

1		2	3	4	5	6
Description		Base Budget	Standard Budget	Exception Request	Total Agency Request	Supreme Court Recommendation
COMMON JURY FUND		165,209	165,209	0	165,209	165,209
SPECIAL COURT MAGISTRATES		9,200	9,200	0	9,200	9,200
EQUIPMENT		137,019	95,570	23,214	118,784	118,784
EXAMINATION OF COURTS		609,633	658,587	0	658,587	658,587
TEMPORARY SERVICES		60,000	60,000	0	60,000	60,000
FIRST JUDICIAL DISTRICT		3,046,775	3,098,192	0	3,098,192	3,098,192
SECOND JUDICIAL DISTRICT		2,463,682	2,661,488	0	2,661,488	2,661,488
THIRD JUDICIAL DISTRICT		4,395,289	4,672,638	0	4,672,638	4,672,638
FOURTH JUDICIAL DISTRICT		1,766,026	1,955,900	0	1,955,900	1,955,900
FIFTH JUDICIAL DISTRICT		2,694,711	2,870,077	0	2,870,077	2,870,077
SIXTH JUDICIAL DISTRICT		3,361,041	3,734,879	37,296	3,772,175	3,772,175
SEVENTH JUDICIAL DISTRICT		3,651,130	3,680,444	0	3,680,444	3,680,444
EIGHTH JUDICIAL DISTRICT		2,678,043	2,873,155	0	2,873,155	2,873,155
NINTH JUDICIAL DISTRICT		3,805,046	4,066,040	0	4,066,040	4,066,040
TOTAL BY DISTRICT		28,842,804	30,601,379	60,510	30,661,889	30,661,889
PERSONAL SERVICES		26,913,526	28,726,186	60,000	28,786,186	28,786,186
SUPPORTIVE SERVICES		1,436,615	1,395,166	60,510	1,455,676	1,455,676
CENTRAL SERVICES		92,024	79,388	0	79,388	79,388
GRANTS & AID PAYMENT		0	0	0	0	0
CONTRACTUAL SERVICES		400,639	400,639	-60,000	340,639	340,639
TOTAL BY OBJECT SERIES		28,842,804	30,601,379	60,510	30,661,889	30,661,889
MEANS OF FUNDING						
GENERAL FUND		28,842,804	30,601,379	60,510	30,661,889	30,661,889
TOTAL BY FUNDING		28,842,804	30,601,379	60,510	30,661,889	30,661,889
AUTHORIZED EMPLOYEES						
FULL TIME EMPLOYEE COUNT		154	154	0	154	154
PART TIME EMPLOYEE COUNT		7	7	0	7	7
TOTAL AUTHORIZED EMPLOYEES		161	161	0	161	161

AGENCY NAME: SUPREME COURT
 APPROPRIATION ORGANIZATION NAME: CIRCUIT COURTS

AGENCY NUMBER: 101
 DIVISION NUMBER: 0500

CIRCUIT COURT PROGRAM

The circuit court program encompasses appropriations and expenses for the operation of the state funded circuit courts pursuant to the Wyoming Constitution and W.S. 5-9-101, et seq., W.S. 1977. These 25 circuit courts have been consolidated into one program for purposes of consistency and flexibility. While the circuit court budgets are itemized by circuit, funds for each of the courts are kept in separate sub-budgets on the WOLFS system to provide individual circuit court accountability.

Twenty-three counties with 24 circuit court judges and six full-time magistrates are part of the fully state funded circuit court system.

Fully funded Circuit Court

Laramie
 Natrona
 Fremont
 Fremont
 Sweetwater
 Sweetwater
 Converse
 Uinta
 Sheridan
 Carbon
 Albany
 Campbell
 Lincoln
 Goshen
 Park
 Sublette
 Big Horn
 Hot Springs
 Teton
 Crook
 Weston
 Johnson
 Washakie
 Platte
 Niobrara

