



# STATE OF WYOMING

2011-2012

## BIENNIUM BUDGET REQUEST

JUDICIAL DISTRICT 5A 127

Agency Name and Number

Submitted by:

Signature



Name

DISTRICT COURT JUDGE

Title

ROBERT E. SKAR

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

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\_\_\_\_\_

B - AGENCY SUMMARY

Agency Name: JUDICIAL DISTRICT 5-A		Agency Number: 127							
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 Judge's Budget Comm. Recommendation
ADMINISTRATION	0100	678,645	910,255	61,522	-15,480	956,297	6,000	962,297	962,297
WATER LITIGATION	0200	374,380	410,359	-60,234	-12,880	337,245	100,000	437,245	437,245
TOTAL BY EXPENSE ORGS		1,053,025	1,320,614	1,288	-28,360	1,293,542	106,000	1,399,542	1,399,542
PERSONAL SERVICES	0100	803,523	1,059,722	81,408	0	1,141,130	0	1,141,130	1,141,130
SUPPORTIVE SERVICES	0200	137,967	100,052	-1,000	-18,880	80,172	6,000	86,172	86,172
CENT.SERV./DATA SERV.	0400	5,820	5,840	0	-480	5,360	0	5,360	5,360
CONTRACTUAL SERVICES	0900	105,715	155,000	-79,120	-9,000	66,880	100,000	166,880	166,880
TOTAL BY OBJECT SERIES		1,053,025	1,320,614	1,288	-28,360	1,293,542	106,000	1,399,542	1,399,542
GENERAL FUND	G	1,053,025	1,320,614	1,288	-28,360	1,293,542	106,000	1,399,542	1,399,542
SPECIAL REVENUE	R	0	0	0	0	0	0	0	0
TOTAL BY FUNDS		1,053,025	1,320,614	1,288	-28,360	1,293,542	106,000	1,399,542	1,399,542
FULL TIME EMPLOYEE COUNT		0	6	0	0	6	0	6	6
PART TIME EMPLOYEE COUNT		0	0	0	0	0	0	0	0
TOTAL AUTHORIZED EMPLOYEES		0	6	0	0	6	0	6	6

Agency Name: Judicial District 5A (Worland)	Agency Number: 0127
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 5-3-111, inclusive, W.S. 1977 Republished Edition, establish and define the general activities of the judiciary. Objectives of the District Court, specifically Judicial District 5A include: justly presiding in a court of law, hearing and deciding the outcome of cases while being as fair and impartial as humanly possible and effectively and efficiently managing the caseload. This management involves scheduling matters to be heard while avoiding unnecessary delay in determining the disposition of cases, and supervising and retaining competent personnel to assist in successful completion of the aforementioned objectives. Caseload and disposition statistics for Judicial District 5A are currently on file with the Wyoming Supreme Court and are available upon request.

Judicial District 5A Court is a court of unlimited general jurisdiction. The District Court Judge hears and determines matters generally as set forth:

1. Felonies
2. Juvenile matters
3. Worker’s Compensation Appeals
4. Probate (decedents’ estates, guardianships and adoptions)
5. Involuntary commitments to the Wyoming State Hospital
6. Civil actions not commenced in county court
7. Appeals from county and municipal court
8. Various writs
9. Family violence
10. Stalking protection

**The District Court Judge’s** position has been constitutionally created and statutorily empowered. The following support personnel, under the Judge’s direct supervision, provide the necessary assistance required for smooth running of both court and office:

**District Court Reporter’s** duties are to make a stenographic record of court proceedings, prepare transcripts and perform various office functions. The Court Reporter is a statutory position.

**Judicial Assistant** schedules hearings, which, for Judicial District 5A are held in the counties of Washakie, Big Horn and Hot Springs. In addition to setting all criminal and civil actions, the judicial assistant types legal opinions, processes vouchers on the WOLFS system and acts as a receptionist.

