

Agency Name: Judicial District 1B (Cheyenne)	Agency Number: 121
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.

Revenue is generated by collection of reporting fees in civil matters, pursuant to Section 5-3-410, W.S. 2001 Republished Edition, as amended. All reporting fees are deposited in the General Fund.

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.

Agency Name: Judicial District 1B (Cheyenne)	Agency Number: 121
Approp. Org. Name: Administration	Division Number: 0100
Expense Org. Name: Administration	Unit Number: 0101

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: 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.

400 Series – Central Services: The 400 series funds are used to provide cell phone service, as well as, hardware/software support from the Department of Administration and Information.

Agency Name: Judicial District 1B (Cheyenne)	Agency Number: 121
Approp. Org. Name: Administration	Division Number: 0100
Expense Org. Name: Administration	Unit Number: 0101

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.

Total Standard Budget Request \$853,875

SUPPLEMENTAL BUDGET REQUEST

\$54,000 – Salaries Classified 0103: We are requesting \$54,000 and authority to reclassify a part-time law clerk position into a full-time position. Currently Judicial District 1A and 1B share the cost of one law clerk while the budget for Judicial District 1C covers the cost of a second law clerk. The two law clerks share their time between the three district judges, which has resulted in less speedy resolution of cases. The law clerks are a valuable resource in many aspects of the district court. Research law clerks provide results in the efficient rendering of decisions.

\$19,936 – Employer Paid Benefits 0105: We are requesting \$19,936 to cover benefits for a full-time law clerk position. The amount requested is for one year.

Please see the following spreadsheet to support the amount requested for benefits.

Total Supplemental Budget Request \$ 73,936

Total Agency Budget Request \$927,811

2011-2012 BIENNIUM BUDGET

D2 - EXCEPTION PERSONNEL REQUEST WORK SHEET

LN#	This work sheet is used to enter your request into the Budget Preparation System (BPS).								
SECTION 1	2	PERSONNEL FORM	D2	January 2010 DATE					
	3	AGENCY NUMBER	121						
	4	UNIT	0101						
	5	WOLFS FUND	001						
	6	APPROPRIATION UNIT	001						
	7	POSITION NUMBER	0040						
	8	POSITION INDICATOR (H/D)							
	9	POSITION STATUS (F/P)	Full time						
	10	PAY BAND							
	11	CLASS DATE							
	12	RANK		<=Agency-level Priority					
	13	CLASS CODE							
	14	POSITION TITLE	Administrative Assistant (Access to Justice)						
	15	PERCENT GF		PERCENT TOTAL					
	16	PERCENT FF							
	17	PERCENT OF	100%		100%				
	SECTION 2	18	BASE REQUEST	FISCAL YEAR 2011			FISCAL YEAR 2012		
19			Amount	Months	AnnualTotal	Amount	Months	AnnualTotal	TOTAL
20		SALARY	\$6,250.00	12	\$75,000	\$6,250.00	12	\$75,000	\$150,000
21		LONGEVITY		12			12		
22		GHLB	\$551	12	\$6,612	\$551	12	\$6,612	\$13,224
23		FICA	7.65%		\$5,738	7.65%		\$5,738	\$11,476
24		RETB	11.25%		\$8,438	11.25%		\$8,438	\$16,876
25		UNEM	0.50%		\$375	0.50%		\$375	\$750
26		WKCP	1.38%		\$1,035	1.38%		\$1,035	\$2,070
27		LEAVE							
28		HOUSING	\$679			\$679			
29		BENEFITS			\$22,198			\$22,198	\$44,396
30		BIENNIUM SUB-TOTAL		FY 2011==>	\$97,198		FY 2012==>	\$97,198	\$194,396
SECTION 3	31	ADJUSTMENT REQUEST	FISCAL YEAR 2011			FISCAL YEAR 2012			BIENNIUM
	32		Amount	Months	Total	Amount	Months	Total	TOTAL
	33	SALARY		12			12		
	34	FICA	7.65%			7.65%			
	35	RETB	11.25%			11.25%			
	36	UNEM	0.50%			0.50%			
	37	WKCP	1.38%			1.38%			
	38	LEAVE							
	39	BENEFITS							
	40	BIENNIUM SUB-TOTAL		FY 2011==>			FY 2012==>		
	41								
	42	BIENNIUM GRAND TOTAL			\$97,198			\$97,198	\$194,396
COL:	1	2	3	4	5	6	7	8	

