



## Circuit Court / Clerk of Court / Register in Probate

### **BUDGET SUMMARY AND HIGHLIGHTS:**

The proposed expense budget of the Clerk of Court/Probate/Family Court Commissioner and Circuit Court is \$501,316, up 3.8% from 2017. Revenues in the amount of \$261,275 are proposed for a levy of \$240,041 up 6.8% over 2017.

Revenue adjustments will be made after state funding is known for 2018. County ordinance forfeitures and County share of fines and forfeitures revenue may again be down from previous years, but with a change in the position of District Attorney, and the fact that we now have two Troopers serving Bayfield County, the revenues may surprise us in 2018.

### **FUNCTION:**

Oversee actions filed with the Bayfield County Circuit Court through to disposition; to promote fair and just treatment toward all litigants.

### **MAIN RESPONSIBILITIES:**

Bayfield County Circuit Court presides over cases scheduled with the Bayfield County Circuit Court; Work effectively with Attorneys and litigants in a fair and impartial manner; Monitor efficient flow of cases; Evaluate Jury Management practices and procedures and make changes as appropriate; Direct Supervisor for Judicial Assistant, Court Reporter and Register in Probate; Responsible for overall function of Bayfield County Circuit Court.

Bayfield County Clerk of Circuit Court keeps court papers, books and records of all cases filed within the Bayfield County Circuit Court; Establish and maintain judgment and lien docket; Maintain index of all Bayfield County Circuit Court cases; Maintain a record of all court activities for all cases heard; Keep record of all payments ordered by the Court and maintain accounts receivables; Receipt payments as ordered by the Court; Disburse revenue collected to appropriate individuals or agencies in a timely manner and according to the Wisconsin Statutes; Monitor jury management and summons jurors as needed; Work with Judges, Attorneys, Court Commissioners, Law Enforcement Agencies, State Agencies, Local Agencies and the general public as needed to take care of Bayfield County Circuit Court business; Prepare and maintain Circuit Court, Family Court Commissioner, Register in Probate and Clerk of Circuit Court budgets with direct accountability to the Bayfield County Board of Supervisors and the Bayfield County residents.

### **FY2017 ACCOMPLISHMENTS:**

- The technology was upgraded in the main courtroom beginning in October, 2016 and being completed in May, 2017.

- We continue to use video conferencing capabilities when appropriate. We have expanded the use of video conferencing for court customers to appear for hearings with our Circuit Court from the Red Cliff Tribal Court Building; The Red Cliff Tribe has invested into a video conferencing system in their Courtroom in order to better serve their community.

By using this equipment we are saving the county staff time for transport of prisoners to and from the courthouse for hearings. The estimated savings to the County for the first 3 months in 2016 (through an actual study) was conservatively \$24,000.00, using these figures, it is anticipated a savings of approximately \$56,000.00 will be realized during the seven months video conferencing will be available to be used in 2017. In addition, we have saved travel time for the Judge, Court Reporter and other County Staff. We have reduced travel time, thus reducing potential risks for employees of being on the road. This technology has also increased safety for inmates, officers, and the general public, by reducing the amount of time inmates are exposed to the general public.

- The interface between CCAP and the DOT continues to be successful. Upgrades to this interface are continual and we are now able to send conviction information, reinstatement information, and suspension/revocation information to the DOT electronically.
- The interface between CCAP and the DOT TRACs system continues to be successful. We receive electronic citations from the State Troopers, the Bayfield County Sheriff's Staff, Town of Iron River, City of Bayfield, City of Washburn and DNR wardens as digital transmissions through the State's citation server. With electronic citations being received, we have realized greater efficiencies with fewer errors.
- CCAP, CODY and Bayfield County IT staff have discussed working on an interface where dispositional information from CCAP will be electronically imported into CODY. This will be of great help to the Sheriff's Department Staff, as currently this information has been manually entered into CODY from the CCAP reports the Clerk of Court prepares for the Sheriff's office. This interface has not been developed, but may be considered in the future.
- *From 2011 – 2017, the combined efforts of RRTC, Family Treatment Court and Bail Monitoring has continued to serve families in Bayfield County. This information will be provided most effectively by the Criminal Justice Office for Bayfield County, as they have first-hand data to share with the County Board.*
- We continue to take civil judgments for non-payment of court-ordered obligations. Interest collected on civil judgments from January – December, 2016 for non-payment of court-ordered obligations was \$7,961.25. The percentage of interest that we can collect on unpaid debt has been reduced from 12% to a lower amount by law change in 2011. The current interest percentage allowed by law is 5.25%. We will realize less interest revenue from court customers on any debt that is turned over to the Collection Agency, as the contract put in place calls for the Collection Agency to retain 50% of interest collected.

