



# STATE OF WYOMING

2017-2018

## BIENNIUM BUDGET REQUEST

JUDICIAL DISTRICT 1C 137

Agency Name and Number

Submitted by:

Signature

Name

Title

*Catherine R. Rogers*  
\_\_\_\_\_  
*Catherine R. Rogers*  
\_\_\_\_\_  
*District Court Judge*  
\_\_\_\_\_

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

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\_\_\_\_\_

B - AGENCY SUMMARY

Agency Name: JUDICIAL DISTRICT 1-C		Agency Number: 137				
1	2	3	4	5	6	
Description	Base Budget	Standard Budget	Exception Request	Total Agency Request	District Judge's Budget Comm. Recommendation	
Code						
ADMINISTRATION	0100	1,097,914	1,216,895	23,500	1,240,395	1,240,395
TOTAL BY EXPENSE ORGS		1,097,914	1,216,895	23,500	1,240,395	1,240,395
PERSONAL SERVICES	0100	1,051,652	1,170,633	0	1,170,633	1,170,633
SUPPORTIVE SERVICES	0200	26,837	26,837	0	26,837	26,837
CENT.SERV./DATA SERV.	0400	0	0	0	0	0
CONTRACTUAL SERVICES	0900	19,425	19,425	23,500	42,925	42,925
TOTAL BY OBJECT SERIES		1,097,914	1,216,895	23,500	1,240,395	1,240,395
GENERAL FUND	G	1,097,914	1,216,895	23,500	1,240,395	1,240,395
TOTAL BY FUNDS		1,097,914	1,216,895	23,500	1,240,395	1,240,395
FULL TIME EMPLOYEE COUNT		5	5	0	5	5
PART TIME EMPLOYEE COUNT		0	0	0	0	0
TOTAL AUTHORIZED EMPLOYEES		5	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.

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.

Actions at law are appealed directly from the District Court to the Wyoming Supreme Court.

Agency Name: Judicial District 1C (Cheyenne)	Agency Number: 137
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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.

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

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 provide for court commissioners when necessary, including commissioners for Title 25 involuntary hospitalization matters. Lastly, they cover the cost of interpreters in order to facilitate compliance with the Supreme Court of Wyoming Language Interpreter Policy.

**Total Standard Budget Request      \$ 1,216,895**

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

**EXCEPTION BUDGET REQUEST**

**\$23,500 – Professional Fees 0901:** The First Judicial District has very recently experienced a dramatic increase in Title 25 proceedings. According to Diane Sanchez, the Clerk of the District Court for the First Judicial District, her office historically opened an average of 26 Title 25 cases each month. Beginning July 2015, that monthly average has grown to 50.

This increase has resulted in Special Commissioners presiding over “stacked” proceedings at our hospital 3 different days each week, often from 3-4 hours each day. We have conferred with both the Special Commissioners and the County Attorney, and in doing so have learned that Laramie County’s heavy Title 25 case load is likely here to stay.

Because of the nature of this work, specifically the ad hoc and uncertain nature of the caseload and the extraordinary deadlines associated with these cases, our own judicial resources (that is, the three District Court judges or even this Judicial District’s very busy Circuit Court judges, acting on assignment) cannot be used to address this very important component of our case load. The Special Commissioners play a vital role in ensuring that those individuals who are the subject of Title 25 proceedings receive competent, compassionate and prompt justice.

Each of the judges in the First Judicial District compensates these Special Commissioners from our individual agency budgets, and at this point we are concerned that each of us will experience a budget shortfall during this second half of the current biennium. In an effort to properly plan for the coming biennium, we have conferred with the Supreme Court financial office and have concluded that an exception of roughly \$70,000 total, or roughly \$23,500 for each of our three agencies, would be necessary to ensure that each agency’s budget has sufficient funds to compensate Title 25 Special Commissioners.

<b>Total Exception Budget Request</b>	<b>\$ 23,500</b>
<b>Total Agency Budget Request</b>	<b>\$ 1,240,395</b>

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
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	445,784	498,100	0	498,100	498,100
SALARIES OTHER	0104	0	0	0	0	0
EMPLOYER PD BENEFITS	0105	190,424	207,929	0	207,929	207,929
EMPLOYER HEALTH INS BENEFITS	0196	115,444	164,604	0	164,604	164,604
EXTERNAL COST ADJ - BENEFITS	0199	0	0	0	0	0
<b>PERSONAL SERVICES</b>	<b>0100</b>	<b>1,051,652</b>	<b>1,170,633</b>	<b>0</b>	<b>1,170,633</b>	<b>1,170,633</b>
EQUIPMENT REP & MNTC	0202	2,644	2,644	0	2,644	2,644
UTILITIES	0203	4,000	4,000	0	4,000	4,000
COMMUNICATION	0204	1,556	1,556	0	1,556	1,556
DUES-LICENSES-REGIST	0207	1,560	1,560	0	1,560	1,560
DATA PROCESSING	0209	0	0	0	0	0
MISCELLANEOUS	0210	0	0	0	0	0
TRAVEL IN STATE	0221	3,872	3,872	0	3,872	3,872
TRAVEL OUT OF STATE	0222	3,406	3,406	0	3,406	3,406
OFFICE SUPPL-PRINTING	0231	7,066	7,066	0	7,066	7,066
EDUCA-RECREATNL SUPP	0236	2,733	2,733	0	2,733	2,733
SOFT GOODS&HOUSEKPNG	0237	0	0	0	0	0
OFFICE EQUIP-FURNISH	0241	0	0	0	0	0
DP REPRODUCT OTHER EQUI	0242	0	0	0	0	0
EQUIPMENT RENTATL	0252	0	0	0	0	0
MAINT CONTRACTS EXP	0292	0	0	0	0	0
<b>SUPPORTIVE SERVICES</b>	<b>0200</b>	<b>26,837</b>	<b>26,837</b>	<b>0</b>	<b>26,837</b>	<b>26,837</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	19,425	19,425	23,500	42,925	42,925
SPECIAL PROJ & SVCS	0903	0	0	0	0	0
<b>CONTRACTUAL SERVICES</b>	<b>0900</b>	<b>19,425</b>	<b>19,425</b>	<b>23,500</b>	<b>42,925</b>	<b>42,925</b>
<b>EXPENDITURE TOTALS</b>		<b>1,097,914</b>	<b>1,216,895</b>	<b>23,500</b>	<b>1,240,395</b>	<b>1,240,395</b>
<b>MEANS OF FUNDING</b>						
GENERAL FUND	1001	1,097,914	1,216,895	23,500	1,240,395	1,240,395
GENERAL FUND	G	1,097,914	1,216,895	23,500	1,240,395	1,240,395
<b>TOTAL FUNDING</b>		<b>1,097,914</b>	<b>1,216,895</b>	<b>23,500</b>	<b>1,240,395</b>	<b>1,240,395</b>
<b>AUTHORIZED EMPLOYEES</b>						
FULL TIME EMPLOYEE COUNT		5	5	0	5	5
PART TIME EMPLOYEE COUNT		0	0	0	0	0
<b>AUTHORIZED EMPLOYEES</b>		<b>5</b>	<b>5</b>	<b>0</b>	<b>5</b>	<b>5</b>
<b>TOTAL AUTHORIZED EMPLOYEES</b>		<b>5</b>	<b>5</b>	<b>0</b>	<b>5</b>	<b>5</b>