

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.

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.

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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.

2011-2012 Biennium Budget**AE – Expense Organization Budget Request Narrative**

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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 \$995,304

SUPPLEMENTAL BUDGET REQUEST

\$7,000 – Equipment – 0241 The First Judicial District is in need of a new copier. The current copier is over nine years old and continues to break down. Parts are becoming increasingly more difficult to find in order to repair the machine. The estimates obtained support a request for \$7,000. THIS IS A ONE TIME REQUEST.

Total Supplemental Budget Request \$7,000

Total Agency Budget Request \$1,002,304

Agency Name: JUDICIAL DISTRICT 1-C Approp. Org. Name: ADMINISTRATION Expense Org. Name: ADMINISTRATION		Wyoming On-Line Financial System Code			
		AGY 137	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	444,099	0	444,099	444,099
EMPLOYER PD BENEFITS	0105	264,069	0	264,069	264,069
EXTERNAL COST ADJ - SALARIES	0198	0	0	0	0
EXTERNAL COST ADJ - BENEFITS	0199	0	0	0	0
PERSONAL SERVICES	0100	958,568	0	958,568	958,568
EQUIPMENT REP & MNTC	0202	2,644	0	2,644	2,644
UTILITIES	0203	0	0	0	0
COMMUNICATION	0204	6,556	0	6,556	6,556
DUES-LICENSES-REGIST	0207	1,560	0	1,560	1,560
ADVERTISING-PROMOT	0208	0	0	0	0
MISCELLANEOUS	0210	0	0	0	0
TRAVEL IN STATE	0221	3,872	0	3,872	3,872
TRAVEL OUT OF STATE	0222	3,406	0	3,406	3,406
OFFICE SUPPL-PRINTING	0231	3,366	0	3,366	3,366
EDUCA-RECREATNL SUPP	0236	6,433	0	6,433	6,433
SOFT GOODS&HOUSEKPNG	0237	0	0	0	0
OFFICE EQUIP-FURNISH	0241	0	7,000	7,000	7,000
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	27,837	7,000	34,837	34,837
CENTRAL-SER DATA-SER	0410	0	0	0	0
TELECOMMUNICATIONS	0420	259	0	259	259
EQUIPMENT SERVICE CENTER	0430	640	0	640	640
CENT. SERV./DATA SERV.	0400	899	0	899	899
PROFESSIONAL FEES	0901	8,000	0	8,000	8,000
SPECIAL PROJ & SVCS	0903	0	0	0	0
CONTRACTUAL TRAVEL	0905	0	0	0	0
CONTRACTUAL SERVICES	0900	8,000	0	8,000	8,000
EXPENDITURE TOTALS		995,304	7,000	1,002,304	1,002,304
MEANS OF FUNDING					
GENERAL FUND	1001	995,304	7,000	1,002,304	1,002,304
GENERAL FUND	G	995,304	7,000	1,002,304	1,002,304
TOTAL FUNDING		995,304	7,000	1,002,304	1,002,304
AUTHORIZED EMPLOYEES					
FULL TIME EMPLOYEE COUNT		5	0	5	5
PART TIME EMPLOYEE COUNT		0	0	0	0
AUTHORIZED EMPLOYEES		5	0	5	5
TOTAL AUTHORIZED EMPLOYEES		5	0	5	5