



**STATE OF WYOMING**  
**2015-2016**  
**BIENNIUM BUDGET REQUEST**


JUDICIAL DISTRICT 5A 127  
Agency Name and Number

Submitted by:

Signature

Name

Title

  
\_\_\_\_\_  
Robert E. Skar  
\_\_\_\_\_  
District Court Judge  
\_\_\_\_\_

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

Robert E. Skar  
\_\_\_\_\_  
Holly Newfer  
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B - AGENCY SUMMARY

Agency Name: JUDICIAL DISTRICT 5-A		Agency Number: 127				
1	2	3	4	5	6	
Description	Code	Base Budget	Standard Budget	Exception Request	Total Agency Request	District Judge's Budget Comm. Recommendation
ADMINISTRATION	0100	1,018,193	1,087,051	8,000	1,095,051	1,095,051
WATER LITIGATION	0200	427,970	334,073	100,000	434,073	434,073
TOTAL BY EXPENSE ORGS		1,446,163	1,421,124	108,000	1,529,124	1,529,124
PERSONAL SERVICES	0100	1,203,550	1,279,679	0	1,279,679	1,279,679
SUPPORTIVE SERVICES	0200	77,474	77,474	0	77,474	77,474
CENT.SERV./DATA SERV.	0400	5,452	4,284	0	4,284	4,284
CONTRACTUAL SERVICES	0900	159,687	59,687	108,000	167,687	167,687
TOTAL BY OBJECT SERIES		1,446,163	1,421,124	108,000	1,529,124	1,529,124
GENERAL FUND	G	1,446,163	1,421,124	108,000	1,529,124	1,529,124
SPECIAL REVENUE	R	0	0	0	0	0
TOTAL BY FUNDS		1,446,163	1,421,124	108,000	1,529,124	1,529,124
FULL TIME EMPLOYEE COUNT		6	6	0	6	6
PART TIME EMPLOYEE COUNT		0	0	0	0	0
TOTAL AUTHORIZED EMPLOYEES		6	6	0	6	6

Agency Name: Judicial District 5A (Worland)	Agency Number: 0127
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 5-3-111, inclusive, W.S. 1977 Republished Edition, establish and define the general activities of the judiciary. Objectives of the District Court, specifically Judicial District 5A include: justly presiding in a court of law, hearing and deciding the outcome of cases while being as fair and impartial as humanly possible and effectively and efficiently managing the caseload. This management involves scheduling matters to be heard while avoiding unnecessary delay in determining the disposition of cases, and supervising and retaining competent personnel to assist in successful completion of the aforementioned objectives. Caseload and disposition statistics for Judicial District 5A are currently on file with the Wyoming Supreme Court and are available upon request.

Judicial District 5A Court is a court of unlimited general jurisdiction. The District Court Judge hears and determines matters generally as set forth:

1. Felonies
2. Juvenile matters
3. Worker’s Compensation Appeals
4. Probate (decedents’ estates, guardianships and adoptions)
5. Involuntary commitments to the Wyoming State Hospital
6. Civil actions not commenced in county court
7. Appeals from county and municipal court
8. Various writs
9. Family violence
10. Stalking protection

**The District Court Judge’s** position has been constitutionally created and statutorily empowered. The following support personnel, under the Judge’s direct supervision, provide the necessary assistance required for smooth running of both court and office:

**District Court Reporter’s** duties are to make a stenographic record of court proceedings, prepare transcripts and perform various office functions. The Court Reporter is a statutory position.

**Judicial Assistant** schedules hearings, which, for Judicial District 5A are held in the counties of Washakie, Big Horn and Hot Springs. In addition to setting all criminal and civil actions, the judicial assistant types legal opinions, processes vouchers on the WOLFS system and acts as a receptionist.

**The Law Clerk** is a graduate of an accredited law school and has passed the Wyoming State Bar. The Law clerk saves the Judge countless hours by doing the legal research required by the Judge. The Law clerk’s efforts allow the judge to spend more time in the courtroom making it more expeditious for the Judge to maintain the present caseload.