- We continue to use the Tax Refund Intercept Program as a collection effort for non-payment of court-ordered obligations. The Department of Revenue collected \$33,712.35 for us during 2016. As of 08-06-2017, we have certified over \$2.9M of debt with DOR. This option of collecting unpaid debt has been an effective tool for us. There are continued efforts by the legislative professionals to expand the "tax intercept" program to cover Federal law, but as of today, that effort has not been successful. Our office is again considering expanding the use of Wisconsin Department of Revenue programs.
- We have implemented mandatory E-filing for civil, small claims, family, all criminal, traffic and forfeiture cases on March 1, 2017. The plan will be to expand probate case types and juvenile cases during 2017 and 2018, with all case filings be mandatory by the end of 2019.
- CCAP continues to upgrade our capabilities allowing us to accept on-line payments through the internet, to use the E-Signatures for many of the forms prepared through our automated system, establishing interfaces with many of the State agencies we work with. We currently have interfaces with the Department of Revenue, Department of Corrections, Division of Workforce Development, Department of Transportation, District Attorney Protect, State of Wisconsin TRACs, Wisconsin Department of Justice and the Wisconsin Appeals Court and Supreme Court. Each of these interfaces improves our efficiencies.
- We have developed and implemented a procedure where the Clerk of Circuit Court's office will handle all post-judgment requests regarding most payment issues of court-ordered obligations. This additional task for the Clerk of Circuit Court's Staff relieves time for the Circuit Court Judges and gives the Court Staff an opportunity to develop a working relationship with our court customers.
- The County Administrator has entered into a contract with the Stark Agency for help in collecting old debts. The COC implemented this program in February, 2012. As of 08-6-2017, the Stark Agency has collected \$109,816.76 of which the Stark Agency's share has been \$10,865.33. We currently have \$692,803.39 in debt turned over to this agency for collection.
- We have implemented the use of a swipe unit for credit card and debit card payments at the office counter. This additional option of payment has been used a lot by our customers and is helping us to make additional collections.
- Beginning 01-01-2017 we implemented maintaining paperless cases for all new cases filed as of this date. Traffic, Forfeiture, and Small Claims cases have been paperless since 01-01-2015.
- We have completed scanning and verifying all Traffic, Forfeiture and Small Claims case documents back to 2010. These cases have been shredded and the records are now being maintained only electronically. This has relieved space in our vault.

- We have verified all CX cases from 2009 to the present and have shredded these case files.
- The Clerk of Circuit Court recommended to the Executive Committee that a space study be completed for the county offices. There was a recommendation of the architect during the 2007 courtroom renovation that the Clerk of Court office should be closer to the Courtroom, thus keeping the court customers closer in proximity to the courtrooms and provide a more secure environment for the county offices down the main hallway. A space study for business efficiencies may be beneficial to many offices. For example, if the Child Support Agency were to be placed closer to the Clerk of Court office and the Courtroom, the CSA staff would realize greater efficiency due to less time involved with getting to court, filing documents, obtaining mail from the Court, etc. This was a 2017 goal of the Clerk of Circuit Court, and as of 08-06-2017, there has not been a complete decision on this issue by the Executive Committee and the Full County Board . If the Clerk of Circuit Court space does not change after the space study recommendations are considered by the Board, we will continue to look for efficiencies within the space we operate within for the greatest business efficiencies we can realize. It is my understanding that there are some security upgrades currently being considered based on the space study preliminary recommendations.

