

# JUDICIAL BRANCH



# BOARD OF LAW EXAMINERS



# STATE OF WYOMING

2017-2018

## BIENNIUM BUDGET REQUEST

BOARD OF LAW EXAMINERS 102

Agency Name and Number

Submitted by:

Signature

Sharon K. Wilkinson

Name

Sharon K. Wilkinson

Title

Executive Director

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

Cathy Duncil, Bookkeeper

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B - AGENCY SUMMARY

Agency Name: BOARD OF LAW EXAMINERS		Agency Number: 102				
1	2	3	4	5	6	
Description	Code	Base Budget	Standard Budget	Exception Request	Total Agency Request	Recommended Approval
ADMINISTRATION	0100	178,750	178,750	0	178,750	178,750
TOTAL BY EXPENSE ORGS		178,750	178,750	0	178,750	178,750
PERSONAL SERVICES	0100	0	0	0	0	0
SUPPORTIVE SERVICES	0200	0	136,300	0	136,300	136,300
RESTRICTIVE SERVICES	0300	688	688	0	688	688
CONTRACTUAL SERVICES	0900	178,062	41,762	0	41,762	41,762
TOTAL BY OBJECT SERIES		178,750	178,750	0	178,750	178,750
SPECIAL REVENUE	R	178,750	178,750	0	178,750	178,750
TOTAL BY FUNDS		178,750	178,750	0	178,750	178,750

Agency Name: Board of Law Examiners	Agency Number: 102
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Section 1. Agency Statutory Authority

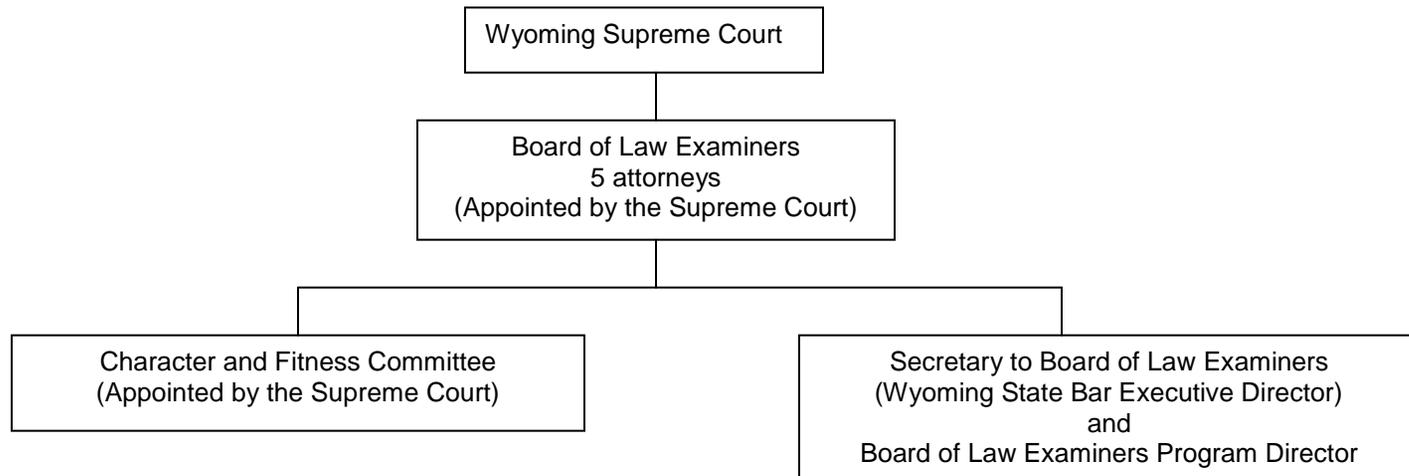
W.S. 33-5-101 through W.S. 33-5-110 Duties generally of the Board of Law Examiners

Section 2. Agency Overview

The Board of Law Examiners is responsible for:

1. Meeting at least once per month to process applications for admission. Generally, the Board processes approximately 200 applications per year.
2. Meeting twice per year to grade the bar exam.
3. Conducting character and fitness hearings as required.
4. Attending grading workshops twice per year.
5. Making recommendations to the Supreme Court for admission of applicants.
6. Develop and propose rule revisions as required.