Location/Number of Judges

Cheyenne/3 judges
 Casper/3 judges
 Lander and Dubois/1 judge
 Riverton/1 judge
 Green River/1 judge
 Rock Springs/1 judge
 Douglas/1 judge
 Evanston/1 judge
 Sheridan/1 judge
 Rawlins/1 judge
 Laramie/1 judge
 Gillette/2 judges
 Kemmerer and Afton/1 judge
 Torrington/1 judge
 Cody and Powell/1 judge
 Pinedale/1 judge
 Basin and Lovell/shares 1 judge with Hot Springs and Washakie Counties
 Thermopolis/shares 1 judge from Big Horn County and Washakie Counties
 Jackson/1 judge
 Sundance/shares 1 judge with Weston County
 Newcastle/shares 1 judge with Crook County
 Buffalo/shares 1 judge with Sheridan County
 Worland/shares 1 judge with Big Horn and Hot Springs Counties
 Wheatland/shares 2 judges with Converse, Goshen, and Niobrara Counties
 Lusk/shares 2 judges with Converse, Goshen, and Platte Counties

AGENCY NAME: SUPREME COURT
 APPROPRIATION ORGANIZATION NAME: CIRCUIT COURTS

AGENCY NUMBER: 101
 DIVISION NUMBER: 0500

In addition to the sub-budget for each circuit court there are sub-budgets for the common jury fund, a common equipment fund, special court magistrate fund, examination of courts, and temporary services.

JURISDICTION

The circuit courts' jurisdiction was expanded in 2011. Circuit courts have jurisdiction in misdemeanor criminal cases and they conduct preliminary examinations of persons charged with a felony. Activities in the circuit courts include the issuance of arrest warrants or summonses, the issuance of search warrants and the conducting of initial appearances for persons arrested in addition to the preliminary examinations. Circuit courts now have exclusive jurisdiction over civil cases when the recovery requested does not exceed \$50,000. In addition, circuit courts have jurisdiction over certain family violence, stalking, and sexual assault matters. Circuit court judges also function as district court commissioners if appointed by district court judges.

The following chart shows the composition of case filings in the circuit courts for Fiscal year 2015.

<u>Case Filings by Type</u>	<u>Number of Filings</u>	<u>Percent of Total Filings for FY 2015</u>
Small Claims	4,736	3%
Other Civil	22,434	13%
Family Violence	1,649	1%
Traffic Violations	111,304	67%
Misdemeanors (Non-traffic)	17,402	11%
Driving Under the Influence	3,750	2%
Felony Charges	<u>5,171</u>	<u>3%</u>
Total	166,446	100%

AGENCY NAME: SUPREME COURT
 APPROPRIATION ORGANIZATION NAME: CIRCUIT COURTS

AGENCY NUMBER: 101
 DIVISION NUMBER: 0500

ANALYSIS OF CASELOAD COMPOSITION IN THE CIRCUIT COURTS

Following are the statewide caseload and revenue statistics for fiscal years 2014 and 2015.

	2014	2015
Filings		
Civil	30,992	28,819
Misdemeanors	134,740	128,706
Driving under the Influence	3,751	3,750
Felony Charges	5,098	5,171
Total	<u>174,581</u>	<u>166,446</u>
Money Collected		
Transmitted to County	\$9,781,012	\$9,560,185
Transmitted to State (General Fund)	\$4,552,133	\$4,445,356
Transmitted to State (Special Revenue)	\$2,743,521	\$2,734,383
Other Party Disbursements	<u>\$14,119,881</u>	<u>\$14,574,155</u>
TOTAL	<u>\$31,196,547</u>	<u>\$31,314,079</u>

General Fund revenues for Fiscal Years 2017 and 2018 are difficult to estimate for each circuit court, however, it is estimated that overall, the circuit courts will generate \$4,500,000 per fiscal year or \$9,000,000 for the biennium.

AGENCY NAME: SUPREME COURT
APPROPRIATION ORGANIZATION NAME: CIRCUIT COURTS

AGENCY NUMBER: 101
DIVISION NUMBER: 0500

CONSEQUENCES OF INADEQUATE FUNDING

The circuit courts have a high and varied caseload. Cases differ in complexity and the amount of time it may take to process a case also varies. Personnel costs account for 94 percent of the circuit court budget and 6 percent is for the supportive services, central services, and professional fees. If the circuit court program does not receive adequate funding, it cannot meet its statutory requirements. The quality and quantity of services provided would be severely affected and justice would not be served. Inadequate funding might also affect the hours the courts could be open to the public. Lack of appropriate funding could also result in delay of judicial services, causing a severe backlog of cases and possibly inadequate accounting or revenue and delay in forwarding funds to the state and county.

