

Agency Name: Judicial District 1A (Cheyenne)	Agency Number: 120
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.

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.

200 Series – Supportive Services: The 200 series funds are used to cover the necessary operating costs for judicial services in Laramie County.

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.

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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 \$863,869

SUPPLEMENTAL BUDGET REQUEST

\$54,000 – Salaries Classified 0103: We are requesting \$54,000 and authority to reclassify a part-time law clerk position into a full-time position. Currently Judicial District 1A and 1B share the cost of one law clerk while the budget for Judicial District 1C covers the cost of a second law clerk. The two law clerks share their time between the three district judges, which has resulted in less speedy resolution of cases. The law clerks are a valuable resource in many aspects of the district court. Research law clerks provide results in the efficient rendering of decisions.

\$19,936 – Employer Paid Benefits 0105: We are requesting \$19,936 to cover benefits for a full-time law clerk position. The amount requested is for one year.

Please see the following spreadsheet to support the amount requested for benefits.

Total Supplemental Budget Request \$ 73,936

Total Agency Budget Request \$937,805

LN#	This work sheet is used to enter your request into the Budget Preparation System (BPS).								
SECTION 1	2	PERSONNEL FORM	D2						
	3	AGENCY NUMBER	120						October 2010
	4	UNIT	0101						DATE
	5	WOLFS FUND	001						
	6	APPROPRIATION UNIT	001						
	7	POSITION NUMBER	0040						
	8	POSITION INDICATOR (H/D)							
	9	POSITION STATUS (F/P)	Full time						
	10	PAY BAND							
	11	CLASS DATE							
	12	RANK		=<Agency-level Priority					
	13	CLASS CODE							
	14	POSITION TITLE	Law Clerk						
	15	PERCENT GF	100%	PERCENT TOTAL					
	16	PERCENT FF		100%					
	17	PERCENT OF							
	SECTION 2	18	BASE REQUEST	FISCAL YEAR 2011			FISCAL YEAR 2012		
19			Amount	Months	AnnualTotal	Amount	Months	AnnualTotal	
20		SALARY	\$4,500.00	12	\$54,000	\$4,500.00	12	\$54,000	\$108,000
21		Lngvty/dfrd cmp	\$20	12	\$240	\$20	12	\$240	\$480
22		GHLB	\$637	12	\$7,644	\$637	12	\$7,644	\$15,288
23		FICA	7.65%		\$4,149	7.65%		\$4,149	\$8,298
24		RETB	12.69%		\$6,883	12.69%		\$6,883	\$13,766
25		UNEM	0.50%		\$271	0.50%		\$271	\$542
26		WKCP	1.38%		\$749	1.38%		\$749	\$1,498
27		LEAVE							
28		HOUSING	\$679			\$679			
29		BENEFITS			\$19,936			\$19,936	\$39,872
30		BIENNIUM SUB-TOTAL		FY 2011==>	\$73,936	FY 2012==>	\$73,936		\$147,872
SECTION 3	31	ADJUSTMENT REQUEST	FISCAL YEAR 2011			FISCAL YEAR 2012			BIENNIUM TOTAL
	32		Amount	Months	Total	Amount	Months	Total	
	33	SALARY		12			12		
	34	FICA	7.65%			7.65%			
	35	RETB	12.69%			12.69%			
	36	UNEM	0.50%			0.50%			
	37	WKCP	1.38%			1.38%			
	38	LEAVE							
	39	BENEFITS							
	40	BIENNIUM SUB-TOTAL		FY 2011==>		FY 2012==>			
	41								
	42	BIENNIUM GRAND TOTAL			\$73,936			\$73,936	\$147,872
COL:	1	2	3	4	5	6	7	8	

Agency Name: JUDICIAL DISTRICT 1-A Approp. Org. Name: ADMINISTRATION Expense Org. Name: ADMINISTRATION		Wyoming On-Line Financial System Code			
1		2	3	4	5
Description		2011-2012 Appropriation	2011-2012 Supplemental Request	Revised 2011-2012 Appropriation	Recommended Approval
Code					
EXPENDITURES					
SALARIES-SET BY LAW	0101	250,400	0	250,400	250,400
SALARIES CLASSIFIED	0103	287,674	54,000	341,674	341,674
SALARIES OTHER	0104	54,860	0	54,860	54,860
EMPLOYER PD BENEFITS	0105	232,515	19,936	252,451	252,451
EXTERNAL COST ADJ - SALARIES	0198	0	0	0	0
EXTERNAL COST ADJ - BENEFITS	0199	0	0	0	0
PERSONAL SERVICES	0100	825,449	73,936	899,385	899,385
EQUIPMENT REP & MNTC	0202	2,408	0	2,408	2,408
UTILITIES	0203	0	0	0	0
COMMUNICATION	0204	5,932	0	5,932	5,932
DUES-LICENSES-REGIST	0207	1,925	0	1,925	1,925
DATA PROCESSING	0209	482	0	482	482
MISCELLANEOUS	0210	136	0	136	136
TRAVEL IN STATE	0221	3,540	0	3,540	3,540
TRAVEL OUT OF STATE	0222	2,410	0	2,410	2,410
OFFICE SUPPL-PRINTING	0231	2,892	0	2,892	2,892
EDUCA-RECREATNL SUPP	0236	9,126	0	9,126	9,126
SOFT GOODS&HOUSEKPNG	0237	397	0	397	397
OFFICE EQUIP-FURNISH	0241	0	0	0	0
DP REPRODUCT OTHER EQ	0242	0	0	0	0
TRANSPORTATION-VEHICLES	0243	0	0	0	0
CENT-SER-OFF-MCH-REP	0291	0	0	0	0
SUPPORTIVE SERVICES	0200	29,248	0	29,248	29,248
CENTRAL-SER DATA-SER	0410	0	0	0	0
TELECOMMUNICATIONS	0420	0	0	0	0
EQUIPMENT SERVICE CENTER	0430	480	0	480	480
CENT. SERV./DATA SERV.	0400	480	0	480	480
PROFESSIONAL FEES	0901	8,692	0	8,692	8,692
SPECIAL PROJ & SVCS	0903	0	0	0	0
CONTRACTUAL TRAVEL	0905	0	0	0	0
CONTRACTUAL SERVICES	0900	8,692	0	8,692	8,692
EXPENDITURE TOTALS		863,869	73,936	937,805	937,805
MEANS OF FUNDING					
GENERAL FUND	1001	863,869	73,936	937,805	937,805
GENERAL FUND	G	863,869	73,936	937,805	937,805
TOTAL FUNDING		863,869	73,936	937,805	937,805
AUTHORIZED EMPLOYEES					
FULL TIME EMPLOYEE COUNT		3	1	4	4
PART TIME EMPLOYEE COUNT		1	-1	0	0
AUTHORIZED EMPLOYEES		4	0	4	4
TOTAL AUTHORIZED EMPLOYEES		4	0	4	4