



**STATE OF WYOMING**  
**2013-2014**  
**BIENNIUM BUDGET REQUEST**

**JUDICIAL DISTRICT 5B 128**  
Agency Name and Number

Submitted by:

Signature

Name

Title

  
Steven Crawford  
District Judge 5B

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

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

B - AGENCY SUMMARY

1		2	3	4	5	6	7	8	9
Description		Actual Expenditures 2009-2010	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		840,335	914,064	34,437	0	948,501	4,500	953,001	953,001
TOTAL BY EXPENSE ORGS		840,335	914,064	34,437	0	948,501	4,500	953,001	953,001
PERSONAL SERVICES 0100		795,895	859,054	34,437	0	893,491	0	893,491	893,491
SUPPORTIVE SERVICES 0200		36,685	37,798	0	0	37,798	0	37,798	37,798
CENT.SERV./DATA SERV. 0400		595	2,880	0	0	2,880	0	2,880	2,880
CONTRACTUAL SERVICES 0900		7,160	14,332	0	0	14,332	4,500	18,832	18,832
TOTAL BY OBJECT SERIES		840,335	914,064	34,437	0	948,501	4,500	953,001	953,001
GENERAL FUND G		840,335	914,064	34,437	0	948,501	4,500	953,001	953,001
TOTAL BY FUNDS		840,335	914,064	34,437	0	948,501	4,500	953,001	953,001
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 5B (Cody)	Agency Number: 128
Approp. Org. Name: Administration	Division Number: 0100
Expense Org. Name: Administration	Unit Number: 0101

**EXPENSE ORGANIZATION OVERVIEW**

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 a breast of advancing caseloads, and avoiding delay in disposition of cases, and retention of competent staff personnel. Caseload and disposition statistics are on file with the Supreme Court and available upon request. The District Court is a general jurisdiction court of unlimited jurisdiction, and in the Fifth 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, adoptions)
5. Involuntary commitments to the Wyoming State Hospital.
6. All civil actions not commenced in County Court.
7. Appeals from County and Municipal Courts.
8. Appeals from action of state, county and local government entities.
9. Various writs.

The District court is empowered to convene grand juries and petit juries. 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:  
Prepares stenographic records of court proceedings, prepares transcripts, and various office functions. The court reporter is a statutory position.
2. Judicial Assistant:  
In the area covered by Judicial District 5B there are over 60 attorneys who are constantly corresponding with or calling the Judge's chambers or appearing in person with requests for hearings in various matters. The Judicial Assistant responsibilities include managing the court docket, handling all correspondence, telephone receptionist, transcribing responsibilities for Judge, making appointments, preparing statistical and financial reports, budgetary matters, and general public relation assignments.
3. Law Clerk:  
The law clerk is a graduate of a credited law school (University of Wyoming) and has passed the Wyoming State Bar. Salary and employee-paid benefits are paid by the Court's budget. The law clerk does legal research, which saves countless hours of judicial

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time. Without research by the law clerk, the judge would be required to spend many hours each week out of the courtroom and not handling judicial business, but on the contrary, in the Park County Law Library doing research. Obviously, the law clerk makes it more expeditious for the Judge in maintaining the caseload in its present status.

**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 retirement benefit and health insurance benefit.

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

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.

**Total Standard Budget Request            \$948,501**

**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            \$953,001**

Agency Name: JUDICIAL DISTRICT 5-B		Wyoming On-Line Financial System Code							
Approp. Org. Name: ADMINISTRATION		AGY	DIVISION	UNIT	FUND	APPR UNIT			
Expense Org. Name: ADMINISTRATION		128	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	348,411	373,052	2,280	0	375,332	0	375,332	375,332
SALARIES OTHER	0104	0	0	0	0	0	0	0	0
EMPLOYER PD BENEFITS	0105	202,478	235,602	32,157	0	267,759	0	267,759	267,759
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	795,895	859,054	34,437	0	893,491	0	893,491	893,491
EQUIPMENT REP & MNTC	0202	0	323	0	0	323	0	323	323
UTILITIES	0203	0	0	0	0	0	0	0	0
COMMUNICATION	0204	0	2,909	0	0	2,909	0	2,909	2,909
DUES-LICENSES-REGIST	0207	3,555	384	0	0	384	0	384	384
ADVERTISING-PROMOTION	0208	0	0	0	0	0	0	0	0
MISCELLANEOUS	0210	0	0	0	0	0	0	0	0
TRAVEL IN STATE	0221	22,796	19,324	0	0	19,324	0	19,324	19,324
TRAVEL OUT OF STATE	0222	3,524	2,680	0	0	2,680	0	2,680	2,680
OFFICE SUPPL-PRINTING	0231	0	2,880	0	0	2,880	0	2,880	2,880
EDUCA-RECREATNL SUPP	0236	6,810	9,298	0	0	9,298	0	9,298	9,298
SOFT GOODS&HOUSEKPNG	0237	0	0	0	0	0	0	0	0
OTH REPAIRS-MAINT SUPP	0239	0	0	0	0	0	0	0	0
OFFICE EQUIP-FURNISH	0241	0	0	0	0	0	0	0	0
DP REPRODUCT OTHER EQ	0242	0	0	0	0	0	0	0	0
SUPPORTIVE SERVICES	0200	36,685	37,798	0	0	37,798	0	37,798	37,798
CENTRAL-SER DATA-SER	0410	0	0	0	0	0	0	0	0
TELECOMMUNICATIONS	0420	115	2,400	0	0	2,400	0	2,400	2,400
EQUIPMENT SERVICE CENTER	0430	480	480	0	0	480	0	480	480
CENT. SERV./DATA SERV.	0400	595	2,880	0	0	2,880	0	2,880	2,880
PROFESSIONAL FEES	0901	7,160	14,332	0	0	14,332	4,500	18,832	18,832
CONCULTING SERVICES	0902	0	0	0	0	0	0	0	0
CONTRACTUAL TRAVEL	0905	0	0	0	0	0	0	0	0
CONTRACTUAL SERVICES	0900	7,160	14,332	0	0	14,332	4,500	18,832	18,832
EXPENDITURE TOTALS		840,335	914,064	34,437	0	948,501	4,500	953,001	953,001
MEANS OF FUNDING									
GENERAL FUND	1001	840,335	914,064	34,437	0	948,501	4,500	953,001	953,001
GENERAL FUND	G	840,335	914,064	34,437	0	948,501	4,500	953,001	953,001
TOTAL FUNDING		840,335	914,064	34,437	0	948,501	4,500	953,001	953,001
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