#### **FY 2018 GOALS:**

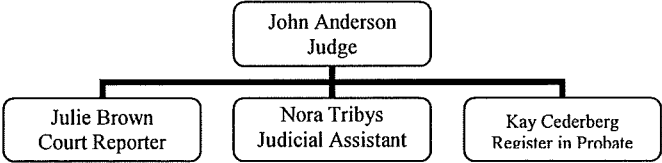
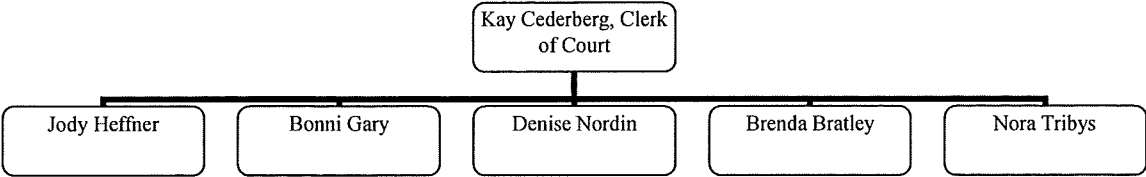
- Continue to work with the Security Facilities Committee to maintain and improve the security of the Bayfield County Circuit Court and the entire courthouse.
- Maintain the .50FTE Clerk II position for receptionist and collection duties at the Clerk of Court Office.
- Continue our efforts to expand alternatives to incarceration and programming for Bayfield County inmates through the Risk Reduction Treatment Court, TAD and Family Treatment Court by working cooperatively with the District Attorney's Office, the Criminal Justice Coordinator, the Department of Corrections, Local Attorneys and all Local Law Enforcement Agencies.
- Continue to help develop and implement a procedure where digital evidence will be stored on an evidence server and made available to the District Attorney and Defense Attorneys for criminal cases.
- Continue to use the in-court processing procedure for specific hearings for greater efficiencies.
- Continue to use the fast small claims processing procedure for small claim cases for greater efficiencies.
- Continue with collection efforts allowed by Statutes; continuing the use of swipe unit for customers to make credit card or debit card payments at our counter.

- Continue to use the replacement plan for courtroom technology to ensure current technology is available in our courtrooms. The main courtroom video conferencing equipment failed in April, 2016 and has now been totally replaced.
- Continue to use the electronic procedures to forward cases to the Appeals and Supreme Courts as appropriate.
- Volunteer to implement the eFiling system for Bayfield County cases as the State and CCAP will allow.
- Begin discussions with the 10<sup>th</sup> Judicial District Court Administrator to establish a video conference program involving all Circuit Courts in the 10<sup>th</sup> Judicial District to help with the time and traveling constraints on the Circuit Court Judges, Court Staff and Court Reporters.
- Continue to support our staff through the 10<sup>th</sup> Judicial District training and the CCAP Webinars offered to all Court Staff.

**PERFORMANCE INDICATORS:**

1. Even with increased duties, responsibilities and caseloads, the Circuit Court System of Bayfield County has been able to maintain high quality performance; staffing levels had been unchanged since 2001. With a new .50FTE position to help with our collection efforts, we believe our revenue will increase in 2017 and beyond.
2. Scanning and eFiling efforts continue in all aspects of document processing in our office; 48,942 court record entries were documented in 2016.
3. Through a conscience effort, the 2016 expense budget of the Bayfield County Circuit Court/Register in Probate/Family Court Commissioner and Circuit Court has been maintained at the lowest level possible; \$495,024.19 ending in County dollars of \$229,196.76 covering direct court budget expenses.
4. Through consistent collection efforts, Bayfield County Clerk of Circuit Court has collected in total, revenue of \$588,570.61 of which \$253,275.00 remained as county revenue in 2016. Restitution in the amount of \$34,154.87 was collected on behalf of victims of crimes in 2016.
5. Through consistent collection efforts, Bayfield County Clerk of Circuit Court has collected 78.54% of the total fines and forfeitures assessed by the Court during the past 10 years, totaling \$5,531,027.19, with a balance yet to be collected of \$1,436,192.03.
6. 98% of the Bayfield County Circuit Court cases disposed in 2016 met the State's standards; 105% of criminal cases, 95% of forfeiture cases, 97% of civil cases, 87% of probate cases and 96% of juvenile cases.

7. Accounts Receivables on August 6, 2017 were \$3,478,865.34; \$1,185,693.46 due to the County, \$780,887.29 due the State and \$512,284.59 due to others.