Agency Name: Supreme Court	Agency Number: 101
Approp. Org. Name: Circuit Courts	Division Number: 0500
Expense Org. Name: Common Jury Fund	Unit Number: 0501

EXPENSE ORGANIZATION OVERVIEW

COMMON JURY FUND

The Constitution guarantees citizens the right to a jury trial. Adequate funds must be available in the Jury Fees category to cover this expense. In accordance with W.S. 1-11-303, jurors are paid \$30.00 for each full or partial day of attendance.

It has been determined by a consensus of the circuit court judges and the Supreme Court Administration that calling an average of 20 jurors per trial is necessary in order to have sufficient jurors to sit after the attorneys have made their respective challenges. Recent experience has shown that when defendants are well known in a community there is a need to increase the number of jurors called, in order to ensure that a panel could be drawn. Based on 20 jurors per trial, the cost of holding a trial is \$600 per day, which does not include mileage. When mileage is included the average jury trial costs approximately \$900 or more.

The number of jury trials is extremely difficult to predict and can fluctuate at any time. In the last two years we have had an average of 65 jury trials per year.

STANDARD BUDGET REQUEST NARRATIVE

200 Supportive Services: Funds in this category are used to pay the expenses necessary for a jury trial, including jury fees, bailiff fees, meals, mileage, etc. This fund is currently used by the 29 state funded circuit courts.

900 Contractual Services: Funds in this category are used to cover the special needs that arise to ensure compliance with the Americans With Disabilities Act. Funds in this category have been used to retain interpreters for the hearing impaired, as well as language interpreters.

Total Standard Budget Request \$165,209

NO EXCEPTION BUDGET REQUEST

Total Agency Budget Request \$165,209

CE Expense Organization Budget Request

Agency Name: SUPREME COURT		Wyoming On-Line Financial System Code				
Approp. Org. Name: CIRCUIT COURTS		AGY	DIVISION	UNIT	FUND	APPR UNIT
Expense Org. Name: COMMON JURY FUND		101	0500	0501	001	501
1		2	3	4	5	6
		Base Budget	Standard Budget	Exception Request	Total Agency Request	Supreme Court Recommendation
Description	Code					
EXPENDITURES						
JURY FEES (NEW CODE)	0211	153,709	153,709	0	153,709	153,709
TRAVEL IN STATE	0221	0	0	0	0	0
SUPPLIES	0230	5,000	5,000	0	5,000	5,000
OFFICE SUPPL-PRINTING	0231	500	500	0	500	500
FOOD SERVICE SUPP	0234	0	0	0	0	0
JURY FEES (CODE CHGD BY SAO)	0257	0	0	0	0	0
SUPPORTIVE SERVICES	0200	159,209	159,209	0	159,209	159,209
PROFESSIONAL FEES	0901	6,000	6,000	0	6,000	6,000
CONTRACTUAL TRAVEL	0905	0	0	0	0	0
CONTRACTUAL SERVICES	0900	6,000	6,000	0	6,000	6,000
EXPENDITURE TOTALS		165,209	165,209	0	165,209	165,209
MEANS OF FUNDING						
GENERAL FUND	1001	165,209	165,209	0	165,209	165,209
GENERAL FUND	G	165,209	165,209	0	165,209	165,209
TOTAL FUNDING		165,209	165,209	0	165,209	165,209

Agency Name: Supreme Court	Agency Number: 101
Approp. Org. Name: Circuit Courts	Division Number: 0500
Expense Org. Name: Special Circuit Magistrates	Unit Number: 0502

COURT MAGISTRATES – SPECIAL FUND

STANDARD BUDGET REQUEST

900 Contractual Services: Funds in this category are used to pay for the cost of securing court magistrates for the circuit courts. Judges and magistrates of the circuit court are mandated to hold a probable cause hearing within 72 hours of a warrantless arrest. The judges and magistrates have a duty to decide whether bail may be posted. This special circuit court wide fund was established to fund costs arising from compliance with the 72-hour hearing requirement. The funds in this category compensate court magistrates used for weekend and holiday appearances, as well as when a court’s individual budget is insufficient to cover absences of a judge. Standard budget request \$9,200.

