



STATE OF WYOMING

2013-2014

BIENNIUM BUDGET REQUEST

JUDICIAL DISTRICT 8A 133

Agency Name and Number

Submitted by:

Signature

Name

Title

Keith G. Kautz
Keith G. Kautz
8th Judicial District Judge - 8A

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	Adjustment to Base	Budget Reductions	Standard Budget Col. 3+4+5	Exception Request	Total Agency Request	District Judge's Budget Comm. Recommendation
ADMINISTRATION 0100		823,522	914,270	15,799	0	930,069	4,500	934,569	934,569
TOTAL BY EXPENSE ORGS		823,522	914,270	15,799	0	930,069	4,500	934,569	934,569
PERSONAL SERVICES 0100		771,284	851,290	16,279	0	867,569	0	867,569	867,569
SUPPORTIVE SERVICES 0200		49,513	55,975	0	0	55,975	0	55,975	55,975
CENT.SERV./DATA SERV. 0400		620	480	-480	0	0	0	0	0
CONTRACTUAL SERVICES 0900		2,105	6,525	0	0	6,525	4,500	11,025	11,025
TOTAL BY OBJECT SERIES		823,522	914,270	15,799	0	930,069	4,500	934,569	934,569
GENERAL FUND G		823,522	914,270	15,799	0	930,069	4,500	934,569	934,569
TOTAL BY FUNDS		823,522	914,270	15,799	0	930,069	4,500	934,569	934,569
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

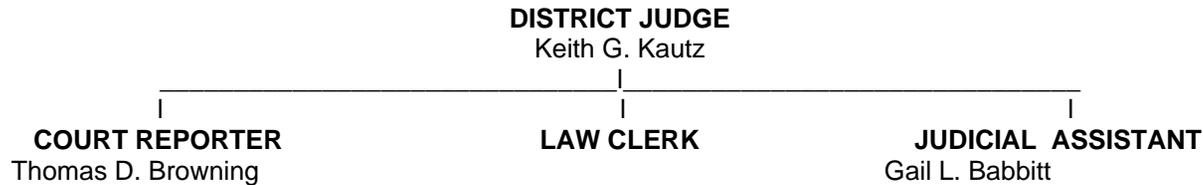
Agency Name: Judicial District 8A (Torrington)	Agency Number: 133
Approp. Org. Name: Administration	Division Number: 0100
Expense Org. Name: Administration	Unit Number: 0101

The Eighth Judicial District covers Converse, Goshen, Platte and Niobrara Counties. District 8A handles responsibilities entirely in Goshen County and shares responsibilities in conjunction with District 8B for Platte and Niobrara Counties. In addition, the District Judge of 8A is occasionally assigned duties in other districts throughout the State and occasionally assists the Supreme Court when conflicts or health problems with judges of other jurisdictions arise.

Judicial District 8A provides a judicial forum for Criminal Court, Civil Court, Probate Court, Juvenile Court, and acts as an Appellate Court for the Justice of the Peace Court, Circuit Courts, and State Agencies. The matters involved range from the juvenile shoplifters to murderers, from the division of a deceased's estate to questions concerning the propriety of the State Engineer's actions, and family protection orders to divorce trials. The Court also acts as a mediator throughout the State. With the wide spectrum of matters before the Court, the time involved per case can run from five minutes for an uncontested divorce to weeks for a complex water rights trial.

It is the goal of this Court to dispose of matters as promptly as possible, yet provide all parties a full opportunity to present their positions. This Court strives to provide prompt and efficient administration of justice to the citizens that it serves.

ORGANIZATION CHART



Agency Name: Judicial District 8A (Torrington)	Agency Number: 133
Approp. Org. Name: Administration	Division Number: 0100
Expense Org. Name: Administration	Unit Number: 0101

EXPENSE ORGANIZATION OVERVIEW

JUDICIAL ADMINISTRATION

Wyoming Statutes: §§5-3-101 through 5-3-401 through 5-3-410
 Population Served: General Public.
 Number of Clients Served: N/A (Efficient judicial administration serves all of the public)
 Funding: 100% General Fund.

Program Descriptions and Objectives: The District’s administrative staff currently consists of four full-time positions. Those positions include the District Judge, Court Reporter, Law Clerk and Judicial Assistant.

