

**FYE 2017 BUDGET RECEIVED**

**\$145,868**

**FYE 2018 BUDGET REQUEST**

**\$141,518**

**FREMONT COUNTY, WYOMING**

**BUDGET REQUEST PACKET  
FISCAL YEAR 2017 - 2018**

**DEPARTMENT NAME**

**District Court**

**CHART OF ACCOUNT NUMBERS**

**100-2-1270**

**BUDGET VERSION**

**Budget 2018**

**PREPARED BY**

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# BUDGET MESSAGE

## DEPARTMENT District Court

### **ANTICIPATED REVENUE STREAMS**

The Fremont County Commissioners previously entered into yearly MOUs with the State of Wyoming for costs of legal services for representation of guardian ad litem in juvenile neglect cases. For the first two years of the system, GALs were paid via the county for their entire invoice, and then an invoice was submitted to the State of Wyoming for repayment of 75% of the cost of the representation. The estimated amount of reimbursement previously had been included under revenue for the District Court. The Public Defender's Office has since taken over the GAL payment process. The Public Defender's Office pays the GAL bills the County for the reimbursement of 25%. This 25% is paid from the contractual service line item along with court appointed attorney fees for involuntary hospitalization.

The District Court will also show revenue from the Law Library for photocopy charges and Westlaw Next case print log charges. The revenue received is conservatively \$500.00, contingent upon usage.

### **EXPENDITURE TRENDS**

This department receives funding for the majority of its personnel, travel expenses and equipment from the State of Wyoming. Every function performed in this department is statutorily required, with perhaps the exception of Law Library photocopy and Westlaw Next case print log billing.

There is no satisfactory manner in which to anticipate or forecast the number of cases filed, hearings held, number or length of jury trials, the complexity of each case, how many jurors will require lodging, how many miles they will have to travel for jury service, and how much their meals will cost. This amount varies from year to year.

Expenses for court appointed attorneys are also critical to this budget. It is necessary to appoint attorneys to represent juveniles, and occasionally their parents. (W.S. §14-6-22, 216) This amount also fluctuates yearly as there is again no way of forecasting how many appointments will be necessary throughout the year.

### **BUDGET CHANGES FROM LAST YEAR**

We are requesting the county to continue to provide partial funding for the part-time Court Administrator. The State of Wyoming has agreed to fund half of the position and will take the position as a state employee. We have been told our copy machine is too old to fix. Kevin helped get a used copy machine from Roads & Bridges. It is working for now, but a new copy machine may be in our future.

The 9th District Court has 3 Judges. Judge Young, Judge Tyler, & Judge Day. Jurors are paid from this line item for the 3 Judges for Criminal and Civil Jury trials. We made a reduction in this line item of \$5000.00.

# FIVE YEAR PLAN

## DEPARTMENT District Court

### **1. SERVICE PRIORITIES**

Every action in the District Court Chambers is taken to fulfill a statutory requirement. The Ninth Judicial District Court encompasses Fremont, Sublette and Teton Counties. (W.S. § 5-3-101- W.S. § 5-3-111 W.S. § 5-3-402 through 412) District Courts are Courts of general jurisdiction. They have original jurisdiction in all cases at law and in equity, in criminal felony cases, matters of probate, domestic relations and all other proceedings, which are not exclusively vested elsewhere. District Courts conduct criminal and civil jury trials. (Wyoming Constitution Article 1, Section 9) They have power of naturalization, appellate jurisdiction from county courts, as well as administrative actions (W.S. § 16-3-114); power of mandamus, quo warranto, review, certiorari, prohibition, injunction and habeas corpus. (Wyoming Constitution, Article 5, Section 10, 11) The District Courts are the judges of juvenile courts. (W.S. § 5-8-101 et seq. and W.S. § 14-6-202) District Courts are required to appoint counsel in juvenile actions. (W.S. § 14-6-22, 216) They have many other miscellaneous duties including dealing with incompetency, voluntary and involuntary hospitalization proceedings (W.S. § 25-10-109), exceptions to marriage requirements, establishment and enforcement of child support custody and protection.