**The Law Clerk** is a graduate of an accredited law school and has passed the Wyoming State Bar. The Law clerk saves the Judge countless hours by doing the legal research required by the Judge. The Law clerk’s efforts allow the judge to spend more time in the courtroom making it more expeditious for the Judge to maintain the present caseload.

Agency Name: Judicial District 5A (Worland)	Agency Number: 0127
Approp. Org. Name: Administration	Division Number: 0100
Expense Org. Name: Administration	Unit Number: 0101

**STANDARD BUDGET REQUEST NARRATIVE**

100 Series – Personal Services: The 100 series funds are used to provide for a judge, law clerk, judicial assistant, 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.

200 Series – Supportive Services: The 200 series funds are used to cover the necessary operating costs for judicial services in Hot Springs, Washakie, and Big Horn Counties.

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 or a court commissioner when necessary.

**Total Standard Budget Request            \$956,297**

**EXCEPTION BUDGET REQUEST**

**\$6,000 – In State Travel 0221:** We are requesting \$6,000 to cover the cost of reimbursement to the Court Reporter when traveling to court in Basin and Thermopolis. Previously the court reporter traveled with the judge to Basin and Thermopolis from Worland however the current judge resides in Thermopolis which now requires the court reporter to drive her personal vehicle from Worland to attend court in Thermopolis. The current judge holds drug court/family court after normal court hours in Basin so rather than have the court reporter wait anywhere from one to three hours, the court reporter drives her own vehicle to Basin and returns to Worland after normal court procedures.

**Total Exception Budget Request            \$ 6,000**

**Total Agency Budget Request            \$962,297**

Agency Name: JUDICIAL DISTRICT 5-A		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						127	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	231,091	360,491	-2,799	0	357,692	0	357,692	357,692	
EMPLOYER PD BENEFITS	0105	169,738	247,171	42,122	0	289,293	0	289,293	289,293	
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	623,510	834,862	62,522	0	897,384	0	897,384	897,384	
EQUIPMENT REP & MNTC	0202	409	768	0	0	768	0	768	768	
UTILITIES	0203	2,331	0	0	0	0	0	0	0	
COMMUNICATION	0204	1,313	12,082	0	-4,000	8,082	0	8,082	8,082	
DUES-LICENSES-REGIST	0207	2,934	960	0	0	960	0	960	960	
MISCELLANEOUS	0210	0	0	0	0	0	0	0	0	
TRAVEL IN STATE	0221	10,480	10,691	0	0	10,691	6,000	16,691	16,691	
TRAVEL OUT OF STATE	0222	5,931	4,500	0	-1,000	3,500	0	3,500	3,500	
PERM ASSIGNED VEHICLE	0223	13,875	11,000	0	0	11,000	0	11,000	11,000	
OFFICE SUPPL-PRINTING	0231	5,196	3,360	0	0	3,360	0	3,360	3,360	
EDUCA-RECREATNL SUPP	0236	2,581	7,680	0	-1,000	6,680	0	6,680	6,680	
SOFT GOODS&HOUSEKPNG	0237	0	432	0	0	432	0	432	432	
OFFICE EQUIP-FURNISH	0241	3,344	1,000	-1,000	0	0	0	0	0	
DP REPRODUCT OTHER EQ	0242	149	0	0	0	0	0	0	0	
EQUIPMENT RENTAL	0252	1,105	0	0	0	0	0	0	0	
CENT-SER-OFF-MCH-REP	0291	0	960	0	0	960	0	960	960	
SUPPORTIVE SERVICES	0200	49,648	53,433	-1,000	-6,000	46,433	6,000	52,433	52,433	
CENTRAL-SER DATA-SER	0410	360	0	0	0	0	0	0	0	
TELECOMMUNICATIONS	0420	0	0	0	0	0	0	0	0	
EQUIPMENT SERVICE CENTER	0430	375	960	0	-480	480	0	480	480	
CENT. SERV./DATA SERV.	0400	735	960	0	-480	480	0	480	480	
PROFESSIONAL FEES	0901	4,753	18,000	0	-9,000	9,000	0	9,000	9,000	
SPECIAL PROJ & SVCS	0903	0	0	0	0	0	0	0	0	
CONTRACTUAL TRAVEL	0905	0	3,000	0	0	3,000	0	3,000	3,000	
CONTRACTUAL SERVICES	0900	4,753	21,000	0	-9,000	12,000	0	12,000	12,000	
EXPENDITURE TOTALS		678,645	910,255	61,522	-15,480	956,297	6,000	962,297	962,297	
MEANS OF FUNDING										
GENERAL FUND	1001	678,645	910,255	61,522	-15,480	956,297	6,000	962,297	962,297	
GENERAL FUND	G	678,645	910,255	61,522	-15,480	956,297	6,000	962,297	962,297	
TOTAL FUNDING		678,645	910,255	61,522	-15,480	956,297	6,000	962,297	962,297	
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	