# Clerk of Court 02

Budget Year 2018

Account	Account Description	2015 Actual Amount	2016 Actual Amount	2017 Adopted Budget	2017 Estimated Amount	2018 Department	2018 Administrator	2018 Admin/2017 Adopted
<b>Fund 100 - General</b>								
<b>REVENUE</b>								
Department <b>02 - Clerk of Courts</b>								
43509	State Grant-Child Support	.00	.00	.00	541.00	1,500.00	1,500.00	
43511	State Aid=Juror Fees	52,275.00	52,274.50	52,275.00	52,275.00	52,275.00	52,275.00	100
43512	State Aid=Guardian Ad Litem Fees	15,468.00	16,020.50	14,500.00	14,500.00	14,500.00	14,500.00	100
45111	Co. Ordinance Forfeitures	67,999.33	57,487.15	62,000.00	55,000.00	55,000.00	57,000.00	92
46111	Mediation Fee=Marriage Licenses	1,700.00	1,800.00	1,500.00	1,000.00	1,000.00	1,000.00	67
46141	Co. Share=Fines & Forfeit.	24,784.79	17,087.32	20,000.00	20,000.00	20,000.00	20,000.00	100
46142	Court Fees	96,970.02	103,133.81	88,000.00	92,000.00	88,000.00	92,000.00	105
46143	Mediation Fees=Clerk of Cts.	1,430.00	1,105.00	1,070.00	800.00	500.00	1,000.00	93
46147	Restitution Surcharge	2,874.99	2,622.45	2,000.00	1,000.00	1,000.00	1,000.00	50
48110	Interest Income	10,973.11	8,087.93	10,000.00	10,000.00	10,000.00	11,000.00	110
48900	All Other Revenue	7,608.56	6,208.77	7,000.00	7,000.00	7,000.00	10,000.00	143
Department <b>02 - Clerk of Courts Totals</b>		<b>\$282,083.80</b>	<b>\$265,827.43</b>	<b>\$258,345.00</b>	<b>\$254,116.00</b>	<b>\$250,775.00</b>	<b>\$261,275.00</b>	<b>101%</b>
<b>REVENUE TOTALS</b>		<b>\$282,083.80</b>	<b>\$265,827.43</b>	<b>\$258,345.00</b>	<b>\$254,116.00</b>	<b>\$250,775.00</b>	<b>\$261,275.00</b>	<b>101%</b>
<b>EXPENSE</b>								
Department <b>02 - Clerk of Courts</b>								
State Account <b>51212 - Family Court Commissioner</b>								
50210	Professional Services	13,591.66	24,583.25	23,600.00	23,600.00	23,600.00	23,600.00	100
50210-001	Mediation Expense	1,154.20	124.15	1,000.00	1,000.00	1,000.00	1,000.00	100
50212	Legal Fees	.00	249.32	500.00	500.00	500.00	500.00	100
50320	Publication,Subscriptions & Dues	484.75	.00	.00	.00	.00	.00	
50325	Registration Fees & Tuition	200.00	200.00	200.00	200.00	200.00	200.00	100
50332	Mileage	426.87	.00	450.00	450.00	450.00	450.00	100
50335	Meals	33.73	.00	50.00	50.00	50.00	50.00	100
50336	Lodging	140.00	.00	250.00	250.00	250.00	250.00	100
State Account <b>51212 - Family Court Commissioner Totals</b>		<b>\$16,031.21</b>	<b>\$25,156.72</b>	<b>\$26,050.00</b>	<b>\$26,050.00</b>	<b>\$26,050.00</b>	<b>\$26,050.00</b>	<b>100%</b>
State Account <b>51221 - Clerk of Courts</b>								
50111	Department Head	56,184.96	57,412.48	58,533.00	58,533.00	59,703.00	59,703.00	102
50121	Full Time	112,482.13	114,988.80	134,403.00	134,403.00	138,557.00	138,557.00	103
50122	Part Time	1,194.26	150.00	15,658.00	15,658.00	16,263.00	16,263.00	104
50123	Temporary Employee	297.50	448.82	200.00	500.00	2,000.00	2,000.00	1,000
50131	Sick Leave Pay	2,871.94	1,923.30	.00	.00	.00	.00	
50132	Vacation Pay	5,968.72	8,255.92	.00	.00	.00	.00	
50135	Overtime	531.00	194.80	.00	.00	.00	.00	
50138	Holiday Pay	5,260.35	5,474.32	.00	.00	.00	.00	
50151	Fica/Medicare	13,342.99	13,667.35	16,210.00	16,210.00	16,564.00	16,564.00	102
50152	Co. Share Retirement	12,827.11	12,387.73	13,120.00	13,120.00	13,283.00	13,283.00	101
50154	Health Insurance	51,766.04	53,025.05	58,447.00	58,447.00	57,120.00	57,120.00	98
50155	Life Insurance	74.24	78.88	29.00	29.00	89.00	89.00	307