The Ninth Judicial District Court has one part-time State employee. Fremont County funds half of this part-time position through a MOU with the State of Wyoming. The Court Administrator/paralegal has a wide variety of duties to accomplish the Court's statutory mandates including: reviewing all probate, child support and domestic cases, researching and drafting pleadings, tracking guardian and conservator reports as well as estate deadlines to ensure statutory timeframes are met and cases are being administered properly, processing vouchers for payment for jurors and any bills accrued during jury trials, overseeing both the County and State Budgets, processing bills through the County and State (W.S. § 9-3-102 et seq.), overseeing the Law Library (W.S. § 5-3-111), and acting as a liaison between the Clerk of District Court and the Judge's Chambers.

### **2. EMPLOYEES and BENEFITS**

To match half of the funding to the state for the position of Court Administrator.

### **3. FUNDING and REVENUE CHANGES**

The Wyoming Supreme Court has agreed to support the current county employee position of Court Administrator by funding approximately half over the next two years.

### **4. MAINTENANCE or SECURITY ISSUES**

We have been told our copy machine is too old to fix. Kevin helped get a used copy machine from Roads & Bridges. It is working for now, but a new copy machine may be in our future.

Steam cleaning of the carpets in the hallways and court rooms is needed on a yearly basis. Replacing furniture in the reception area of the district court office will need to be addressed in the near future. Enlargement of the current District Court Jury Box, replacement of jury box chairs and miscellaneous upgrades to both courtrooms are anticipated, with a possibility of remodeling the Court end of the courthouse to adapt to the changing needs of courtrooms and staff sometime in the future. (W.S. § 18-2-103). The Court has been informed that the Fremont County Bar Association is requesting technology upgrades to the courtroom, but has no details on the request as of this date.

Court Security, currently funded through the Sheriff's Department appears to be doing a very good job. Their needs and five year plan is unknown.

**GRANT SUMMARY - FYE 2018**

**DEPT: District Court**

	Grant Name	Begin Date	End Date	Award Amount	No. of FTEs	Status	Purpose of Grant
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
<b>TOTAL</b>				<b>\$0</b>			

**CONTRACTUAL SERVICES - FYE 2018**

**DEPT: District Court**

	<b>Contractor</b>	<b>Description of Services</b>	<b>Amount</b>
1.	Court-appointed attorney and GAL	*Please note that these attorneys are court appointed and statutorily required. It is difficult to attach an amount to each as there is no way of knowing how many appointments will be necessary throughout the year.	\$85,000
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
<b>TOTAL CONTRACTUAL SERVICES (69214)</b>			<b>\$85,000</b>

**SERVICE AGREEMENTS - FYE 2018**

**DEPT: District Court**

	<b>Organization</b>	<b>Description</b>	<b>Amount</b>
1.	Capitol business	copy machine	\$200
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
<b>TOTAL SERVICE AGREEMENTS (65234)</b>			<b>\$200</b>

**DUES AND SUBSCRIPTIONS - FYE 2018**

**DEPT: District Court**

	<b>Organization</b>	<b>Description</b>	<b>Amount</b>
1.	West Payment Center	Patron access and Library plan charges	\$6,500
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
<b>TOTAL DUES &amp; SUBSCRIPTIONS (69250)</b>			<b>\$6,500</b>

**CAPITAL ASSETS - FYE 2018**

**DEPT: District Court**

<b>DEPARTMENT PURCHASES (&lt; \$10,000)</b>					
<b>PRIORITY</b>	<b>DESCRIPTION</b>	<b>PURCHASE TIME FRAME</b>	<b>ASSET TYPE</b>	<b>PURCHASE AMOUNT</b>	<b>ESTIMATED LIFE (YRS)</b>
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
<b>TOTAL - DEPARTMENT PURCHASES (&lt; \$10,000)</b>				<b>\$0</b>	

85001	LAND	\$0
85002	BUILDINGS & IMPROVEMENTS	\$0
85003	MACHINERY & EQUIPMENT	\$0
85004	VEHICLES	\$0
85005	OFFICE FURNITURE	\$0
85006	COMPUTER SOFTWARE	\$0
85008	INFRASTRUCTURE	\$0
85010	LIBRARY BOOKS	\$0

