



STATE OF WYOMING

2013-2014

BIENNIUM BUDGET REQUEST

JUDICIAL DISTRICT 1C 137

Agency Name and Number

Submitted by:

Signature

Name

Title

Peter C. Arnold

Peter C. Arnold

Judge

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

B - AGENCY SUMMARY

Agency Name: JUDICIAL DISTRICT 1-C		Agency Number: 137							
1	2	3	4	5	6	7	8	9	
Description	Code	Actual Expenditures 2009-2010	Base Budget	Adjustment to Base	Budget Reductions	Standard Budget Col. 3+4+5	Exception Request	Total Agency Request	District Judge's Budget Comm. Recommendation
ADMINISTRATION	0100	916,876	1,002,304	-2,437	0	999,867	4,500	1,004,367	1,004,367
TOTAL BY EXPENSE ORGS		916,876	1,002,304	-2,437	0	999,867	4,500	1,004,367	1,004,367
PERSONAL SERVICES	0100	888,254	958,568	4,324	0	962,892	0	962,892	962,892
SUPPORTIVE SERVICES	0200	23,552	34,837	-7,000	0	27,837	0	27,837	27,837
CENT.SERV./DATA SERV.	0400	640	899	239	0	1,138	0	1,138	1,138
CONTRACTUAL SERVICES	0900	4,430	8,000	0	0	8,000	4,500	12,500	12,500
TOTAL BY OBJECT SERIES		916,876	1,002,304	-2,437	0	999,867	4,500	1,004,367	1,004,367
GENERAL FUND	G	916,876	1,002,304	-2,437	0	999,867	4,500	1,004,367	1,004,367
TOTAL BY FUNDS		916,876	1,002,304	-2,437	0	999,867	4,500	1,004,367	1,004,367
FULL TIME EMPLOYEE COUNT		0	5	0	0	5	0	5	5
PART TIME EMPLOYEE COUNT		0	0	0	0	0	0	0	0
TOTAL AUTHORIZED EMPLOYEES		0	5	0	0	5	0	5	5

Agency Name: Judicial District 1C (Cheyenne)	Agency Number: 137
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. 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 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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Approp. Org. Name: Administration	Division Number: 0100
Expense Org. Name: Administration	Unit Number: 0101

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 \$ 999,867

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 \$ 1,004,367

Agency Name: JUDICIAL DISTRICT 1-C		Wyoming On-Line Financial System Code							
Approp. Org. Name: ADMINISTRATION		AGY	DIVISION	UNIT	FUND	APPR UNIT			
Expense Org. Name: ADMINISTRATION		137	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	410,534	444,099	-4,911	0	439,188	0	439,188	439,188
SALARIES OTHER	0104	0	0	0	0	0	0	0	0
EMPLOYER PD BENEFITS	0105	232,714	264,069	9,235	0	273,304	0	273,304	273,304
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	888,254	958,568	4,324	0	962,892	0	962,892	962,892
EQUIPMENT REP & MNTC	0202	2,282	2,644	0	0	2,644	0	2,644	2,644
UTILITIES	0203	3,760	0	0	0	0	0	0	0
COMMUNICATION	0204	433	6,556	0	0	6,556	0	6,556	6,556
DUES-LICENSES-REGIST	0207	3,415	1,560	0	0	1,560	0	1,560	1,560
DATA PROCESSING	0209	0	0	0	0	0	0	0	0
MISCELLANEOUS	0210	13	0	0	0	0	0	0	0
TRAVEL IN STATE	0221	3,050	3,872	0	0	3,872	0	3,872	3,872
TRAVEL OUT OF STATE	0222	3,196	3,406	0	0	3,406	0	3,406	3,406
OFFICE SUPPL-PRINTING	0231	3,816	3,366	0	0	3,366	0	3,366	3,366
EDUCA-RECREATNL SUPP	0236	1,638	6,433	0	0	6,433	0	6,433	6,433
SOFT GOODS&HOUSEKPNG	0237	0	0	0	0	0	0	0	0
OFFICE EQUIP-FURNISH	0241	1,547	7,000	-7,000	0	0	0	0	0
DP REPRODUCT OTHER EQUI	0242	0	0	0	0	0	0	0	0
EQUIPMENT RENTATL	0252	0	0	0	0	0	0	0	0
MAINT CONTRACTS EXP	0292	402	0	0	0	0	0	0	0
SUPPORTIVE SERVICES	0200	23,552	34,837	-7,000	0	27,837	0	27,837	27,837
CENTRAL-SER DATA-SER	0410	0	0	0	0	0	0	0	0
TELECOMMUNICATIONS	0420	0	259	879	0	1,138	0	1,138	1,138
EQUIPMENT SERVICE CENTER	0430	640	640	-640	0	0	0	0	0
CENT. SERV./DATA SERV.	0400	640	899	239	0	1,138	0	1,138	1,138
PROFESSIONAL FEES	0901	4,430	8,000	0	0	8,000	4,500	12,500	17,000
SPECIAL PROJ & SVCS	0903	0	0	0	0	0	0	0	0
CONTRACTUAL SERVICES	0900	4,430	8,000	0	0	8,000	4,500	12,500	17,000
EXPENDITURE TOTALS		916,876	1,002,304	-2,437	0	999,867	4,500	1,004,367	1,004,367
MEANS OF FUNDING									
GENERAL FUND	1001	916,876	1,002,304	-2,437	0	999,867	4,500	1,004,367	1,004,367
GENERAL FUND	G	916,876	1,002,304	-2,437	0	999,867	4,500	1,004,367	1,004,367
TOTAL FUNDING		916,876	1,002,304	-2,437	0	999,867	4,500	1,004,367	1,004,367
AUTHORIZED EMPLOYEES									
FULL TIME EMPLOYEE COUNT		0	5	0	0	5	0	5	5
PART TIME EMPLOYEE COUNT		0	0	0	0	0	0	0	0
AUTHORIZED EMPLOYEES		0	5	0	0	5	0	5	5
TOTAL AUTHORIZED EMPLOYEES		0	5	0	0	5	0	5	5