78



# Clerk of Court 02

Budget Year 2018

Account	Account Description	2015 Actual Amount	2016 Actual Amount	2017 Adopted Budget	2017 Estimated Amount	2018 Department	2018 Administrator	2018 Admin/2017 Adopted
<b>Fund 100 - General</b>								
EXPENSE								
Department <b>02 - Clerk of Courts</b>								
State Account <b>51221 - Clerk of Courts</b>								
50156	HRA	14,953.62	14,772.46	14,721.00	14,657.00	14,616.00	14,616.00	99
50212-003	Legal Fees-Criminal	12,845.84	43,206.89	12,000.00	12,000.00	24,000.00	20,000.00	167
50212-004	Legal Fees-Family/Paternity	26,400.82	13,658.55	17,000.00	10,000.00	15,000.00	15,000.00	88
50212-005	Legal Fees-Civil	.00	2,263.38	2,000.00	1,000.00	2,000.00	2,000.00	100
50213	Medical Fees	2,315.00	8,285.83	4,000.00	2,500.00	4,000.00	4,000.00	100
50225	Telephone	3,218.24	3,235.00	3,000.00	3,000.00	3,500.00	3,500.00	117
50240	Repair & Maintenance	125.90	424.56	200.00	200.00	200.00	200.00	100
50250	Special Services	4,783.20	3,566.36	3,500.00	3,000.00	3,500.00	3,500.00	100
50253	Witness Fees	.00	.00	150.00	.00	150.00	150.00	100
50253-001	Witness Fees/D.A.	514.60	598.00	500.00	300.00	300.00	300.00	60
50253-002	Witness Fees/P. D.	.00	.00	1.00	.00	.00	.00	
50254	Juror	6,170.32	7,402.29	8,500.00	7,500.00	8,500.00	8,500.00	100
50310	Office Supplies	4,521.99	3,199.77	4,000.00	3,600.00	3,600.00	3,600.00	90
50311	Postage	6,533.72	6,963.09	7,000.00	7,000.00	7,000.00	7,000.00	100
50313	Printing & Duplication	2,115.16	844.34	600.00	600.00	600.00	600.00	100
50320	Publication,Subscriptions & Dues	2,207.47	2,107.80	2,000.00	2,000.00	2,000.00	2,000.00	100
50325	Registration Fees & Tuition	210.00	360.00	300.00	300.00	300.00	300.00	100
50332	Mileage	1,119.13	1,016.97	500.00	500.00	500.00	500.00	100
50335	Meals	1.65	.00	250.00	250.00	250.00	250.00	100
50336	Lodging	304.00	696.00	420.00	500.00	575.00	575.00	137
State Account <b>51221 - Clerk of Courts Totals</b>		\$351,141.90	\$380,608.74	\$377,242.00	\$365,807.00	\$394,170.00	\$390,170.00	103%
State Account <b>51231 - Probate</b>								
50111	Department Head	4,441.06	4,458.16	4,620.00	4,620.00	4,530.00	4,530.00	98
50151	Fica/Medicare	318.01	316.54	353.00	353.00	347.00	347.00	98
50152	Co. Share Retirement	341.90	294.22	314.00	314.00	304.00	304.00	97
50154	Health Insurance	1,444.72	1,473.59	1,823.00	1,823.00	1,782.00	1,782.00	98
50155	Life Insurance	3.91	4.08	5.00	5.00	5.00	5.00	100
50156	HRA	271.38	452.54	504.00	343.00	384.00	384.00	76
50212	Legal Fees	22,089.27	12,384.35	12,000.00	10,000.00	12,000.00	12,000.00	100
50212-001	Legal Fees-Guardianship	9,836.48	15,262.77	10,000.00	10,000.00	10,000.00	10,000.00	100
50212-002	Legal Fees-Mental Commitment	5,475.60	675.00	500.00	200.00	500.00	500.00	100
50213	Medical Fees	5,456.28	16,903.95	10,000.00	15,000.00	15,000.00	15,000.00	150
50253	Witness Fees	.00	.00	500.00	600.00	500.00	500.00	100
50311	Postage	.00	94.00	.00	.00	.00	.00	
State Account <b>51231 - Probate Totals</b>		\$49,678.61	\$52,319.20	\$40,619.00	\$43,258.00	\$45,352.00	\$45,352.00	112%
State Account <b>51241 - Judge</b>								
50121	Full Time	18,058.42	23,977.31	26,939.00	26,939.00	27,817.00	27,817.00	103

