



**STATE OF WYOMING**  
**2017-2018**  
**BIENNIUM BUDGET REQUEST**

JUDICIAL DISTRICT 5B 128  
Agency Name and Number

Submitted by: Steven Cranford  
Signature  
Name  
Title District Judge 5-B

Person(s) responsible for the preparation of this budget:  
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B - AGENCY SUMMARY

Agency Name: JUDICIAL DISTRICT 5-B		Agency Number: 128			
1	2	3	4	5	6
Description	Base Budget	Standard Budget	Exception Request	Total Agency Request	District Judge's Budget Comm. Recommendation
Code					
ADMINISTRATION	997,493	1,072,058	0	1,072,058	1,072,058
TOTAL BY EXPENSE ORGS	997,493	1,072,058	0	1,072,058	1,072,058
PERSONAL SERVICES	952,583	1,027,148	0	1,027,148	1,027,148
SUPPORTIVE SERVICES	34,298	34,298	0	34,298	34,298
CENT.SERV./DATA SERV.	0	0	0	0	0
CONTRACTUAL SERVICES	10,612	10,612	0	10,612	10,612
TOTAL BY OBJECT SERIES	997,493	1,072,058	0	1,072,058	1,072,058
GENERAL FUND	997,493	1,072,058	0	1,072,058	1,072,058
TOTAL BY FUNDS	997,493	1,072,058	0	1,072,058	1,072,058
FULL TIME EMPLOYEE COUNT	4	4	0	4	4
PART TIME EMPLOYEE COUNT	0	0	0	0	0
TOTAL AUTHORIZED EMPLOYEES	4	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.

200 Series – Supportive Services: The 200 series funds are used to cover the necessary operating costs for judicial services in the Fifth 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. They also cover the cost of interpreters in order to facilitate compliance with the Supreme Court of Wyoming Language Interpreter Policy.

**Total Standard Budget Request            \$1,072,058**

**NO EXCEPTION BUDGET REQUEST**

**Total Agency Budget Request            \$1,072,058**

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
1	2	3	4	5	6	
Description	Code	Base Budget	Standard Budget	Exception Request	Total Agency Request	District Judges Budget Comm. Recommendation
<b>EXPENDITURES</b>						
SALARIES-SET BY LAW	0101	300,000	300,000	0	300,000	300,000
SALARIES CLASSIFIED	0103	373,836	403,686	0	403,686	403,686
SALARIES OTHER	0104	0	0	0	0	0
EMPLOYER PD BENEFITS	0105	174,390	184,891	0	184,891	184,891
EMPLOYER HEALTH INS BENEFITS	0196	104,357	138,571	0	138,571	138,571
EXTERNAL COST ADJ - BENEFITS	0199	0	0	0	0	0
<b>PERSONAL SERVICES</b>	<b>0100</b>	<b>952,583</b>	<b>1,027,148</b>	<b>0</b>	<b>1,027,148</b>	<b>1,027,148</b>
EQUIPMENT REP & MNTC	0202	323	323	0	323	323
UTILITIES	0203	0	0	0	0	0
COMMUNICATION	0204	0	0	0	0	0
DUES-LICENSES-REGIST	0207	1,884	1,884	0	1,884	1,884
ADVERTISING-PROMOTION	0208	0	0	0	0	0
MISCELLANEOUS	0210	0	0	0	0	0
TRAVEL IN STATE	0221	18,324	18,324	0	18,324	18,324
TRAVEL OUT OF STATE	0222	3,180	3,180	0	3,180	3,180
OFFICE SUPPL-PRINTING	0231	2,289	2,289	0	2,289	2,289
EDUCA-RECREATNL SUPP	0236	8,298	8,298	0	8,298	8,298
SOFT GOODS&HOUSEKPNG	0237	0	0	0	0	0
OTH REPAIRS-MAINT SUPP	0239	0	0	0	0	0
OFFICE EQUIP-FURNISH	0241	0	0	0	0	0
DP REPRODUCT OTHER EQ	0242	0	0	0	0	0
<b>SUPPORTIVE SERVICES</b>	<b>0200</b>	<b>34,298</b>	<b>34,298</b>	<b>0</b>	<b>34,298</b>	<b>34,298</b>
CENTRAL-SER DATA-SER	0410	0	0	0	0	0
TELECOMMUNICATIONS	0420	0	0	0	0	0
EQUIPMENT SERVICE CENTER	0430	0	0	0	0	0
CENT. SERV./DATA SERV.	0400	0	0	0	0	0
PROFESSIONAL FEES	0901	10,612	10,612	0	10,612	10,612
CONCULTING SERVICES	0902	0	0	0	0	0
CONTRACTUAL TRAVEL	0905	0	0	0	0	0
CONTRACTUAL SERVICES	0900	10,612	10,612	0	10,612	10,612
<b>EXPENDITURE TOTALS</b>		<b>997,493</b>	<b>1,072,058</b>	<b>0</b>	<b>1,072,058</b>	<b>1,072,058</b>
<b>MEANS OF FUNDING</b>						
GENERAL FUND	1001	997,493	1,072,058	0	1,072,058	1,072,058
GENERAL FUND	G	997,493	1,072,058	0	1,072,058	1,072,058
<b>TOTAL FUNDING</b>		<b>997,493</b>	<b>1,072,058</b>	<b>0</b>	<b>1,072,058</b>	<b>1,072,058</b>
<b>AUTHORIZED EMPLOYEES</b>						
FULL TIME EMPLOYEE COUNT		4	4	0	4	4
PART TIME EMPLOYEE COUNT		0	0	0	0	0
<b>AUTHORIZED EMPLOYEES</b>		<b>4</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>4</b>
<b>TOTAL AUTHORIZED EMPLOYEES</b>		<b>4</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>4</b>