



# STATE OF WYOMING

2011-2012

## BIENNIUM BUDGET REQUEST

JUDICIAL DISTRICT 3C 138

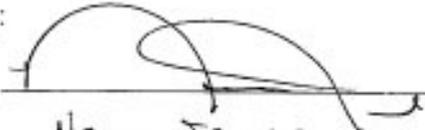
Agency Name and Number

Submitted by:

Signature

Name

Title

  
\_\_\_\_\_  
Nena James  
\_\_\_\_\_  
District Judge  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B - AGENCY SUMMARY

1		2	3	4	5	6	7	8	9
Description		Actual Expenditures 2007-2008	Base Budget	Adjustment to Base	Budget Reuductions	Standard Budget Col. 3+4+5	Exception Request	Total Agency Request	District Judge's Budget Comm. Recommendation
ADMINISTRATION 0100		780,509	910,887	38,391	-7,886	941,392	0	941,392	941,392
TOTAL BY EXPENSE ORGS		780,509	910,887	38,391	-7,886	941,392	0	941,392	941,392
PERSONAL SERVICES 0100		751,065	857,425	46,781	0	904,206	0	904,206	904,206
SUPPORTIVE SERVICES 0200		24,543	41,502	-8,390	-4,406	28,706	0	28,706	28,706
CENT.SERV./DATA SERV. 0400		1,124	960	0	-480	480	0	480	480
CONTRACTUAL SERVICES 0900		3,777	11,000	0	-3,000	8,000	0	8,000	8,000
TOTAL BY OBJECT SERIES		780,509	910,887	38,391	-7,886	941,392	0	941,392	941,392
GENERAL FUND G		780,509	910,887	38,391	-7,886	941,392	0	941,392	941,392
TOTAL BY FUNDS		780,509	910,887	38,391	-7,886	941,392	0	941,392	941,392
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	Division Number: 0100
Expense Org. Name: Administration	Unit 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	Division Number: 0100
Expense Org. Name: Administration	Unit 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.

200 Series – Supportive Services: The 200 series funds are used to cover the necessary operating costs for judicial services in Judicial District 3C.

400 Series – Central Services: The 400 series funds are used to provide hardware/software support from the Department of Administration and Information.

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.

**Total Standard Budget Request            \$941,392**

**NO EXCEPTION BUDGET REQUEST**

**Total Agency Budget Request            \$941,392**

Agency Name: JUDICIAL DISTRICT 3-C		Ch. 17 Base to Standard Reconciliation				Wyoming On-Line Financial System Code				
Approp. Org. Name: ADMINISTRATION						AGY	DIVISION	UNIT	FUND	APPR UNIT
Expense Org. Name: ADMINISTRATION						138	0100	0101	001	101
1	2	3	4	5	6	7	8	9		
Description	Code	Actual Expenditures 2007-2008	Base Budget	Adjustments to Base	Budget Reductions	Standard Budget Col. 3+4+5	Exception Request	Total Agency Request	District Judges Budget Comm. Recommendation	
EXPENDITURES										
SALARIES-SET BY LAW	0101	222,681	227,200	23,200	0	250,400	0	250,400	250,400	
SALARIES CLASSIFIED	0103	335,695	380,103	-1,051	0	379,052	0	379,052	379,052	
SALARIES OTHER	0104	0	0	0	0	0	0	0	0	
EMPLOYER PD BENEFITS	0105	192,690	250,122	24,632	0	274,754	0	274,754	274,754	
EXTERNAL COST ADJ - SALARIES	0198	0	0	0	0	0	0	0	0	
EXTERNAL COST ADJ - BENEFITS	0199	0	0	0	0	0	0	0	0	
PERSONAL SERVICES	0100	751,065	857,425	46,781	0	904,206	0	904,206	904,206	
EQUIPMENT REP & MNTC	0202	725	2,644	0	0	2,644	0	2,644	2,644	
COMMUNICATION	0204	2,342	6,556	0	0	6,556	0	6,556	6,556	
DUES-LICENSES-REGIST	0207	2,570	1,560	0	0	1,560	0	1,560	1,560	
MISCELLANEOUS	0210	299	0	0	0	0	0	0	0	
TRAVEL IN STATE	0221	6,117	6,022	0	0	6,022	0	6,022	6,022	
TRAVEL OUT OF STATE	0222	0	4,406	0	-4,406	0	0	0	0	
HOST EXP REIMBURSEMENT	0227	0	0	0	0	0	0	0	0	
OFFICE SUPPL-PRINTING	0231	4,488	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	1,298	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	5,193	8,390	-8,390	0	0	0	0	0	
DP REPRODUCT OTH EQU	0242	1,224	0	0	0	0	0	0	0	
EQUIPMENT RENTAL	0252	144	0	0	0	0	0	0	0	
INSURANCE-BOND PREM	0254	144	0	0	0	0	0	0	0	
SUPPORTIVE SERVICES	0200	24,543	41,502	-8,390	-4,406	28,706	0	28,706	28,706	
CENTRAL-SER DATA-SER	0410	0	0	0	0	0	0	0	0	
TELECOMMUNICATIONS	0420	29	0	0	0	0	0	0	0	
EQUIPMENT SERVICE CENTER	0430	1,095	960	0	-480	480	0	480	480	
CENT. SERV./DATA SERV.	0400	1,124	960	0	-480	480	0	480	480	
PROFESSIONAL FEES	0901	3,777	11,000	0	-3,000	8,000	0	8,000	8,000	
SPECIAL PROJ & SVCS	0903	0	0	0	0	0	0	0	0	
CONTRACTUAL SERVICES	0900	3,777	11,000	0	-3,000	8,000	0	8,000	8,000	
EXPENDITURE TOTALS		780,509	910,887	38,391	-7,886	941,392	0	941,392	941,392	
MEANS OF FUNDING										
GENERAL FUND	1001	780,509	910,887	38,391	-7,886	941,392	0	941,392	941,392	
GENERAL FUND	G	780,509	910,887	38,391	-7,886	941,392	0	941,392	941,392	
TOTAL FUNDING		780,509	910,887	38,391	-7,886	941,392	0	941,392	941,392	
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	