



# STATE OF WYOMING

2017-2018

## BIENNIUM BUDGET REQUEST

JUDICIAL DISTRICT 3C 138

Agency Name and Number

Submitted by:

Signature

*[Handwritten Signature]*

Name

*Don James*

Title

*District Judge*

*3rd Judicial District*

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

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B - AGENCY SUMMARY

Agency Name: JUDICIAL DISTRICT 3-C		Agency Number: 138			
1	2	3	4	5	6
Description	Base Budget	Standard Budget	Exception Request	Total Agency Request	District Judge's Budget Comm. Recommendation
ADMINISTRATION 0100	1,012,462	1,058,452	9,195	1,067,647	1,067,647
TOTAL BY EXPENSE ORGS	1,012,462	1,058,452	9,195	1,067,647	1,067,647
PERSONAL SERVICES 0100	981,543	1,027,533	0	1,027,533	1,027,533
SUPPORTIVE SERVICES 0200	26,419	26,419	6,195	32,614	32,614
CENT.SERV./DATA SERV. 0400	0	0	0	0	0
CONTRACTUAL SERVICES 0900	4,500	4,500	3,000	7,500	7,500
TOTAL BY OBJECT SERIES	1,012,462	1,058,452	9,195	1,067,647	1,067,647
GENERAL FUND G	1,012,462	1,058,452	9,195	1,067,647	1,067,647
TOTAL BY FUNDS	1,012,462	1,058,452	9,195	1,067,647	1,067,647
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 3C (Green River)	Agency Number: 138
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 District Court and position of Judge are constitutionally created; constitutionally and statutorily empowered.

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 Third 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 of law are appealed directly from the District Court to the Wyoming Supreme Court.

The District Judge has support personnel under her 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.

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3. Law Clerk. The Law Clerk is a graduate of an accredited law school and has passed the Wyoming State Bar. The Law Clerk does legal research, which saves countless hours of judicial time and allows for more effective caseload management.

**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 Judicial District 3C.

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. 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            \$1,058,452**

**EXCEPTION BUDGET REQUEST**

**\$6,195 – Office Equipment 0241:** We are requesting \$6,195 in order to purchase a new copy/fax/scan machine for the office. Our current machine was purchased in 2008, breaks down frequently, and is becoming difficult/impossible to service. **THIS IS A ONE-TIME REQUEST.**

**\$3,000 – Professional Fees 0901:** We are requesting an additional \$3,000 (\$1,500 per year) to cover the cost of contract court reporters and language interpreters when necessary.

**Total Exception Budget Request            \$    9,195**

**Total Agency Budget Request                \$1,067,647**

Agency Name: JUDICIAL DISTRICT 3-C		Wyoming On-Line Financial System Code				
Approp. Org. Name: ADMINISTRATION		AGY	DIVISION	UNIT	FUND	APPR UNIT
Expense Org. Name: ADMINISTRATION		138	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
EXPENDITURES						
SALARIES-SET BY LAW	0101	300,000	300,000	0	300,000	300,000
SALARIES CLASSIFIED	0103	397,002	416,775	0	416,775	416,775
SALARIES OTHER	0104	0	0	0	0	0
EMPLOYER PD BENEFITS	0105	182,849	188,238	0	188,238	188,238
EMPLOYER HEALTH INS BENEFITS	0196	101,692	122,520	0	122,520	122,520
EXTERNAL COST ADJ - BENEFITS	0199	0	0	0	0	0
PERSONAL SERVICES	0100	981,543	1,027,533	0	1,027,533	1,027,533
EQUIPMENT REP & MNTC	0202	1,644	1,644	0	1,644	1,644
UTILITIES	0203	800	800	0	800	800
COMMUNICATION	0204	3,256	3,256	0	3,256	3,256
DUES-LICENSES-REGIST	0207	1,560	1,560	0	1,560	1,560
MISCELLANEOUS	0210	0	0	0	0	0
TRAVEL IN STATE	0221	6,022	6,022	0	6,022	6,022
TRAVEL OUT OF STATE	0222	0	0	0	0	0
HOST EXP REIMBURSEMENT	0227	0	0	0	0	0
OFFICE SUPPL-PRINTING	0231	7,866	7,866	0	7,866	7,866
FOOD SERVICE SUPPL	0234	0	0	0	0	0
EDUCA-RECREATNL SUPP	0236	5,271	5,271	0	5,271	5,271
SOFT GOODS&HOUSEKPNG	0237	0	0	0	0	0
OFFICE EQUIP-FURNISH	0241	0	0	6,195	6,195	6,195
DP REPRODUCT OTH EQU	0242	0	0	0	0	0
EQUIPMENT RENTAL	0252	0	0	0	0	0
INSURANCE-BOND PREM	0254	0	0	0	0	0
SUPPORTIVE SERVICES	0200	26,419	26,419	6,195	32,614	32,614
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	4,500	4,500	3,000	7,500	7,500
SPECIAL PROJ & SVCS	0903	0	0	0	0	0
CONTRACTUAL SERVICES	0900	4,500	4,500	3,000	7,500	7,500
EXPENDITURE TOTALS		1,012,462	1,058,452	9,195	1,067,647	1,067,647
MEANS OF FUNDING						
GENERAL FUND	1001	1,012,462	1,058,452	9,195	1,067,647	1,067,647
GENERAL FUND	G	1,012,462	1,058,452	9,195	1,067,647	1,067,647
TOTAL FUNDING		1,012,462	1,058,452	9,195	1,067,647	1,067,647
AUTHORIZED EMPLOYEES						
FULL TIME EMPLOYEE COUNT		4	4	0	4	4
PART TIME EMPLOYEE COUNT		0	0	0	0	0
AUTHORIZED EMPLOYEES		4	4	0	4	4
TOTAL AUTHORIZED EMPLOYEES		4	4	0	4	4