Agency Name: JUDICIAL DISTRICT 1-B Approp. Org. Name: ADMINISTRATION Expense Org. Name: ADMINISTRATION		Wyoming On-Line Financial System Code			
		AGY 121	DIVISION 0100	UNIT 0101	FUND 001
				APPR UNIT 101	
1	2	3	4	5	
Description	Code	2011-2012 Appropriation	2011-2012 Supplemental Request	Revised 2011-2012 Appropriation	Recommended Approval
EXPENDITURES					
SALARIES-SET BY LAW	0101	250,400	0	250,400	250,400
SALARIES CLASSIFIED	0103	275,982	54,000	329,982	329,982
SALARIES OTHER	0104	54,860	0	54,860	54,860
EMPLOYER PD BENEFITS	0105	224,931	19,936	244,867	244,867
EXTERNAL COST ADJ - SALARIES	0198	0	0	0	0
EXTERNAL COST ADJ - BENEFITS	0199	0	0	0	0
PERSONAL SERVICES	0100	806,173	73,936	880,109	880,109
EQUIPMENT REP & MNTC	0202	2,880	0	2,880	2,880
UTILITIES	0203	0	0	0	0
COMMUNICATION	0204	7,842	0	7,842	7,842
DUES-LICENSES-REGIST	0207	1,603	0	1,603	1,603
DATA PROCESSING	0209	480	0	480	480
MISCELLANEOUS	0210	96	0	96	96
TRAVEL IN STATE	0221	3,602	0	3,602	3,602
TRAVEL OUT OF STATE	0222	2,550	0	2,550	2,550
OFFICE SUPPL-PRINTING	0231	9,780	0	9,780	9,780
EDUCA-RECREATNL SUPP	0236	6,240	0	6,240	6,240
SOFT GOODS&HOUSEKPNG	0237	291	0	291	291
OFFICE EQUIP-FURNISH	0241	0	0	0	0
DP REPRODUCT OTHER EQ	0242	0	0	0	0
TRANSPORTATION-VEHICLES	0243	0	0	0	0
CENT-SER-OFF-MCH-REP	0291	0	0	0	0
SUPPORTIVE SERVICES	0200	35,364	0	35,364	35,364
CENTRAL-SER DATA-SER	0410	0	0	0	0
TELECOMMUNICATIONS	0420	0	0	0	0
EQUIPMENT SERVICE CENTER	0430	480	0	480	480
CENT. SERV./DATA SERV.	0400	480	0	480	480
PROFESSIONAL FEES	0901	11,858	0	11,858	11,858
SPECIAL PROJ & SVCS	0903	0	0	0	0
CONTRACTUAL TRAVEL	0905	0	0	0	0
CONTRACTUAL SERVICES	0900	11,858	0	11,858	11,858
EXPENDITURE TOTALS		853,875	73,936	927,811	927,811
MEANS OF FUNDING					
GENERAL FUND	1001	853,875	73,936	927,811	927,811
GENERAL FUND	G	853,875	73,936	927,811	927,811
TOTAL FUNDING		853,875	73,936	927,811	927,811
AUTHORIZED EMPLOYEES					
FULL TIME EMPLOYEE COUNT		3	1	4	4
PART TIME EMPLOYEE COUNT		1	-1	0	0
AUTHORIZED EMPLOYEES		4	0	4	4
TOTAL AUTHORIZED EMPLOYEES		4	0	4	4