Agency Name: Judicial District 5A (Thermopolis)	Agency Number: 127
Approp. Org. Name: Water Litigation	Division Number: 0200
Expense Org. Name: Water Litigation	Unit Number: 0201

**EXPENSE ORGANIZATON OVERVIEW**

The Office of the Special Master was created pursuant to the filing of the Big Horn River General Adjudication lawsuit. The objective of the Special Masters office is to efficiently and effectively process all Phase III files received from the State Engineer’s Office, and to schedule and hear all objections filed with regard to Big Horn River General Adjudication. The office consists of a Special Master and Administrative Assistant. Contract support staff is brought in when necessary.

Special Master duties include hearing all initial objections and issuing a report and recommendation to the District Court Judge while encouraging settlement negotiations between parties on Phase III matters. Because the remaining files in the adjudication are large projects (Irrigation districts, municipalities, and large acreages) there are generally multiple objections filed in every instance. The Special Master and staff’s efforts have kept the water case from clogging the district court’s docket.

The Administrative assistant is required to coordinate the water litigation schedules between the Special Master, involved attorneys, the State Engineer staff and all pro se (unrepresented) parties. Additionally, the Administrative Assistant is responsible for initial technical review of all water case files received from the State Engineer’s Office. She handles budget preparation for Judicial District 5A and monitors and reports the agency’s financial status. The Administrative Assistant often gets calls from parties regarding water rights questions and fields them to the proper person or agency and coordinates and executes mass mailing of various documents filed with the court. Support staff assists in typing Orders, answering phones, copying documents and assisting in review of files.

**STANDARD BUDGET REQUEST NARRATIVE**

100 Series – Personal Services: The 100 series funds are used to provide for salary and benefits for two administrative assistants.

200 Series – Supportive Services: The 200 series funds are used to cover the necessary operating costs for the Big Horn River General Adjudication lawsuit.

400 Series – Central Services: The 400 series funds are used to provide hardware/software support from the Department of Administration and Information. 0420 represents telecommunication costs paid to the Department of Administration and Information.

900 Series – Contractual Services: Funds in the 900 series are used to pay for the existing contract with the Special Master of the Big Horn River General Adjudication.

**Total Standard Budget Request      \$337,245**

Agency Name: Judicial District 5A (Thermopolis)	Agency Number: 127
Approp. Org. Name: Water Litigation	Division Number: 0200
Expense Org. Name: Water Litigation	Unit Number: 0201

**EXCEPTION BUDGET REQUEST**

**\$100,000 – Special Projects & Services 0903:** The sum of \$100,000 is requested to cover the cost of the existing contract with the Special Master of the Big Horn River General Adjudication. Due to the increase in objections and hearings, the Special Master is working more hours on the adjudication than last biennium. These funds are requested to pay for the additional time. Further, funds are needed to pay for transcription of water case hearings. Funds budgeted in category 0903 are not recurring and must be requested every biennium.