<b>CAPITAL REVOLVING FUND PURCHASES (\$10,000 or more)</b>							
<b>PRIORITY</b>	<b>DESCRIPTION</b>	<b>PURCHASE TIME FRAME</b>	<b>ASSET TYPE</b>	<b>AUTHORIZED AMOUNT</b>	<b>ESTIMATED LIFE (YRS)</b>	<b>INTEREST RATE</b>	<b>EST FYE 2018 RENTAL AMT</b>
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
<b>PLUS CURRENT DEPARTMENT RENTAL PAYMENTS (FYE 2018)</b>							<b>\$0</b>
<b>TOTAL - CAPITAL REVOLVING FUND PURCHASES (\$10,000 or more)</b>				<b>\$0</b>			<b>\$0</b>





**CHART OF ACCOUNTS WORKSHEET - FYE 2018**

DEPT: District Court

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								FYE 2017 BUDGET COMPARISON	\$17,310			
Account Number	Account Title	FYE 2014 Actual	FYE 2015 Actual	FYE 2016 Actual	FYE 2017 Budget	FYE 2017 Actual (thru Dec)	FYE 2017 Add'l Expected (Jan - Jun)	FYE 2017 Projected Actual	FYE 2018 Budget Request	Difference from FYE 2017	FYE 2018 Approved Budget	Notes
100-2-1270-43490	STATE OPERATING GRANT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
100-2-1270-48890	OTHER MISC REVENUES	\$1,405	\$4,818	\$1	\$0	\$265		\$265		\$0		
100-2-1270-49650	TRANSFER FR HEALTH PLAN	\$0	\$0	\$0	\$0	\$0		\$0		\$0		
	<b>REVENUE TOTALS:</b>	<b>\$1,405</b>	<b>\$4,818</b>	<b>\$1</b>	<b>\$0</b>	<b>\$265</b>	<b>\$0</b>	<b>\$265</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
100-2-1270-51120	SALARIES-CLERKS/DISPATCHR	\$27,238	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0	
100-2-1270-52210	HEALTH & LIFE INSURANCE (INTRA	\$7,290	\$728	\$0	\$0	\$0		\$0	\$0	\$0	\$0	
100-2-1270-52220	SOCIAL SECURITY-EMPLOYER	\$1,544	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0	
100-2-1270-52240	WORKERS COMPENSATION	\$73	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0	
100-2-1270-52250	WYOMING RETIREMENT	\$3,695	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0	
100-2-1270-61412	BALIFF & GUARDS	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0	
100-2-1270-61459	WYOMING REIMBURSEMENT	\$0	\$26,968	\$26,968	\$26,968	\$13,484	\$13,484	\$26,968	\$26,968	\$0	\$26,968	
100-2-1270-65234	SERVICE AGREEMENTS	\$121	\$87	\$127	\$200	\$52	\$148	\$200	\$200	\$0	\$200	
100-2-1270-65250	COPIER REPAIRS (USE 65232)	\$0	\$0	\$0	\$0	\$0		\$0		\$0	\$0	We have been told our copy machine is to old to fix. Kevin helped get a used copy machine from Roads & Bridges. It is working for now, but a new copy machine may be in our future.
100-2-1270-65458	RENTALS (INTRA)	\$1,179	\$1,179	\$1,179	\$0	\$0		\$0	\$0	\$0	\$0	
100-2-1270-69214	CONTRACTUAL SERVICES	\$88,046	\$77,259	\$73,362	\$85,000	\$18,458	\$66,542	\$85,000	\$85,000	\$0	\$85,000	*Please note that these attorneys are court apponted and statutorily required. It is difficult to attach an amount to each as there is no way of knowing how many appointments will be necessary throughout the year.
100-2-1270-69250	DUES, SUBSCRIPTIONS	\$45,072	\$53,246	\$21,184	\$6,000	\$6,069	\$431	\$6,500	\$6,500	\$500	\$6,500	More has been spent in this line item than anticipated due to plan increases not anticipated.
100-2-1270-69450	INSURANCE, BONDS	\$0	\$0	\$0	\$0	\$0		\$0		\$0	\$0	
100-2-1270-69480	JURORS, WITNESS FEES	\$20,302	\$11,598	\$52,937	\$25,000	\$8,085		\$8,085	\$20,000	-\$5,000	\$20,000	The 9th District Court has 3 Judges. Judge Young, Judge Tyler, & Judge Day. Jurors are paid from this line item for Criminal and Civil Jury trials. We made a reduction in this line item.
100-2-1270-69550	MISC. SERVICES & CHARGES	\$0	\$0	\$0	\$0	\$0		\$0		\$0	\$0	
100-2-1270-69710	TELEPHONE	\$1,085	\$1,064	\$754	\$1,500	\$471	\$250	\$721	\$1,500	\$0	\$750	
100-2-1270-69720	TRAINING SEMINARS	\$0	\$0	\$0	\$0	\$0		\$0		\$0	\$0	
100-2-1270-69730	TRAVEL EXPENSE	\$0	\$0	\$0	\$0	\$0		\$0		\$0	\$0	
100-2-1270-75210	GENERAL OFFICE SUPPLIES	\$1,026	\$854	\$373	\$800	\$284	\$100	\$384	\$800	\$0	\$500	
100-2-1270-75214	POSTAGE	\$248	\$174	\$205	\$400	\$83	\$317	\$400	\$400	\$0	\$300	
100-2-1270-75227	OPERATING SUPPLIES	\$101	\$0	\$0	\$0	\$150	\$150	\$300	\$150	\$150	\$0	
100-2-1270-75610	EQUIPMENT LESS THAN \$1000	\$2,888	\$3,488	\$10	\$0	\$0		\$0		\$0	\$0	
100-2-1270-75802	EDUCATIONAL PROGRAMS	\$0	\$0	\$0	\$0	\$0		\$0		\$0	\$0	
100-2-1270-85003	MACHINERY & EQUIP > 1,000	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0	
100-2-1270-85005	OFFICE FURNITURE > 1,000	\$0	\$0	\$1,939	\$0	\$0		\$0	\$0	\$0	\$0	
	<b>EXPENDITURE TOTALS:</b>	<b>\$199,908</b>	<b>\$176,645</b>	<b>\$179,038</b>	<b>\$145,868</b>	<b>\$47,136</b>	<b>\$81,422</b>	<b>\$128,558</b>	<b>\$141,518</b>	<b>-\$4,350</b>	<b>\$140,218</b>	<b>\$1,300</b>