Full time offices are maintained in Torrington. In addition, minimal facilities are maintained in Wheatland and Lusk. The Judicial Assistant types correspondence, decision letters, opinions, court orders, case management orders, etc., maintains the library, orders officer supplies, submits vouchers through the WOLF system, maintains travel expense records and submits the same through the WOLF system, prepares and oversees all budgeting matters, submits medical insurance claims, and acts as a receptionist. The Judicial Assistant schedules hearings for Judge Kautz in all four counties in the district, and coordinates that schedule with attorneys’ schedules. The Judicial Assistant also schedules facilities and hearings for the Office of Administrative Hearings (ie: workers’ comp., unemployment, licenses). The Court Reporter records verbatim stenographically anything requested by the Court or attorneys and then, when requested, transcribes it to printed form. The Court Reporter also maintains all exhibits presented in Court. The duties of the District Judge include deciding legally contested matters, advance research on matters that will be coming before him and study of the issues presented to him. This requires extensive use of a legal library, on-line Legal Research materials, and continuing education. Pre-trial conferences are held to minimize the time required for trial. The Judge presides over jury trials. The Judge is the administrator of this office and gives time to maintaining good public relations. To provide judicial services, the District Judge travels regularly within the district, and also provides services to other judicial districts. This District Judge also accepts assignments of disputes from other Districts for mediation pursuant to WRCP 40.

No federal program funds are included in this budget.

STANDARD BUDGET REQUEST NARRATIVE

100 Series – Personal Services: The 100 series funds are used to provide for a judge, judicial assistant, law clerk and a court reporter. These funds also provide payment of transcription fees to the court reporter and benefits for all court employees. Adjustments reflect changes in the increased contribution to the state retirement plan and health insurance plan.

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Approp. Org. Name: Administration	Division Number: 0100
Expense Org. Name: Administration	Unit Number: 0101

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

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 for a court commissioner, if necessary.

Total Standard Budget Request \$930,069

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 \$934,569

Agency Name: JUDICIAL DISTRICT 8-A		Wyoming On-Line Financial System Code							
Approp. Org. Name: ADMINISTRATION		AGY	DIVISION	UNIT	FUND	APPR UNIT			
Expense Org. Name: ADMINISTRATION		133	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	293,337	335,330	18,000	0	353,330	0	353,330	353,330
SALARIES OTHER	0104	0	0	0	0	0	0	0	0
EMPLOYER PD BENEFITS	0105	232,941	265,560	-1,721	0	263,839	0	263,839	263,839
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	771,284	851,290	16,279	0	867,569	0	867,569	867,569
EQUIPMENT REP & MNTC	0202	330	3,141	0	0	3,141	0	3,141	3,141
UTILITIES	0203	7,025	8,657	0	0	8,657	0	8,657	8,657
COMMUNICATION	0204	1,378	7,766	0	0	7,766	0	7,766	7,766
DUES-LICENSES-REGIST	0207	1,554	3,093	0	0	3,093	0	3,093	3,093
MISCELLANEOUS	0210	0	0	0	0	0	0	0	0
TRAVEL IN STATE	0221	6,438	7,339	0	0	7,339	0	7,339	7,339
TRAVEL OUT OF STATE	0222	1,474	4,040	0	0	4,040	0	4,040	4,040
PERMANENT ASSIGNED VEHICLE	0223	13,474	12,552	0	0	12,552	0	12,552	12,552
OFFICE SUPPL-PRINTING	0231	3,571	4,226	0	0	4,226	0	4,226	4,226
EDUCA-RECREATNL SUPP	0236	1,125	5,161	0	0	5,161	0	5,161	5,161
OFFICE EQUIP-FURNISH	0241	9,010	0	0	0	0	0	0	0
DP REPRODUCT OTH EQU	0242	3,804	0	0	0	0	0	0	0
TRANSPORTATION EQUIPMENT	0243	0	0	0	0	0	0	0	0
MAINT CONTRACTS EXT	0292	330	0	0	0	0	0	0	0
SUPPORTIVE SERVICES	0200	49,513	55,975	0	0	55,975	0	55,975	55,975
CENTRAL-SER DATA-SER	0410	0	0	0	0	0	0	0	0
TELECOMMUNICATIONS	0420	140	0	0	0	0	0	0	0
EQUIPMENT SERVICE CENTER	0430	480	480	-480	0	0	0	0	0
CENT. SERV./DATA SERV.	0400	620	480	-480	0	0	0	0	0
PROFESSIONAL FEES	0901	2,105	6,525	0	0	6,525	4,500	11,025	11,025
CONSULTING SERVICES	0902	0	0	0	0	0	0	0	0
SPECIAL PROJ & SVCS	0903	0	0	0	0	0	0	0	0
CONTRACTUAL SERVICES	0900	2,105	6,525	0	0	6,525	4,500	11,025	11,025
EXPENDITURE TOTALS		823,522	914,270	15,799	0	930,069	4,500	934,569	934,569
MEANS OF FUNDING									
GENERAL FUND	1001	823,522	914,270	15,799	0	930,069	4,500	934,569	934,569
GENERAL FUND	G	823,522	914,270	15,799	0	930,069	4,500	934,569	934,569
TOTAL FUNDING		823,522	914,270	15,799	0	930,069	4,500	934,569	934,569
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