



STATE OF WYOMING

2013-2014

BIENNIUM BUDGET REQUEST

JUDICIAL DISTRICT 3C 138

Agency Name and Number

Submitted by:

Signature

[Handwritten Signature]

Name

[Handwritten Name]

Title

[Handwritten Title]

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	Code	Actual Expenditures 2009-2010	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	828,775	941,392	-3,999	0	937,393	4,500	941,893	941,893
TOTAL BY EXPENSE ORGS		828,775	941,392	-3,999	0	937,393	4,500	941,893	941,893
PERSONAL SERVICES	0100	805,101	904,206	-3,999	0	900,207	0	900,207	900,207
SUPPORTIVE SERVICES	0200	21,025	28,706	0	0	28,706	0	28,706	28,706
CENT.SERV./DATA SERV.	0400	480	480	0	0	480	0	480	480
CONTRACTUAL SERVICES	0900	2,169	8,000	0	0	8,000	4,500	12,500	12,500
TOTAL BY OBJECT SERIES		828,775	941,392	-3,999	0	937,393	4,500	941,893	941,893
GENERAL FUND	G	828,775	941,392	-3,999	0	937,393	4,500	941,893	941,893
TOTAL BY FUNDS		828,775	941,392	-3,999	0	937,393	4,500	941,893	941,893
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
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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 reflect changes in personnel, the increased contribution to the state retirement plan, and 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 \$937,393

EXCEPTION BUDGET REQUEST

\$4,500 – Professional Fees 0901: We are requesting \$2,250 per year to cover the cost of interpreters in order to facilitate compliance with the Supreme Court of Wyoming Language Interpreters Policy.

Total Exception Budget Request \$ 4,500

Total Agency Budget Request \$941,893

Agency Name: JUDICIAL DISTRICT 3-C		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			
		Ch. 17 Base to Standard Reconciliation							
1	2	3	4	5	6	7	8	9	
Description	Code	Actual Expenditures 2009-2010	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	245,006	250,400	0	0	250,400	0	250,400	250,400
SALARIES CLASSIFIED	0103	334,688	379,052	8,952	0	388,004	0	388,004	388,004
SALARIES OTHER	0104	0	0	0	0	0	0	0	0
EMPLOYER PD BENEFITS	0105	225,407	274,754	-12,951	0	261,803	0	261,803	261,803
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	805,101	904,206	-3,999	0	900,207	0	900,207	900,207
EQUIPMENT REP & MNTC	0202	468	2,644	0	0	2,644	0	2,644	2,644
UTILITIES	0203	606	0	0	0	0	0	0	0
COMMUNICATION	0204	3,814	6,556	0	0	6,556	0	6,556	6,556
DUES-LICENSES-REGIST	0207	550	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	5,644	6,022	0	0	6,022	0	6,022	6,022
TRAVEL OUT OF STATE	0222	429	0	0	0	0	0	0	0
HOST EXP REIMBURSEMENT	0227	0	0	0	0	0	0	0	0
OFFICE SUPPL-PRINTING	0231	7,383	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	2,131	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	0	0	0	0	0	0	0	0
DP REPRODUCT OTH EQU	0242	0	0	0	0	0	0	0	0
EQUIPMENT RENTAL	0252	0	0	0	0	0	0	0	0
INSURANCE-BOND PREM	0254	0	0	0	0	0	0	0	0
SUPPORTIVE SERVICES	0200	21,025	28,706	0	0	28,706	0	28,706	28,706
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	480	480	0	0	480	0	480	480
CENT. SERV./DATA SERV.	0400	480	480	0	0	480	0	480	480
PROFESSIONAL FEES	0901	2,169	8,000	0	0	8,000	4,500	12,500	12,500
SPECIAL PROJ & SVCS	0903	0	0	0	0	0	0	0	0
CONTRACTUAL SERVICES	0900	2,169	8,000	0	0	8,000	4,500	12,500	12,500
EXPENDITURE TOTALS		828,775	941,392	-3,999	0	937,393	4,500	941,893	941,893
MEANS OF FUNDING									
GENERAL FUND	1001	828,775	941,392	-3,999	0	937,393	4,500	941,893	941,893
GENERAL FUND	G	828,775	941,392	-3,999	0	937,393	4,500	941,893	941,893
TOTAL FUNDING		828,775	941,392	-3,999	0	937,393	4,500	941,893	941,893
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