Total Standard Budget Request \$9,200

NO EXCEPTION BUDGET REQUEST

Total Agency Budget Request \$9,200

CE Expense Organization Budget Request

Agency Name: SUPREME COURT		Wyoming On-Line Financial System Code				
Approp. Org. Name: CIRCUIT COURTS		AGY	DIVISION	UNIT	FUND	APPR UNIT
Expense Org. Name: SPECIAL CIRCUIT MAGISTRATES		101	0500	0502	001	501
1		2	3	4	5	6
		Base Budget	Standard Budget	Exception Request	Total Agency Request	Supreme Court Recommendation
Description	Code					
EXPENDITURES						
PROFESSIONAL FEES	0901	9,200	9,200	0	9,200	9,200
CONTRACTUAL SERVICES	0900	9,200	9,200	0	9,200	9,200
EXPENDITURE TOTALS		9,200	9,200	0	9,200	9,200
MEANS OF FUNDING						
GENERAL FUND	1001	9,200	9,200	0	9,200	9,200
GENERAL FUND	G	9,200	9,200	0	9,200	9,200
TOTAL FUNDING		9,200	9,200	0	9,200	9,200

Agency Name: Supreme Court	Agency Number: 101
Approp. Org. Name: Circuit Courts	Division Number: 0500
Expense Org. Name: Equipment	Unit Number: 0503

EXPENSE ORGANIZATION OVERVIEW

This fund was established to provide for a common equipment fund for the circuit courts.

STANDARD BUDGET REQUEST NARRATIVE

200 Supportive Services: Funds in this category are used to pay for the cost of leasing copy machines in several circuit court offices and to cover the electronic postage meters and mailing machines in 23 circuit court offices.

Total Standard Budget Request \$95,570

EXCEPTION BUDGET REQUEST

\$23,214 – Office Equipment/Furnishings 0241: We are requesting \$41,449 to cover the following equipment needs in the circuit courts. This is a ONE-TIME REQUEST.

Circuit Court of the 5 th Judicial District – Thermopolis	\$ 8,800	Copy Machine (July 2008)
Circuit Court of the 6 th Judicial District – Gillette	\$ 7,814	Copy Machine (June 2010)
Circuit Court of the 8 th Judicial District – Lusk	<u>\$ 6,600</u>	Copy Machine (loaned machine)
Total Requested	\$23,214	

Total Exception Budget Request \$ 23,214

Total Agency Budget Request \$118,784

CE Expense Organization Budget Request

Agency Name: SUPREME COURT		Wyoming On-Line Financial System Code				
Approp. Org. Name: CIRCUIT COURTS		AGY	DIVISION	UNIT	FUND	APPR UNIT
Expense Org. Name: EQUIPMENT		101	0500	0503	001	501
1		2	3	4	5	6
		Base Budget	Standard Budget	Exception Request	Total Agency Request	Supreme Court Recommendation
Description	Code					
EXPENDITURES						
UTILITIES	0203	0	0	0	0	0
COMMUNICATION (POSTAL)	0204	32,000	32,000	0	32,000	32,000
OFFICE SUPPLIES-PRINTING	0231	3,000	3,000	0	3,000	3,000
OFFICE EQUIP-FURNISH	0241	41,449	0	23,214	23,214	23,214
EDUCATION-RECRE-TECH	0246	0	0	0	0	0
REAL PROPERTY RENTAL	0251	0	0	0	0	0
EQUIPMENT RENTAL	0252	60,570	60,570	0	60,570	60,570
EXTERNAL MNT CONTRACTS	0292	0	0	0	0	0
SUPPORTIVE SERVICES	0200	137,019	95,570	23,214	118,784	118,784
TELECOMMUNICATIONS	0420	0	0	0	0	0
CENT.SERV./DATA SERV	0400	0	0	0	0	0
PROFESSIONAL FEES	0901	0	0	0	0	0
CONTRACTUAL SERVICES	0900	0	0	0	0	0
EXPENDITURE TOTALS		137,019	95,570	23,214	118,784	118,784
MEANS OF FUNDING						
GENERAL FUND	1001	137,019	95,570	23,214	118,784	118,784
GENERAL FUND	G	137,019	95,570	23,214	118,784	118,784
TOTAL FUNDING		137,019	95,570	23,214	118,784	118,784