Agency Name: Judicial District 5A (Worland)	Agency Number: 0127
Approp. Org. Name: Administration	Division Number: 0100
Expense Org. Name: Administration	Unit Number: 0101

**STANDARD BUDGET REQUEST NARRATIVE**

100 Series – Personal Services: The 100 series funds are used to provide for a judge, law clerk, judicial assistant, and a court reporter. 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 Hot Springs, Washakie, and Big Horn Counties.

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 or a court commissioner when necessary. They also cover the cost of interpreters in order to facilitate compliance with the Supreme Court of Wyoming Language Interpreter Policy.

**Total Standard Budget Request            \$1,087,051**

**EXCEPTION BUDGET REQUEST**

**\$8,000 – Professional Fees 0901:** We are requesting \$4,000 per year to cover the cost of court commissioners who preside over Title 25 involuntary hospitalization matters. These charges have previously been funded by the county; however the county is no longer able to cover the expense, and we believe that per Wyo. Stat. Ann. § 5-3-308 these payments are the judiciary’s responsibility.

**Total Exception Budget Request            \$    8,000**

**Total Agency Budget Request            \$1,095,051**

Agency Name: JUDICIAL DISTRICT 5-A		Wyoming On-Line Financial System Code				
Approp. Org. Name: ADMINISTRATION		AGY	DIVISION	UNIT	FUND	APPR UNIT
Expense Org. Name: ADMINISTRATION		127	0100	0101	001	101
1		2	3	4	5	6
		Base Budget	Standard Budget	Exception Request	Total Agency Request	District Judges Budget Comm. Recommendation
Description	Code					
<b>EXPENDITURES</b>						
SALARIES-SET BY LAW	0101	300,000	300,000	0	300,000	300,000
SALARIES CLASSIFIED	0103	360,629	388,658	0	388,658	388,658
EMPLOYER PD BENEFITS	0105	301,458	182,239	0	182,239	182,239
EMPLOYER HEALTH INS BENEFITS	0196	0	160,919	0	160,919	160,919
EXTERNAL COST ADJ - BENEFITS	0199	0	0	0	0	0
PERSONAL SERVICES	0100	962,087	1,031,816	0	1,031,816	1,031,816
EQUIPMENT REP & MNTE	0202	768	768	0	768	768
UTILITIES	0203	0	1,800	0	1,800	1,800
COMMUNICATION	0204	6,082	3,082	0	3,082	3,082
DUES-LICENSES-REGIST	0207	960	1,710	0	1,710	1,710
MISCELLANEOUS	0210	0	0	0	0	0
TRAVEL IN STATE	0221	10,691	14,151	0	14,151	14,151
TRAVEL OUT OF STATE	0222	3,500	1,500	0	1,500	1,500
PERM ASSIGNED VEHICLE	0223	11,000	11,000	0	11,000	11,000
OFFICE SUPPL-PRINTING	0231	3,360	5,360	0	5,360	5,360
EDUCA-RECREATNL SUPP	0236	5,982	3,932	0	3,932	3,932
SOFT GOODS&HOUSEKPNG	0237	432	432	0	432	432
OFFICE EQUIP-FURNISH	0241	0	0	0	0	0
DP REPRODUCE OTHER EQ	0242	0	0	0	0	0
EDUCATION-RECRE-TECH	0246	0	0	0	0	0
CENT-SER-OFF-MCH-REP	0291	960	0	0	0	0
SUPPORTIVE SERVICES	0200	43,735	43,735	0	43,735	43,735
CENTRAL-SER DATA-SER	0410	0	0	0	0	0
TELECOMMUNICATIONS	0420	0	0	0	0	0
EQUIPMENT SERVICE CENTER	0430	871	0	0	0	0
CENT. SERV./DATA SERV.	0400	871	0	0	0	0
PROFESSIONAL FEES	0901	8,500	8,500	8,000	16,500	16,500
SPECIAL PROJ & SVCS	0903	0	0	0	0	0
CONTRACTUAL TRAVEL	0905	3,000	3,000	0	3,000	3,000
CONTRACTUAL SERVICES	0900	11,500	11,500	8,000	19,500	19,500
<b>EXPENDITURE TOTALS</b>		<b>1,018,193</b>	<b>1,087,051</b>	<b>8,000</b>	<b>1,095,051</b>	<b>1,095,051</b>
<b>MEANS OF FUNDING</b>						
GENERAL FUND	1001	1,018,193	1,087,051	8,000	1,095,051	1,095,051
GENERAL FUND	G	1,018,193	1,087,051	8,000	1,095,051	1,095,051
<b>TOTAL FUNDING</b>		<b>1,018,193</b>	<b>1,087,051</b>	<b>8,000</b>	<b>1,095,051</b>	<b>1,095,051</b>
<b>AUTHORIZED EMPLOYEES</b>						
FULL TIME EMPLOYEE COUNT		4	4	0	4	4
PART TIME EMPLOYEE COUNT		0	0	0	0	0
AUTHORIZED EMPLOYEES		4	4	0	4	4
<b>TOTAL AUTHORIZED EMPLOYEES</b>		<b>4</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>4</b>