**Total Exception Budget Request      \$100,000**

**Total Program Budget Request      \$ 437,245**

Agency Name: JUDICIAL DISTRICT 5-A		Ch. 17 Base to Standard Reconciliation				Wyoming On-Line Financial System Code				
Approp. Org. Name: WATER LITIGATION						AGY	DIVISION	UNIT	FUND	APPR UNIT
Expense Org. Name: WATER LITIGATION						127	0200	0201	001	201
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 CLASSIFIED	0103	114,843	131,183	14,312	0	145,495	0	145,495	145,495	
EMPLOYER PD BENEFITS	0105	65,171	93,677	4,575	0	98,252	0	98,252	98,252	
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	180,013	224,860	18,886	0	243,746	0	243,746	243,746	
REAL PROPERTY REP & MT	0201	0	2,304	0	0	2,304	0	2,304	2,304	
EQUIPMENT REP & MNTC	0202	380	960	0	0	960	0	960	960	
UTILITIES	0203	692	0	0	0	0	0	0	0	
COMMUNICATION	0204	1,665	10,745	0	-5,000	5,745	0	5,745	5,745	
DUES-LICENSES-REGIST	0207	125	720	0	0	720	0	720	720	
ADVERTISING-PROMOT	0208	0	2,880	0	-2,880	0	0	0	0	
TRAVEL IN STATE	0221	2,670	11,970	0	-5,000	6,970	0	6,970	6,970	
TRAVEL OUT OF STATE	0222	749	480	0	0	480	0	480	480	
OFFICE SUPPL-PRINTING	0231	2,876	6,720	0	0	6,720	0	6,720	6,720	
EDUCA-RECREATNL SUPP	0236	0	240	0	0	240	0	240	240	
OFFICE EQUIP-FURNISH	0241	788	0	0	0	0	0	0	0	
DP REPRODUCT OTHER EQ	0242	65,466	0	0	0	0	0	0	0	
REAL PROPERTY RENTAL	0251	11,700	9,600	0	0	9,600	0	9,600	9,600	
EQUIPMENT RENTAL	0252	228	0	0	0	0	0	0	0	
MAINT CONTRACTS EXT	0292	980	0	0	0	0	0	0	0	
SUPPORTIVE SERVICES	0200	88,319	46,619	0	-12,880	33,739	0	33,739	33,739	
TELECOMMUNICATIONS	0420	5,085	4,880	0	0	4,880	0	4,880	4,880	
EQUIPMENT SERVICE CENTER	0430	0	0	0	0	0	0	0	0	
CENT. SERV./DATA SERV.	0400	5,085	4,880	0	0	4,880	0	4,880	4,880	
PROFESSIONAL FEES	0901	100,962	83,000	-28,120	0	54,880	0	54,880	54,880	
SPECIAL PROJ & SVCS	0903	0	51,000	-51,000	0	0	100,000	100,000	100,000	
CONTRACTUAL TRAVEL	0905	0	0	0	0	0	0	0	0	
CONTRACTUAL SERVICES	0900	100,962	134,000	-79,120	0	54,880	100,000	154,880	154,880	
EXPENDITURE TOTALS		374,380	410,359	-60,234	-12,880	337,245	100,000	437,245	437,245	
MEANS OF FUNDING										
GENERAL FUND	1001	374,380	410,359	-60,234	-12,880	337,245	100,000	437,245	437,245	
GENERAL FUND	G	374,380	410,359	-60,234	-12,880	337,245	100,000	437,245	437,245	
WATER DEVELOP NONSTATUTORY	5029	0	0	0	0	0	0	0	0	
SPECIAL REVENUE	R	0	0	0	0	0	0	0	0	
SPECIAL REVENUE		0	0	0	0	0	0	0	0	
TOTAL FUNDING		374,380	410,359	-60,234	-12,880	337,245	100,000	437,245	437,245	
AUTHORIZED EMPLOYEES										
FULL TIME EMPLOYEE COUNT		0	2	0	0	2	0	2	2	
PART TIME EMPLOYEE COUNT		0	0	0	0	0	0	0	0	
AUTHORIZED EMPLOYEES		0	2	0	0	2	0	2	2	
TOTAL AUTHORIZED EMPLOYEES		0	2	0	0	2	0	2	2	