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# Clerk of Court 02

Budget Year 2018

Account	Account Description	2015 Actual Amount	2016 Actual Amount	2017 Adopted Budget	2017 Estimated Amount	2018 Department	2018 Administrator	2018 Admin/2017 Adopted
<b>Fund 100 - General</b>								
EXPENSE								
Department <b>02 - Clerk of Courts</b>								
State Account <b>51241 - Judge</b>								
50122	Part Time	3,582.78	.00	.00	.00	.00	.00	
50131	Sick Leave Pay	237.68	439.10	.00	.00	.00	.00	
50132	Vacation Pay	.00	501.19	.00	.00	.00	.00	
50135	Overtime	88.62	147.01	.00	.00	.00	.00	
50138	Holiday Pay	1,064.93	1,128.98	.00	.00	.00	.00	
50151	Fica/Medicare	1,687.56	1,896.48	2,061.00	2,061.00	2,128.00	2,128.00	103
50152	Co. Share Retirement	1,564.51	1,717.02	1,832.00	1,832.00	1,864.00	1,864.00	102
50154	Health Insurance	4,477.88	5,237.40	6,083.00	6,083.00	5,934.00	5,934.00	98
50155	Life Insurance	.45	.00	.00	.00	.00	.00	
50156	HRA	1,575.00	1,575.00	1,575.00	1,800.00	1,800.00	1,800.00	114
50250	Special Services	.00	.00	500.00	500.00	500.00	1.00	
50310	Office Supplies	173.79	320.04	200.00	200.00	200.00	200.00	100
50335	Meals	4.94	.00	.00	.00	.00	.00	
State Account <b>51241 - Judge Totals</b>		<b>\$32,516.56</b>	<b>\$36,939.53</b>	<b>\$39,190.00</b>	<b>\$39,415.00</b>	<b>\$40,243.00</b>	<b>\$39,744.00</b>	<b>101%</b>
Department <b>02 - Clerk of Courts Totals</b>		<b>\$449,368.28</b>	<b>\$495,024.19</b>	<b>\$483,101.00</b>	<b>\$474,530.00</b>	<b>\$505,815.00</b>	<b>\$501,316.00</b>	<b>104%</b>
EXPENSE TOTALS		<b>\$449,368.28</b>	<b>\$495,024.19</b>	<b>\$483,101.00</b>	<b>\$474,530.00</b>	<b>\$505,815.00</b>	<b>\$501,316.00</b>	<b>104%</b>
Fund <b>100 - General Totals</b>								
REVENUE TOTALS		\$282,083.80	\$265,827.43	\$258,345.00	\$254,116.00	\$250,775.00	\$261,275.00	101%
EXPENSE TOTALS		\$449,368.28	\$495,024.19	\$483,101.00	\$474,530.00	\$505,815.00	\$501,316.00	104%
Fund <b>100 - General Totals</b>		<b>(\$167,284.48)</b>	<b>(\$229,196.76)</b>	<b>(\$224,756.00)</b>	<b>(\$220,414.00)</b>	<b>(\$255,040.00)</b>	<b>(\$240,041.00)</b>	<b>107%</b>
Net Grand Totals								
REVENUE GRAND TOTALS		\$282,083.80	\$265,827.43	\$258,345.00	\$254,116.00	\$250,775.00	\$261,275.00	101%
EXPENSE GRAND TOTALS		\$449,368.28	\$495,024.19	\$483,101.00	\$474,530.00	\$505,815.00	\$501,316.00	104%
Net Grand Totals		<b>(\$167,284.48)</b>	<b>(\$229,196.76)</b>	<b>(\$224,756.00)</b>	<b>(\$220,414.00)</b>	<b>(\$255,040.00)</b>	<b>(\$240,041.00)</b>	<b>107%</b>