Agency Name: Judicial District 5A (Thermopolis)	Agency Number: 127
Approp. Org. Name: Water Litigation	Division Number: 0200
Expense Org. Name: Water Litigation	Unit Number: 0201

**EXPENSE ORGANIZATON OVERVIEW**

The Office of the Special Master was created pursuant to the filing of the Big Horn River General Adjudication lawsuit. The objective of the Special Masters office is to efficiently and effectively process all Phase III files received from the State Engineer’s Office, and to schedule and hear all objections filed with regard to Big Horn River General Adjudication. The office consists of a Special Master and Administrative Assistant. Contract support staff is brought in when necessary.

Special Master duties include hearing all initial objections and issuing a report and recommendation to the District Court Judge while encouraging settlement negotiations between parties on Phase III matters. Because the remaining files in the adjudication are large projects (Irrigation districts, municipalities, and large acreages) there are generally multiple objections filed in every instance. The Special Master and staff’s efforts have kept the water case from clogging the district court’s docket.

The Administrative assistant is required to coordinate the water litigation schedules between the Special Master, involved attorneys, the State Engineer staff and all pro se (unrepresented) parties. Additionally, the Administrative Assistant is responsible for initial technical review of all water case files received from the State Engineer’s Office. She handles budget preparation for Judicial District 5A and monitors and reports the agency’s financial status. The Administrative Assistant often gets calls from parties regarding water rights questions and fields them to the proper person or agency and coordinates and executes mass mailing of various documents filed with the court. Support staff assists in typing Orders, answering phones, copying documents and assisting in review of files.

**STANDARD BUDGET REQUEST NARRATIVE**

100 Series – Personal Services: The 100 series funds are used to provide for salary and benefits for two administrative assistants.

200 Series – Supportive Services: The 200 series funds are used to cover the necessary operating costs for the Big Horn River General Adjudication lawsuit.

400 Series – Central Services: The 400 series funds are used to provide hardware/software support from the Department of Administration and Information. 0420 represents telecommunication costs paid to the Department of Administration and Information.

900 Series – Contractual Services: Funds in the 900 series are used to pay for the existing contract with the Special Master of the Big Horn River General Adjudication.

**Total Standard Budget Request      \$334,663**

Agency Name: Judicial District 5A (Thermopolis)	Agency Number: 127
Approp. Org. Name: Water Litigation	Division Number: 0200
Expense Org. Name: Water Litigation	Unit Number: 0201

**EXCEPTION BUDGET REQUEST**

**\$100,000 – Special Projects & Services 0903:** The sum of \$100,000 is requested to cover the cost of the existing contract with the Special Master of the Big Horn River General Adjudication. Due to the increase in objections and hearings, the Special Master continues to work more hours on the adjudication than in prior years. These funds are requested to pay for the additional time. Further, funds are needed to pay for transcription of water case hearings. Funds budgeted in category 0903 are not recurring and must be requested every biennium.