Section 3. Agency Organization Chart



Agency Name: Board of Law Examiners	Agency Number: 102
Approp. Org. Name: Administration	Division Number: 0100
Expense Org. Name: Administration	Unit Number: 0101

**STANDARD BUDGET REQUEST NARRATIVE**

Expense Organization Statutory Authority

W.S. 33-5-106                      Application fees to practice law in Wyoming are deposited in an earmarked revenue fund to pay administrative costs of licensing attorneys.

The Wyoming Supreme Court licenses attorneys to practice law in the State. The Wyoming Board of Law Examiners, which is comprised of five Wyoming attorneys, acts on behalf of the Court and coordinates all of the details associated with admission to the practice of law. Specifically, the Board of Law Examiners meets at least once per month to process applications for admission, meets twice per year to grade the bar exam, conducts character and fitness hearings as required, attends grading workshops twice per year, makes recommendations to the Supreme Court for admission of applicants, and develops and proposes rule revisions as required.

Through its adjunct, the Character & Fitness Committee, the Board of Law Examiners evaluates the applicants' character and fitness to practice law and makes recommendations based on those findings.

The Board of Law Examiners is supported by staff of the Wyoming State Bar, a significant portion of whose time is required to administer the admissions process, including giving the bar exam twice per year, assembling and distributing the agenda and materials for Board of Law Examiners and Character & Fitness Committee monthly meetings, organization and presentation of a mandatory, day-long course for new admittees, which is held twice per year.

The requested funds will be used to pay costs of the administration of the Bar exam (exams, exam facility, proctors and supplies); printing the completed Bar exams; grading the written portion of the exam; screening applicants for character and fitness; national training for the Board of Law Examiners, Character & Fitness Committee, and Wyoming State Bar staff; expenses associated with presenting a day-long mandatory course for new admittees twice per year; part of the personnel costs for Wyoming State Bar staff; meetings; teleconferences; hearings; postage; and the Board of Law Examiners statutory compensation of \$10 per day.

**Total Standard Budget Request                      \$178,750**

**NO EXCEPTION BUDGET REQUEST**

**Total Agency Budget Request                      \$178,750**

CE Expense Organization Budget Request

Agency Name: BOARD OF LAW EXAMINERS		Wyoming On-Line Financial System Code				
Approp. Org. Name: ADMINISTRATION		AGY	DIVISION	UNIT	FUND	APPR UNIT
Expense Org. Name: ADMINISTRATION		102	0100	0101	073	073
1		2	3	4	5	6
Description	Code	Base Budget	Standard Budget	Exception Request	Total Agency Request	Recommended Approval
EXPENDITURES						
SALARIES CLASSIFIED	0103	0	0	0	0	0
SALARIES OTHER	0104	0	0	0	0	0
EMPLOYER PD BENEFITS	0105	0	0	0	0	0
PERSONAL SERVICES	0100	0	0	0	0	0
COMMUNICATION	0203	0	1,114	0	1,114	1,114
COMMUNICATION	0204	0	127	0	127	127
DUES-LICENSES-REGIST	0207	0	14,187	0	14,187	14,187
TRAVEL IN STATE	0221	0	39,717	0	39,717	39,717
TRAVEL OUT OF STATE	0222	0	3,015	0	3,015	3,015
OFFICE SUPPL-PRINTING	0231	0	39,740	0	39,740	39,740
OFFICE EQUIP-FURNISH	0241	0	38,400	0	38,400	38,400
SUPPORTIVE SERVICES	0200	0	136,300	0	136,300	136,300
COST ALLOCATION	0301	688	688	0	688	688
RESTRICTIVE SERVICES	0300	688	688	0	688	688
PROFESSIONAL FEES	0901	178,062	41,762	0	41,762	41,762
CONTRACTUAL SERVICES	0900	178,062	41,762	0	41,762	41,762
EXPENDITURE TOTALS		178,750	178,750	0	178,750	178,750
MEANS OF FUNDING						
ATTORNEY ADMISSION FEE-BAR EXA	5204	178,750	178,750	0	178,750	178,750
SPECIAL REVENUE	R	178,750	178,750	0	178,750	178,750
TOTAL FUNDING		178,750	178,750	0	178,750	178,750

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SALARIES OTHER	0104	0	0	0	0	0
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