Agency Name: Supreme Court	Agency Number: 101
Approp. Org. Name: Circuit Courts	Division Number: 0500
Expense Org. Name: Examination of Courts	Unit Number: 0504

EXPENSE ORGANIZATION OVERVIEW

EXAMINATION OF COURTS

Over \$30 million passes through the circuit courts on an annual basis, and a large portion is in cash. Internal audits are consequently imperative. When the Supreme Court first began auditing the circuit courts, there were 16 circuit courts. Since that time circuit courts have been established in all 23 counties. An internal auditor, an accounting analyst, and a rover clerk are funded from this unit. The auditor’s principal duty is to travel around the state and perform in-depth audits of all circuit courts on a 2-year audit cycle. This individual also audits financial transactions of the Supreme Court and other special audits as deemed necessary (fixed assets, federal funds, etc). The accounting analyst provides extensive technical support to all of the circuit courts, particularly during month-end reconciliations and balancing. The rover clerk travels the state to work in any court that is short-staffed due to a clerk’s extended leave or an influx of workload due to tourist season or another factor. The rover clerk also provides critical help to busy courts by receiving and entering citations while working from Cheyenne. Both the accounting analyst and rover clerk assist the auditor in performing and issuing audits as necessary.

STANDARD BUDGET REQUEST NARRATIVE

100 Series – Personal Services: Funds in this category provide salary and benefits for one (1) internal auditor, one (1) accounting analyst, and one (1) rover clerk who are responsible for auditing the Supreme Court and circuit courts, accounting support, and for covering any extended absences of clerks throughout the state.

200 Series – Supportive Services: Funds in this category are used to cover day to day operations of the auditors and travel expenditures associated with auditing of the courts. When auditing the large circuit courts additional staff from the Supreme Court may accompany the internal auditors. Funds are also used to send confirmation letters to defendants.

400 Series – Central Services/Data Services: The 400 series funds are used to pay telecommunication costs for the employees in this unit.

900 Series – Contractual Services: Funds in this category are used to pay expenses associated with investigations of courts. A standard audit step is to request copies of supporting documentation of bank deposits.

Total Standard Budget Request \$658,587

NO EXCEPTION BUDGET REQUEST

Total Agency Budget Request \$658,587

Agency Name: SUPREME COURT		Wyoming On-Line Financial System Code				
Approp. Org. Name: CIRCUIT COURTS		AGY DIVISION	UNIT	FUND	APPR UNIT	
Expense Org. Name: EXAMINATION OF COURTS		101	0500	0504	001	501
1		2	3	4	5	6
		Base Budget	Standard Budget	Exception Request	Total Agency Request	Supreme Court's Recommendation
Description	Code					
EXPENDITURES						
SALARIES CLASSIFIED	0103	370,988	397,402	0	397,402	397,402
EMPLOYER PD BENEFITS	0105	96,321	109,249	0	109,249	109,249
EMPLOYER HEALTH INS BENEFITS	0196	107,022	117,447	0	117,447	117,447
EXTERNAL COST ADJ - BENEFIT	0199	0	0	0	0	0
PERSONAL SERVICES	0100	574,331	624,098	0	624,098	624,098
COMMUNICATION	0204	1,500	1,500	0	1,500	1,500
DUES-LICENSES-REGIST	0207	4,200	4,200	0	4,200	4,200
ADVERTISING-PROMOTION	0208	0	0	0	0	0
TRAVEL IN STATE	0221	14,323	14,323	0	14,323	14,323
TRAVEL OUT OF STATE	0222	1,500	1,500	0	1,500	1,500
OFFICE SUPPL-PRINTING	0231	1,000	1,000	0	1,000	1,000
OFFICE EQUIPMENT-FURNISH	0241	0	0	0	0	0
REAL PROPERTY RENTAL	0251	500	500	0	500	500
SUPPORTIVE SERVICES	0200	23,023	23,023	0	23,023	23,023
TELECOMMUNICATIONS	0420	4,599	3,786	0	3,786	3,786
CENT. SERV./DATA SERV.	0400	4,599	3,786	0	3,786	3,786
PROFESSIONAL FEES	0901	7,680	7,680	0	7,680	7,680
SPECIAL PROJ & SVCS	0903	0	0	0	0	0
SPECIAL PROJ & SVCS	0905	0	0	0	0	0
CONTRACTUAL SERVICES	0900	7,680	7,680	0	7,680	7,680
EXPENDITURE TOTALS		609,633	658,587	0	658,587	658,587
MEANS OF FUNDING						
GENERAL FUND	1001	609,633	658,587	0	658,587	658,587
GENERAL FUND	G	609,633	658,587	0	658,587	658,587
TOTAL FUNDING		609,633	658,587	0	658,587	658,587
AUTHORIZED EMPLOYEES						
FULL TIME EMPLOYEE COUNT		3	3	0	3	3
PART TIME EMPLOYEE COUNT		0	0	0	0	0
AUTHORIZED EMPLOYEES		3	3	0	3	3
TOTAL AUTHORIZED EMPLOYEES		3	3	0	3	3