**Total Exception Budget Request      \$100,000**

**Total Program Budget Request      \$ 434,663**

Agency Name: JUDICIAL DISTRICT 5-A		Wyoming On-Line Financial System Code				
Approp. Org. Name: WATER LITIGATION		AGY	DIVISION	UNIT	FUND	APPR UNIT
Expense Org. Name: WATER LITIGATION		127	0200	0201	001	201
1		2	3	4	5	6
		Base Budget	Standard Budget	Exception Request	Total Agency Request	District Judges Budget Comm. Recommendation
Description	Code					
<b>EXPENDITURES</b>						
SALARIES CLASSIFIED	0103	145,495	141,846	0	141,846	141,846
EMPLOYER PD BENEFITS	0105	95,968	38,368	0	38,368	38,368
EMPLOYER HEALTH INS BENEFITS	0196	0	67,649	0	67,649	67,649
EXTERNAL COST ADJ - BENEFITS	0199	0	0	0	0	0
PERSONAL SERVICES	0100	241,463	247,863	0	247,863	247,863
REAL PROPERTY REP & MT	0201	2,304	2,304	0	2,304	2,304
EQUIPMENT REP & MNTC	0202	960	960	0	960	960
UTILITIES	0203	0	0	0	0	0
COMMUNICATION	0204	5,745	5,745	0	5,745	5,745
DUES-LICENSES-REGIST	0207	720	720	0	720	720
ADVERTISING-PROMOT	0208	0	0	0	0	0
TRAVEL IN STATE	0221	6,970	6,970	0	6,970	6,970
TRAVEL OUT OF STATE	0222	480	480	0	480	480
OFFICE SUPPL-PRINTING	0231	6,720	6,720	0	6,720	6,720
EDUCA-RECREATNL SUPP	0236	240	240	0	240	240
OFFICE EQUIP-FURNISH	0241	0	0	0	0	0
DP REPRODUCE OTHER EQ	0242	0	0	0	0	0
REAL PROPERTY RENTAL	0251	9,600	9,600	0	9,600	9,600
EQUIPMENT RENTAL	0252	0	0	0	0	0
MAINT CONTRACTS EXT	0292	0	0	0	0	0
SUPPORTIVE SERVICES	0200	33,739	33,739	0	33,739	33,739
TELECOMMUNICATIONS	0420	4,581	4,284	0	4,284	4,284
EQUIPMENT SERVICE CENTER	0430	0	0	0	0	0
CENT. SERV./DATA SERV.	0400	4,581	4,284	0	4,284	4,284
PROFESSIONAL FEES	0901	48,187	48,187	0	48,187	48,187
SPECIAL PROJ & SVCS	0903	100,000	0	100,000	100,000	100,000
CONTRACTUAL TRAVEL	0905	0	0	0	0	0
CONTRACTUAL SERVICES	0900	148,187	48,187	100,000	148,187	148,187
<b>EXPENDITURE TOTALS</b>		<b>427,970</b>	<b>334,073</b>	<b>100,000</b>	<b>434,073</b>	<b>434,073</b>
<b>MEANS OF FUNDING</b>						
GENERAL FUND	1001	427,970	334,073	100,000	434,073	434,073
GENERAL FUND	G	427,970	334,073	100,000	434,073	434,073
WATER DEVELOP NONSTATUTORY	5029	0	0	0	0	0
SPECIAL REVENUE	R	0	0	0	0	0
SPECIAL REVENUE		0	0	0	0	0
<b>TOTAL FUNDING</b>		<b>427,970</b>	<b>334,073</b>	<b>100,000</b>	<b>434,073</b>	<b>434,073</b>
<b>AUTHORIZED EMPLOYEES</b>						
FULL TIME EMPLOYEE COUNT		2	2	0	2	2
PART TIME EMPLOYEE COUNT		0	0	0	0	0
AUTHORIZED EMPLOYEES		2	2	0	2	2
<b>TOTAL AUTHORIZED EMPLOYEES</b>		<b>2</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>2</b>