, law clerk and a court reporter. 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 \$829,296.

Agency Name: Judicial District 8A (Torrington)	Agency Number: 133
Approp. Org. Name: Administration	AORG Number: 0100
Expense Org. Name: Administration	EORG Number: 0101

200 Series – Supportive Services: The 200 series funds are used to cover the necessary operating costs for judicial services in the Eighth Judicial District. Standard budget request \$47,175.

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 for a court commissioner, if necessary. Standard budget request \$9,025.

**Total Standard Budget Request \$886,456**

**EXCEPTION BUDGET REQUEST NARRATIVE**

**\$8,200 – Utilities 0203:** We are requesting an additional \$1,000 to cover the projected increase for the 2009-2010 Biennium in telephone services and an additional \$7,200 in order to have the capability (Broadband) for video conferencing. (\$300/mo X 24 mos. = \$7,200)

**\$9,000 – Permanently Assigned Vehicle 0223:** In 2006 Legislature authorized the purchase of a permanently assigned vehicle due to the number of miles driven by the District Judge. In 2009-2010 the monthly maintenance fee for a full-size sedan is estimated to be \$523 per month requiring a total of \$12,552 for the Biennium. (\$523 X 24 mos. = \$12,552) We are moving \$3,552 from In-State Travel (0221) to the category of Permanent Assigned Vehicle (0223) and are requesting an additional \$9,000 to cover the full cost. The remaining funds in In-State travel will cover lodging, M & IE and other mileage for all of the employees when attending training or meetings.

**\$1,000 – Office Supplies and Printing 0231:** We are requesting \$1,000 to cover the increase we are experiencing in office supplies and printing.

**Total Exception Budget Request \$18,200**

**Total Agency Budget Request \$904,656**

Agency Name: JUDICIAL DISTRICT 8-A		Wyoming On-Line Financial System Code				APPR UNIT			
Approp. Org. Name: ADMINISTRATION		AGY	AORG	EORG	FUND	101			
Expense Org. Name: ADMINISTRATION		133	0100	0101	001	101			
1		Ch. 17 Base to Standard Reconciliation				9			
Description	Code	2 Actual Expenditures 2005-2006	3 Base Budget	4 Adjustments to Base	5 Agency Net to Zero/Other Changes	6 Standard Budget Col. 3+4+5	7 Exception Request	8 Total Agency Request	9 District Judge's Budget Comm. Recommendation
EXPENDITURES									
SALARIES-SET BY LAW	0101	240,933	212,200	15,000	0	227,200	0	227,200	227,200
SALARIES CLASSIFIED	0103	253,145	308,591	20,157	0	328,748	0	328,748	328,748
SALARIES OTHER	0104	0	0	0	0	0	0	0	0
EMPLOYER PD BENEFITS	0105	187,973	219,199	39,920	0	259,119	0	259,119	259,119
EXTERNAL COST ADJ - SALARIES	0198	0	0	11,781	0	11,781	0	11,781	11,781
EXTERNAL COST ADJ - BENEFITS	0199	0	0	2,448	0	2,448	0	2,448	2,448
PERSONAL SERVICES	0100	682,051	739,990	89,306	0	829,296	0	829,296	829,296
EQUIPMENT REP & MNTC	0202	1,079	3,141	0	0	3,141	0	3,141	3,141
UTILITIES	0203	1,884	2,207	0	0	2,207	8,200	10,407	10,407
COMMUNICATION	0204	6,425	9,516	0	0	9,516	0	9,516	9,516
DUES-LICENSES-REGIST	0207	3,911	3,093	0	0	3,093	0	3,093	3,093
MISCELLANEOUS	0210	0	0	0	0	0	0	0	0
TRAVEL IN STATE	0221	15,816	13,691	0	-3,552	10,139	0	10,139	10,139
TRAVEL OUT OF STATE	0222	1,335	5,040	0	0	5,040	0	5,040	5,040
PERMANENT ASSIGNED VEHICLE	0223	0	0	0	3,552	3,552	9,000	12,552	12,552
OFFICE SUPPL-PRINTING	0231	3,012	4,226	0	0	4,226	1,000	5,226	5,226
EDUCA-RECREATNL SUPP	0236	147	6,261	0	0	6,261	0	6,261	6,261
OFFICE EQUIP-FURNISH	0241	5,600	0	0	0	0	0	0	0
DP REPRODUCT OTH EQU	0242	872	0	0	0	0	0	0	0
TRANSPORTATION EQUIPMENT	0243	0	24,000	-24,000	0	0	0	0	0
EQUIPMENT RENTAL	0252	50	0	0	0	0	0	0	0
SUPPORTIVE SERVICES	0200	40,130	71,175	-24,000	0	47,175	18,200	65,375	65,375
CENTRAL-SER DATA-SER	0410	660	0	0	0	0	0	0	0
TELECOMMUNICATIONS	0420	0	0	0	0	0	0	0	0
EQUIPMENT SERVICE CENTER	0430	0	720	240	0	960	0	960	960
CENT. SERV./DATA SERV.	0400	660	720	240	0	960	0	960	960
PROFESSIONAL FEES	0901	1,195	9,025	0	0	9,025	0	9,025	9,025
CONSULTING SERVICES	0902	0	0	0	0	0	0	0	0
SPECIAL PROJ & SVCS	0903	0	0	0	0	0	0	0	0
CONTRACTUAL SERVICES	0900	1,195	9,025	0	0	9,025	0	9,025	9,025
EXPENDITURE TOTALS		724,036	820,910	65,546	0	886,456	18,200	904,656	904,656
MEANS OF FUNDING									
GENERAL FUND	1001	724,036	820,910	65,546	0	886,456	18,200	904,656	904,656
GENERAL FUND	G	724,036	820,910	65,546	0	886,456	18,200	904,656	904,656
TOTAL FUNDING		724,036	820,910	65,546	0	886,456	18,200	904,656	904,656
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