Agency Name: Supreme Court	Agency Number: 101
Approp. Org. Name: Circuit Courts	Division Number: 0500
Expense Org. Name: Temporary Services	Unit Number: 0505

EXPENSE ORGANIZATION OVERVIEW

TEMPORARY SERVICES

From time to time, the circuit courts experience situations of being short-staffed due to a seasonal increase in workload or employee illness. Additionally, courts will occasionally experience a significant backlog due to a higher than normal volume of case filings. These funds have proved to be very beneficial and enable the courts to hire summer help to cover the backlog that is created from employees taking summer vacations, illnesses, and the increase in case filings due to summer traffic. Over the course of the last three bienniums, 81% of the total funds budgeted have been expended.

STANDARD BUDGET REQUEST NARRATIVE

900 Contractual Services: Funds in this category are used to hire contract temporary employees for the circuit courts, as well as to pay overtime to circuit court clerks working extra hours. In some instances a backlog of case work may be caught up by clerks working overtime, however, other situations arise where temporary personnel is required in order to maintain an up-to-date docket.

Total Standard Budget Request \$60,000

EXCEPTION BUDGET REQUEST

\$0 – Net to Zero Transfer: We are requesting that all of the funds in this unit be transferred from the 900 Series to the 100 Series. Per the State Auditor’s Office, the temporary employees paid from this unit are considered At-Will Employee Contractors (AWECs) and not independent contractors. Therefore, they should be paid from the 100 Series instead of the 900 Series.

Total Exception Budget Request \$ 0

Total Agency Budget Request \$60,000

CE Expense Organization Budget Request

Agency Name: SUPREME COURT		Wyoming On-Line Financial System Code				
Approp. Org. Name: CIRCUIT COURTS		AGY	DIVISION	UNIT	FUND	APPR UNIT
Expense Org. Name: TEMP SERVICES		101	0500	0505	001	501
1		2	3	4	5	6
		Base Budget	Standard Budget	Exception Request	Total Agency Request	Supreme Court Recommendation
Description	Code					
EXPENDITURES						
SALARIES - OTHER	0104	0	0	10,000	10,000	10,000
EMPLOYER PD BENEFITS	0105	0	0	50,000	50,000	50,000
PERSONAL SERVICES	0100	0	0	60,000	60,000	60,000
PROFESSIONAL FEES	0901	60,000	60,000	-60,000	0	0
CONTRACTUAL TRAVEL	0905	0	0	0	0	0
CONTRACTUAL SERVICES	0900	60,000	60,000	-60,000	0	0
EXPENDITURE TOTALS		60,000	60,000	0	60,000	60,000
MEANS OF FUNDING						
GENERAL FUND	1001	60,000	60,000	0	60,000	60,000
GENERAL FUND	G	60,000	60,000	0	60,000	60,000
TOTAL FUNDING		60,000	60,000	0	60,000	60,000
AUTHORIZED EMPLOYEES						
FULL TIME EMPLOYEE COUNT		0	0	0	0	0
PART TIME EMPLOYEE COUNT		0	0	0	0	0
AUTHORIZED EMPLOYEES		0	0	0	0	0
TOTAL AUTHORIZED EMPLOYEES		0	0	0	0	0