**EXECUTIVE SUMMARY - FYE 2018**

**DEPT:** District Court

**ACCOUNT NUMBERS:** 100-2-1270

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<b>REVENUES:</b>	<b>FYE 2014 Actual</b>	<b>FYE 2015 Actual</b>	<b>FYE 2016 Actual</b>	<b>FYE 2017 Budget</b>	<b>FYE 2017 Projected Actual</b>	<b>FYE 2018 Budget Request</b>	<b>Difference from FYE 2017</b>	<b>FYE 2018 Approved Budget</b>
Tax Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Licenses & Permits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Intergovernmental/Grants	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Charges for Goods & Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Investment Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Revenue	\$1,405	\$4,818	\$1	\$0	\$265	\$0	\$0	\$0
Gain (Loss) on Equip Disposal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Transfer from Other Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL REVENUES:</b>	<b>\$1,405</b>	<b>\$4,818</b>	<b>\$1</b>	<b>\$0</b>	<b>\$265</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

<b>EXPENDITURES:</b>								
Salaries	\$27,238	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Employee Benefits	\$12,602	\$728	\$0	\$0	\$0	\$0	\$0	\$0
Property Services	\$1,300	\$1,266	\$1,306	\$200	\$200	\$200	\$0	\$200
Subrecipient Grants	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Services	\$154,505	\$170,135	\$175,205	\$144,468	\$127,274	\$139,968	-\$4,500	\$139,218
Supplies & Materials	\$4,263	\$4,516	\$588	\$1,200	\$1,084	\$1,350	\$150	\$800
Other Misc	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Outlay	\$0	\$0	\$1,939	\$0	\$0	\$0	\$0	\$0
Principal/Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Transfer to Other Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES:</b>	<b>\$199,908</b>	<b>\$176,645</b>	<b>\$179,038</b>	<b>\$145,868</b>	<b>\$128,558</b>	<b>\$141,518</b>	<b>-\$4,350</b>	<b>\$140,218</b>